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LANGUAGES AND LITERATURES OF EUROPE AND THE AMERICAS

LLEA 239 Introduction to French Literature and Film in Translation (3) KCC AA/DL

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100, ENG 160 or ESL 100.

LLEA 239 offers the study of selected major works of French literature and film. The works will be presented in the context of French culture and civilization. Literary and film analyses will highlight unique aspects of French culture as well as universal themes and purposes.

Upon successful completion of LLEA 239, the student should be able to:

- Compare and contrast orally and in writing selected works of French literature and film.
- Locate and identify in selected works of French literature and film unique contributions of the civilization of France and culture of the French people.
- Support opinions and ideas regarding literature and film by citing evidence from the works orally or in writing.
- List orally or in writing contributions of French literature and film to Western literature and the arts.
- Express opinions and responses to literature and film clearly and effectively, orally and in writing.
- Identify some techniques used by French writers and filmmakers to express their view of the world.

LLEA 260 Spanish Peninsular Literature in Translation (3) KCC AA/DL

3 hours lecture per week

Prerequisite(s): ENG 100, ENG 160 or instructor consent.

LLEA 260 is an introduction to classical works of the literature of Spain in English translation. The literary selections are presented in the context of Spanish history and civilization. Literary analysis highlights aspects of Spanish culture and emphasizes universality of theme and purpose. Spanish exploration and discovery in the Pacific during the "Golden Age" of literature is included.

Upon successful completion of LLEA 260, the student should be able to:

- Demonstrate knowledge of selected classic works of Spanish literature and literary movements from the origins to the present day.
- Demonstrate appreciation of selected works of Spanish literature as a unique reflection and expression of the civilization of Spain and culture of the Spanish people.
- Recognize the need for literary evidence to support opinions and ideas regarding literary works.
- Recognize the contribution of Spanish literature to Western literature and the arts.
- Express opinions and responses to literature clearly and effectively, orally and in writing.
- Examine the Spanish presence and influence in the Pacific during the "Golden Age" of literature.

LAW

LAW 101 The Hawai'i Legal System (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 101 may not be audited.

LAW 101 provides a general perspective of the legal system and a specific knowledge of the present and potential role of the legal paraprofessional within that system. Students will be exposed to the operations and structures of the court system, administrative agencies, private law firms, public sector law offices, legal clinics and pre-paid legal

plans. Significant consideration will be given to legal ethics in evaluating what tasks, skills, and role are now and may in the future be fulfilled by the legal paraprofessional in each legal area.

Upon successful completion of LAW 101, the student should be able to:

- Describe the present structure of the legal system in Hawai'i.
- Explain basic legal ethical issues facing a legal paraprofessional.
- Explain the possible future development in the use of legal paraprofessionals in the law, including legal insurance plans and legal clinics.

LAW 102 Legal Research (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program.

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 102 may not be audited.

LAW 102 provides a working knowledge of the major techniques of legal research and writing. Students will complete assigned problems in legal research and will prepare office memoranda.

Upon successful completion of LAW 102, the student should be able to:

- Locate relevant authority in any law library for use in drafting case notebooks, memoranda and briefs.
- Work with the Uniform System of Citation.
- Use Shepard's Citator to verify and update cited caselaw statutes and other legal authority.
- Use Federal and State legislative materials, including statutes and legislative histories.
- Prepare a polished legal memorandum exploring both sides of a legal issue.

LAW 103 Introduction to the Legal Office (3)

3 hours lecture per week

Prerequisite(s): One year secretarial experience or completion of an accredited secretarial program or consent of instructor.

Recommended Preparation: Basic knowledge of word processing software and keyboarding speed of 50+ words per minute are highly recommended.

LAW 103 introduces the student to the legal office environment. Topics include an overview of the court systems, the general operation of a legal office, office equipment, law office accounting and procedures, law office protocol and ethics, written communication, legal terminology, and transcription.

Upon successful completion of LAW 103, the student should be able to:

- Understand and perform the duties of a legal secretary.
- Identify the functions of various courts.
- Demonstrate an understanding of the procedures involved in basic law office accounting.
- Recognize and understand basic legal terminology.
- Demonstrate knowledge of office equipment.
- Understand and apply basic concepts of legal ethics and protocol.
- Demonstrate the operation of transcribing equipment and the ability to transcribe in mailable format.
- Compose general letters and memos in a legal office.
- Proofread and correct errors in spelling, punctuation, and grammar.

LAW 104 Civil Investigation (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 104 may not be audited.

LAW 104 emphasizes the numerous ways legal paraprofessionals can assist attorneys in civil investigation in Hawai'i. It is designed to familiarize the student with basic investigation techniques and gathering of evidence that will be admissible in courts.

Upon successful completion of LAW 104, the student should be able to:

- Locate all commentary and laws pertaining to a case being investigated.
- Explain the process of separating facts from assumptions and myths.
- Develop a list of resources regarding the gathering of information.
- Take written and oral statements.
- Use a tape recorder to take oral statements.

LAW 111 Litigation (3)*3 hours lecture per week**Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.**Comment: LAW 111 may not be audited.*

LAW 111 prepares the student to assist the trial attorney in civil litigation in the Hawai'i State and Federal courts. It emphasizes the concepts and skills required for the legal paraprofessional and outlines the coordination of functions of the lawyer, legal paraprofessional and legal secretary in an integrated approach to litigation.

Upon successful completion of LAW 111, the student should be able to:

- Explain the types of tortious conduct (negligent misconduct, intentional misconduct, and strict liability).
- Describe the theory of complaint drafting and be able to draft a complaint.
- List the methods and scope of discovery and describe its applicable rules.
- Summarize and digest a deposition and be familiar with fact, chronological and index summary methods.

LAW 121 Law of Business Organizations (3)*3 hours lecture per week**Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.**Comment: LAW 121 may not be audited.*

LAW 121 acquaints the student with the legal concepts and procedures relating to commercial transactions. Substantive areas covered will include contracts, partnerships, corporations and the Uniform Commercial Code.

Upon successful completion of LAW 121, the student should be able to:

- Draft Articles of Incorporation (also close corporations), bylaws, initial minutes, stock certificates; obtain corporate seal, minute book, and stock certificates.
- Draft documents for corporate liquidations and dissolutions.
- Prepare all documentation registering a foreign corporation to do business in Hawai'i, including registration statement, Hawai'i Excise Tax forms, and annual statement of registration.

- Draft partnership agreements.
- Complete a partnership registration statement to be filed at the Department of Commerce and Consumer Affairs.
- Draft specific documents and do business research using the best research materials available.
- Prepare contracts.

LAW 131 Real Property Law (3)*3 hours lecture per week**Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.**Comment: LAW 131 may not be audited.*

LAW 131 trains the student in the legal principles and primary forms utilized in general real property law, including purchase and sales agreements, mortgages, leases, easements, deeds, closing and recording documents.

Upon successful completion of LAW 131, the student should be able to:

- Describe the elements of a deed.
- List the requisite elements of contracts and draft an agreement of sale.
- Describe the steps involved in closing a real estate transaction, including the proration of real property taxes, the computation of conveyance taxes and closing costs, the drafting of escrow instructions and the necessity for and types of title insurance.
- Explain the concept for quieting title to real property and describe the Hawai'i statutes related thereto.
- Explain the landlord-tenant code.

LAW 136 Tort and Insurance Law (3)*3 hours lecture per week**Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.**Comment: LAW 136 may not be audited.*

LAW 136 prepares the student to assist attorneys and corporations in tort and insurance law. It covers primary legal principles and the various means of establishing insurance plans. Training in the use of specific forms and procedures utilized in tort and insurance work in Hawai'i is also incorporated.

Upon successful completion of LAW 136, the student should be able to:

- Identify the principles and legal theories relating to torts to the person and property.
- Explain the defenses of allegations of negligence.
- Identify the legal principles and theories relating to product liability.
- Explain how the Hawai'i Worker's Compensation system operates.
- Describe the theories and principles of insurance law and how insurance companies protect individuals.

LAW 140 Family Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 140 may not be audited.

LAW 140 covers basic substantive law in the area known as "family law." It covers adoptions, guardianships, nonsupport, and uncontested and contested divorces. This course prepares the student to assist attorneys in the area of family law.

Upon successful completion of LAW 140, the student should be able to:

- Compile a file of the current standard Family Court forms, orders, and memoranda.
- Prepare initial pleadings in a divorce action, separation or annulment action, including the Matrimonial Action Information Sheet and the Information Concerning Child Care and Custody forms.
- Identify the procedure for setting an uncontested divorce for hearing and identify the documents necessary for presentation to the Court to allow such a setting.
- Determine, in an adoption, the correct proceedings as to whether the case will be a consent or non-consent case.

LAW 145 Computer Applications in the Law Office (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160; keyboarding skills.

Comment: LAW 145 may not be audited.

LAW 145 is an introductory course designed to acquaint legal students with various computer concepts and practical computer applications in the
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legal environment. Topics include windows, word processing, the Internet, electronic mail, database, spreadsheet, and legal-specific programs such as those for litigation support, timekeeping and billing, legal research, document generation, docket control, etc. Ethical considerations are discussed along with case studies and hands-on application activities.

Upon successful completion of LAW 145, the student should be able to:

- Define computer concepts and terminology.
- Identify basic hardware components of computer systems.
- Explain the impact of computers and technology in the legal office.
- Identify and describe computer application programs used in a legal office.
- Describe ethical considerations relating to technology in a legal office.
- Input and process data to produce information or documentation using various legal office applications.

LAW 146 Litigation Document Preparation and Theory (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program.

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160; keyboarding skills; basic knowledge of Windows™ and word processing; typing speed of 50+ words per minute are highly recommended.

Comment: LAW 146 may not be audited.

LAW 146 is an introductory course focusing on litigation terminology, procedures, and document preparation. This course includes hands-on instruction in the preparation of legal documents for filing in the local courts using word processing software.

Upon successful completion of LAW 146, the student should be able to:

- Apply principles of preparing legal documents for litigation.
- Identify the basic procedures involved in preparing documents for civil litigation.
- Define legal terminology pertaining to litigation.
- Use word processing software to prepare litigation documents.

- Apply word processing functions to the production of litigation documents such as the use of autocorrect, auto text, using columns to create captions, redline/strikeout, etc.
- Proofread and correct errors in spelling, punctuation, and grammar.
- Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the production of litigation documents.

LAW 151 Estate Planning and Probate (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 151 may not be audited.

LAW 151 trains the student in the principles and primary forms utilized in estate planning and probate in the State of Hawai'i.

Upon successful completion of LAW 151, the student should be able to:

- Identify what assets are probatable and taxable.
- Describe how to interview a client for a will.
- Draft a will from estate planning.
- Interview the client for probate information.
- Gather together an estate.
- Identify procedures in the handling of small estates, informal proceedings, supervised probate and ancillary administrations.

LAW 156 Specialized Document Preparation and Theory (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program.

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160, keyboarding skills; basic knowledge of Windows™ and word processing; typing speed of 50+ words per minute are highly recommended.

Comment: LAW 156 may not be audited.

LAW 156 is an introductory course focusing on terminology, procedures, theory and specialized document preparation relating to real estate; wills, estates, and guardianships; bankruptcy; business organizations; family law; torts; and contracts. This course includes hands-on instruction in the preparation of specialized legal documents using word processing software.

Upon successful completion of LAW 156, the student should be able to:

- Apply principles of preparing specialized legal documents pertaining to real estate; wills, estates, and guardianships; bankruptcy, business organizations; family law; torts; and contracts.
- Identify the basic procedures involved in preparing specialized legal documents pertaining to real estate; wills, estates, and guardianships; bankruptcy, business organizations; family law; torts; and contracts.
- Define legal terminology pertaining to real estate; wills, estates, and guardianships; bankruptcy, business organizations; family law; torts; and contracts.
- Use word processing software to prepare specialized legal documents.
- Apply word processing functions to the production of specialized legal documents such as the use of autocorrect, auto text, using columns to create captions, redline/strikeout, etc.
- Proofread and correct errors in spelling, punctuation, and grammar.
- Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the production of specialized legal documents.

LAW 166 Employment Related Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 166 may not be audited.

LAW 166 provides an overview of the substantive law of labor relations, the structure of unions, and the various means by which legal paraprofessionals can help to create a more desirable work environment for employees.

Upon successful completion of LAW 166, the student should be able to:

- Identify the theories and policies behind the National Labor Relations Act and explain its history and application.
- Describe how standards for minimum working conditions are set and how those standards affect the working environment.
- Identify the function of labor unions in our

industrial society and the prospects of labor unions in the future as our industrial base evolves.

- Explain the theories and principles relating to the grievance process and how that process is protected and regulated.

LAW 171 Consumer Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 171 may not be audited.

LAW 171 provides an overview of the fundamental legal issues and all accompanying form work for the areas of collection, bankruptcy, wage earner plans, and consumer credit issues.

Upon successful completion of LAW 171, the student should be able to:

- Explain the issues and problems relating to consumers.
- Use the various specialized research tools to do legal research on consumer disputes.
- Describe all Hawai'i consumer laws or consumer related laws that are applicable in the settlement of consumer disputes.
- Select the appropriate remedy for the consumer once the applicable authority has been selected and located.

LAW 176 Criminal Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 176 may not be audited.

LAW 176 provides an overview of the major legal issues of criminal procedure and substantive criminal law.

Upon successful completion of LAW 176, the student should be able to:

- Describe how the Hawai'i Penal Code is interpreted and applied in various hypothetical situations.
- Describe the Hawai'i Rules of Court and know how the most commonly applicable rules are interpreted and applied.
- Explain the procedural aspects of Hawai'i's criminal justice system and the pitfalls raised by these procedural aspects in the course of criminal litigation.

- Define the fundamental aspects of prosecutorial discretion, plea bargaining, and negotiation involved in criminal litigation.

LAW 181 Rights of the Disadvantaged (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 181 may not be audited.

LAW 181 provides an overview of the basic legal rights of the physically disabled, the mentally challenged, and the economically disadvantaged. Existing governmental programs at the federal, state, and local levels will be analyzed to determine what benefits are available and in what areas the existing programs are inadequate. Applicable rights stemming from the Constitution, statutes, and regulations will also be explored.

Upon successful completion of LAW 181, the student should be able to:

- Explain the various areas of substantive law that bear upon issues affecting the disadvantaged; these areas of law include truth-in-lending, creditor-debtor, and consumer law.
- Describe the origin and procedures of the various public assistance laws in Hawai'i.
- Interview potential public assistance benefit claimants and describe techniques used to elicit information that will assist the claimant in obtaining benefits.
- Act as a legal representative in a hearing before a public assistance agency and be able to conduct direct and cross examination of witnesses, offer evidence into the record, and make opening and closing statements.

LAW 193P Cooperative Paralegal Education (3)

1 hour lecture and 9 hours cooperative work experience per week

Prerequisite(s): Paralegal program major; LAW 101; LAW 102.

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160; LAW 146. It is highly recommended that the student be in the last semester of the Paralegal degree program.

LAW 193P is a cooperative education course involving an employer and the college that integrates

classroom learning with supervised practical experience. This course allows the student to apply paralegal skills learned in Legal Education courses in an actual legal office. This course also offers career guidance, including the preparation of resumes, employment interviewing techniques and job hunting skills.

Upon successful completion of LAW 193P, the student should be able to:

- Obtain realistic work experience in a legal office to correlate with the skills and knowledge acquired in the classroom.
- Display characteristics necessary for success in the present legal environment-sense of responsibility, independent judgment, growth in maturity, and human relations.
- Identify the philosophy and objectives of cooperative education.
- Prepare a job description for the cooperative training assignment.
- Compare classroom learning with the work experience and evaluate its benefits.

LAW 193S Cooperative Legal Secretary Education (3)

1 hour lecture and 9 hours cooperative work experience per week

Prerequisite(s): Legal Secretary program major. Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160. It is highly recommended that the student be in the last semester of the Legal Secretary certificate of completion program.

LAW 193S is a cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experience. This course allows the student to apply legal secretary skills learned in Legal Education courses in an actual legal office. This course also offers career guidance, including the preparation of resumes, employment interviewing techniques and job hunting skills.

Upon successful completion of LAW 193S, the student should be able to:

- Obtain realistic work experience in a legal office to correlate with the skills and knowledge acquired in the classroom.
- Display characteristics necessary for success in the present legal environment-sense of

responsibility, independent judgment, growth in maturity, and human relations.

- Identify the philosophy and objectives of cooperative education.
- Prepare a job description for the cooperative training assignment.
- Compare classroom learning with the work experience and evaluate its benefits.

LAW 201 Law Office Management (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 201 may not be audited.

LAW 201 trains the student in analyzing the fundamental objectives of the management of a law office, the various machines used in a law office, basic indexing and filing principles, and accounting methods. It includes training in the development and use of systemization in the law office in the expectation of increasing efficiency to reduce legal costs.

Upon successful completion of LAW 201, the student should be able to:

- Explain general management concepts and systems applicable to law practices.
- Orient and train new employees and understand employee motivation theories.
- Describe the various types of attorney fee arrangements and billings.
- List the factors to be considered in creating a reliable system for transmitting and filing legal documents and information pertinent to the law practice.
- Explain the operation and maintenance of the firm's law library.
- Design and implement an office procedures manual.

LAW 202 Legal Interviewing, Negotiating and Advocacy (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 202 may not be audited.

LAW 202 is designed to sharpen verbal and written communication skills, interviewing techniques, negotiation and advocacy strategies. Role playing and videotapes will be utilized to assist in the development of verbal skills. Additional legal

research and writing for appellate briefs are incorporated.

Upon successful completion of LAW 202, the student should be able to:

- Prepare for an interview.
- Obtain important facts and information from the interviewee.
- Deal with private and public agencies in obtaining necessary information.
- Identify and incorporate effective communication skills in interviewing.
- Present a case before an administrative agency.

LAW 203 Legal Writing (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 102.

Recommended Preparation: Credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 203 may not be audited.

LAW 203 trains the student in the proper language and format for the drafting of legal documents. Emphasis will be on writing memoranda after completing necessary legal research.

Upon successful completion of LAW 203, the student should be able to:

- Draft a fact memorandum.
- Draft a demand letter.
- Draft the following documents: complaint, answer, and interrogatories.
- Draft a memorandum of law.

LAW 250C Advanced Litigation (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 111.

Recommended Preparation: LAW 102; LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 250C may not be audited.

LAW 250C is a directed reading, writing, and research course that provides the student with advanced training and specialized knowledge in the area of litigation. Topics include medical malpractice and construction litigation.

Upon successful completion of LAW 250C, the student should be able to:

- Investigate, research, and prepare basic documents involved in medical malpractice litigation, including pleadings with the medical claims conciliation panel, complaints in Circuit Court, and basic trial documents including a Settlement Conference Statement.
- Investigate, research, and prepare basic documents involved in construction litigation, including pleadings with the construction claims conciliation panel, complaints in Circuit Court, and basic trial documents including a Settlement Conference Statement.

LAW 250F Advanced Real Property Law (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 131.

Recommended Preparation: LAW 102; LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 250F may not be audited.

LAW 250F is a directed reading, writing, and research course that provides the student with advanced training and specialized knowledge in the area of real property law.

Upon successful completion of LAW 250F, the student should be able to:

- Investigate and research advanced legal topics in the area of real property law.
- Draft appropriate memorandums and documents.

LAW 250G Advanced Tort and Insurance Law (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 136.

Recommended Preparation: LAW 102; LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 250G may not be audited.

LAW 250G is a directed reading, writing, and research course that provides the student with advanced training and specialized knowledge in the area of tort and insurance law.

Upon successful completion of LAW 250G, the student should be able to:

- Investigate and research advanced legal topics in the area of tort and insurance law.
- Draft appropriate memorandums and documents.

LAW 250H Advanced Family Law (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 140.

Recommended Preparation: LAW 102; LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 250H may not be audited.

LAW 250H is a directed reading, writing, and research course that provides the student with advanced training and specialized knowledge in the area of family law. Coverage includes procedures in Hawai'i Family Court regarding adoption, contested child custody and contested divorce property division cases.

Upon successful completion of LAW 250H, the student should be able to:

- Investigate and research advanced legal topics in the area of family law including adoption, contested child custody cases, and contested divorce property division cases.
- Prepare documents associated with an adoption case by consent.
- Prepare the necessary pleadings in a contested divorce action, including exhibit lists, position statements, and Motion to Set.
- Prepare for contested custody cases, including analysis of social studies preparation for testimony from expert witnesses, analysis of factors utilized by the courts in determining custody, and issues related thereto.

LAW 250N Advanced Criminal Law (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 176.

Recommended Preparation: LAW 102; LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 250N may not be audited.

LAW 250N is directed reading, writing, and research course that provides the student with advanced training and specialized knowledge in the area of criminal law.

Upon successful completion of LAW 250N, the student should be able to:

- Investigate and research advanced legal topics in the area of criminal law.
- Draft and prepare appropriate memorandums and documents.

LAW 282 Computer-assisted Legal Research (3)

3 hours lecture per week

Prerequisite(s): Acceptance into a Legal Education program; LAW 102.

Recommended Preparation: LAW 203; credit in or qualification for ENG 100 or ENG 160.

Comment: LAW 282 may not be audited.

LAW 282 trains the student in developing a working knowledge of the functions of the LEXIS and/or WESTLAW computerized legal research systems through hands-on experience with computers and through lectures regarding the theory of research methods.

Upon successful completion of LAW 282, the student should be able to:

- Demonstrate computerized legal research techniques using a primary national computerized legal research systems (LEXIS or WESTLAW).
- Apply computerized legal research techniques to common legal research applications.
- Draft and prepare documentation incorporating research information.

LEARNING SKILLS

LSK 30C Listening and Note Taking (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30C is a 5-week module designed to improve listening and note-taking skills. Practice in listening to and taking notes of short lectures related to content area courses. Emphasis on techniques of note-taking.

Upon successful completion of LSK 30C, the student should be able to:

- Listen actively and selectively for central ideas and supporting details in short lectures.
- Take notes according to the lecturer's style and the nature of the subject matter.
- Write notes in a modified outline format by using such principles as indenting, headings, and markers.
- Generate thoughtful questions from lecture notes.
- Recognize common verbal cues used by a speaker.
- Edit and organize lecture notes.
- Summarize and map lecture notes.
- Understand the importance of regular reviews and recitation of lecture notes.
- Apply appropriate note-taking techniques to your content focus class.

LSK 30E Textbook Reading (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30E is a module designed to improve skills in understanding and retaining textbook material. Practice in applying a textbook study system to content area materials. Includes a brief survey of techniques useful in the study of science and social science courses.

Upon successful completion of LSK 30E, the student should be able to:

- Preview a chapter.
- Pose discovery questions based on a chapter preview.

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- Select main ideas and significant supporting data from assigned reading.
- Highlight important words, sentences, and paragraphs.
- Use appropriate strategies for retaining the material read.
- Recite, review, integrate important text material with lecture notes.
- Recognize patterns of organization commonly used in the social sciences and the sciences texts.
- Apply appropriate reading techniques to your content focus class.

LSK 30F Test-Taking (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30F is a module designed to improve test-taking skills. Emphasis on objective test-taking techniques and writing clear, organized essay answers. Includes test preparation techniques and memory retention.

Upon successful completion of LSK 30F, the student should be able to:

- Understand basic preparation techniques for test-taking.
- Review for an examination by organizing principles and concepts, seeing inter-relationships, and diagramming the material into information maps.
- Determine what is important enough to study when preparing for an examination.
- Use memory techniques for test preparation.
- Prepare for different kinds of tests: objective, short-answer, essay, and problem solving.
- Predict possible test questions.
- Survey an examination, noting number of questions and their relative point value and allocating time to ensure profitable returns.
- Understand instructions commonly used in both objective and essay examinations.
- Recognize particular clues in objective questions.
- Write clear, organized essay answers for assigned questions on content area readings.
- Apply test-taking strategies to mock exams.
- Apply test-taking preparation techniques to the final exam scheduled in your focus class.

LSK 30G Self-Management Skills for College Success (1)*1.5 hours lecture per week**Prerequisite(s): Qualification for PCC 20, ENG 21, ENG 22, PCM 23, MATH 24, MATH 25, MATH 81, IS 103, or ENG 102.**Comment: LSK 030G is a 10-week section offered in the fall and spring semesters. LSK 030G may not be audited.*

LSK 30G serves as an orientation to the college experience for students enrolled in basic skills and developmental classes. Students use case studies to identify responsible behaviors appropriate for college. They identify and list choices made by successful students and learn to use problem-solving processes to weigh alternatives. They also use journals to write about their thoughts and feelings while finding ways to become more efficient and effective. In addition, they identify their tentative short- and long- range personal and academic goals.

Upon successful completion of LSK 30G, the student should be able to:

- Use a problem-solving method to make decisions.
- Identify college resources, policies, programs and services that can assist in achieving educational goals.
- Use e-mail to communicate with faculty and peers.
- Communicate effectively on academic and individual matters with instructors, counselors, and peers.
- Identify behaviors (positive and negative) that contribute to or hinder success.
- Identify personal, academic, and career goals.
- Evaluate personal use of time.
- Use alternative methods of self-exploration and expression.

LSK 90 Basic Intensive Preparatory Program For Deaf Students (12)*10 hours of lecture, 2 hours of lecture/lab, and 3 hours of lab per week**Prerequisite(s): Consent of Instructor; ASL 102 or equivalent.**Comment: Credit/no credit only. LSK 90 may not be taken for a letter grade. LSK 90 may not be audited.*

LSK 90 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing

skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 90, students should be able to:

- Apply a systematic approach to writing which includes: prewriting, writing, revising and editing to generate a two paragraph narrative.
- Express feelings and ideas through the use of basic sentence structure.
- Follow basic signed directions.
- Utilize pre-reading strategies, including making predictions to enhance comprehension of basic reading material.
- Retell the key concepts of a written work effectively through signed expression.
- Adapt reading style to understand the meaning of the entire text and distinguish between fact and opinion.
- Demonstrate effective communication skills in interpersonal situations.
- Apply academic survival skills (i.e. time management, stress management, test taking skills) to find and obtain help when necessary.
- Demonstrate knowledge base gained from classroom discussions and excursions at an intermediate level.

LSK 91 Intermediate Intensive Preparatory Program**For Deaf Students (12)***10 hours of lecture, 2 hours of lecture/lab, and 3 hours of lab per week**Prerequisite(s): Consent of Instructor; ASL 102 or equivalent.**Comment: Credit/no credit only. LSK 91 may not be taken for a letter grade. LSK 91 may not be audited.*

LSK 91 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 91, students should be able to:

- Apply a systematic approach to writing which includes: prewriting, writing, revising

and editing to generate a composition which includes an introduction, body and conclusion.

- Express feelings and ideas through the use of compound sentence structure.
- Follow basic written and signed directions.
- Utilize pre-reading strategies, including making predictions and drawing conclusions to enhance comprehension of reading material at the students' instructional level.
- Retell the key concepts of a written work effectively through signed expression and a written response.
- Use analytical thinking skills to compare and contrast information.
- Demonstrate effective communication skills in interpersonal situations and small group settings by turn-taking and respecting other opinions in the communication process.
- Apply academic survival skills (i.e. time management, stress management, test taking skills) to find and obtain help when necessary.
- Demonstrate knowledge base gained from classroom discussions and excursions at an intermediate level.

LSK 92 High Intermediate Intensive Preparatory Program For Deaf Students (12)

10 hours of lecture, 2 hours of lecture/lab, and 3 hours of lab per week

Prerequisite(s): Consent of instructor; ASL 102 or equivalent.

Comment: Credit/no credit only. LSSK 92 may not be taken for a letter grade. LSK 92 may not be audited.

LSK 92 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 92, students should be able to:

- Apply a systematic approach to writing including prewriting, writing, revising and editing to generate a composition targeted at a specific audience.
- Begin using complex sentence structure to express intent and meaning.

- Follow complex written and signed directions.
- Use reading comprehension strategies, such as predicting, previewing, scanning and summarizing to derive meaning from readings at the students' instructional level.
- Identify the main idea in a variety paragraphs.
- Use analytical thinking skills to compare and contrast information and recognize cause and effect relationships.
- Demonstrate effective expressive and receptive sign language skills during interpersonal communication.
- Apply academic survival skills (i.e. time management, stress management, test taking skills) to find and obtain help when necessary.
- Apply knowledge gained from classroom and excursion experiences to enhance understanding of global interdependence.

LSK 94 Advanced Intensive Preparatory Program For Deaf Students (12)

10 hours of lecture, 2 hours of lecture/lab, and 3 hours of lab per week

Prerequisite(s): Consent of instructor; ASL 102 or its equivalent.

Comment: Credit/no credit only. LSK 94 may not be taken for a letter grade. LSK 94 may not be audited.

LSK 94 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 94, students should be able to:

- Apply a systematic approach to writing which includes, prewriting, writing, revising, and editing to clearly express intent and meaning through a variety of complex sentences.
- Follow complex, implicit and explicit written and signed directions.
- Use reading comprehension strategies, such as predicting, previewing, scanning and summarizing to derive meaning from readings at the students' instructional level.
- Identify the main idea and supporting details from selected readings.

- Use analytical thinking skills to make valid inferences, compare and contrast information and recognize cause and effect relationships.
- Demonstrate effective expressive and receptive signing skills in interpersonal communication, in small groups, and through an interpreter.
- Apply academic survival skills to manage time appropriately, set attainable goals for the future, find and obtain help when necessary, and manage stressful situations appropriately.
- Utilize information gained from classroom and field trip experiences to enhance knowledge base and apply toward future learning.
- Identify stages of language acquisition and distinguish between first and second language acquisition.
- Explain the relationship between language behavior and its physical foundations.
- Demonstrate an awareness of gender-related issues in language use.
- Transcribe the sounds of English using phonetic symbols
- Use the terminology and concepts of the discipline.
- Collaborate through working with peers on a variety of assignments.
- Present clearly and concisely the result of the student's own research.
- Use technology to gather information, analyze data and/or communicate with other members of the class.

LINGUISTICS

LING 102 Introduction to the Study of Language (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

Prerequisite(s): ENG 100, ENG 160 or ESL 100.

Comment: Letter grade and audit only. LING 102 may not be taken credit/no credit.

LING 102 is an investigation of the nature and function of language: its composition (the sound system, grammatical structure and lexicon); representation (oral and written), acquisition and change (relationships between languages of the world and the changes in language over time). General linguistic principles applicable to all languages will be covered. Terms will be introduced making it possible for students to discuss language and to understand what linguists say and write about it.

Upon successful completion of LING 102, the student should be able to:

- Demonstrate a deeper understanding of and appreciation for the nature of language and a livelier interest in all its manifestations.
- Perform basic phonological, morphological and syntactical analyses of language data.
- Distinguish geographic, historical and social variation in language.
- Reconstruct the ancestral form of words on the bases of selected data from contemporary daughter languages.