

JAPANESE

Prior to registration, students who have taken Japanese in high school or elsewhere will be given a placement examination. Students who successfully pass the placement examination are qualified to apply for credit by examination.

JPNS 100 Elementary Japanese, Special (3) KCC AA/HSL (Inactive)

3 hours lecture, 3 hours independent practice in lab per week

Prerequisite(s): Placement by examination.

Comment: JPNS 100 is currently inactive.

JPNS 100 is an intensive elementary Japanese course covering the same material as JPNS 101 at a more rapid pace. Intended for students with some Japanese language background.

Upon successful completion of JPNS 100, the student should be able to:

1. Master basic Japanese vocabulary and sentence patterns.
2. Carry on limited conversations in daily situations using basic Japanese sentence patterns and vocabulary.
3. Form simple sentences using verb, adjective, and noun predicates in past and non-past tenses.
4. Use affirmative and negative sentences.
5. Count and tell time.
6. Use polite expressions.
7. Read and write in both katakana and hiragana.
8. Become acquainted with aspects of the Japanese culture that relate to the lesson topics.

JPNS 101 Elementary Japanese I (4) KCC AA/HSL

4 hours lecture per week

JPNS 101 builds a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Japanese in a linguistically and culturally appropriate manner.

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

1. Understand short, learned utterances, and occasionally sentence-length utterances where context is clear. Comprehension is limited to vocabulary and some simple questions/statements related to everyday events, such as greetings, introductions, descriptions of rooms/housing, campus/towns, and daily schedule/activities.
2. Make short statements and ask simple questions, primarily by relying on memorized utterances and set phrases. Occasionally, expand to sentence-level production to accomplish tasks in contexts similar to those stated above. Ask for meanings of unknown words in Japanese and to expand their vocabulary.
3. Understand written materials in hiragana, katakana, and some kanji. Comprehension is limited to vocabulary and some simple questions/statements related to contexts similar to the aforementioned contexts. Occasionally comprehend some unfamiliar materials in which the context is clear.
4. Write short phrases and sentences in hiragana, katakana and some kanji with accuracy. Write self-introductions and compose simple memos.

JPNS 102 Elementary Japanese II (4) KCC AA/HSL

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in JPNS 101, or satisfactory score on KCC language placement test, or instructor consent.

JPNS 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Japanese in a linguistically and culturally appropriate manner.

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

1. Demonstrate proficiency in sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas, such as shopping, describing preferences, family members, memories and physical condition, and inviting and dining out.
2. Perform basic communicative exchanges. Make short statements and ask questions in simple sentences that are common to the aforementioned situations.
3. Demonstrate proficiency in obtaining information from written material in hiragana and katakana, and have a functional command of about 90 essential kanji. Read and comprehend menus, postcards, short letters, and simple journals.

4. Write simple texts of a few paragraphs by integrating new and previously learned structures. Master hiragana and katakana and have a good command of kanji they have learned. Compose memos, messages, postcards, short letters, and simple journals.

JPNS 131 Japanese Conversation and Culture I/Business and Tourism Industry (4) KCC AA/DH

4 hours lecture per week

JPNS 131 focuses on beginning level Japanese to develop oral communication skills. Includes oral drills and individual practice to form Japanese sentences. Also discusses cultural information and vocabulary relevant to successful interaction with a Japanese guest in the business and visitor industry. Through an interactive, communicative approach emphasizes immediate application of content learned in situational role-plays and projects.

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

1. Recognize short utterances in Japanese.
2. Orally produce simple, short sentences.
3. Refer to present, past, and future events.
4. Count money, people, and objects, and handle monetary transactions, using numbers 0 to 100,000,000.
5. Recognize and use approximately 600 words, including those which express activities, location, time, duration, colors, size, and shapes.
6. Perform limited business tasks such as retailing and taking orders on tables.
7. Interact with clients in culturally acceptable ways, employing appropriate speech style, greetings, mannerisms, and implications.
8. Be familiar with a cultural perspective different from the student's own.

JPNS 132 Japanese Conversation and Culture II/Business and Tourism Industry (4) KCC AA/DH (Inactive)

5 hours lecture per week

Prerequisite(s): JPNS 101 or JPNS 131.

Comment: JPNS 132 is currently inactive.

JPNS 132 is a continuation of JPNS 131. Second level Japanese to develop oral communication skills. Includes oral drills and individual practice for forming Japanese sentences. Also discusses cultural information that forms part of the language. Covers vocabulary and situations appropriate for the business and hospitality industries. A communicative approach emphasizes questions and answers and situational role-plays.

Upon successful completion of JPNS 132, the student should be able to:

1. Recognize long utterances in Japanese.
2. Orally produce compound sentences and recognize complex sentences.
3. Begin to think in the word order of Japanese.
4. Recognize and use approximately 1,200 words.
5. Refer to people's age, occupations, weather, pains and physical condition, probability, intention, action in progress, state of being, changes, ability, and other people's remarks.
6. Interact with Japanese guests to make simple decisions and choices, including telephone conversations on routine matters.
7. Perform limited business tasks such as registering hotel guests, arranging for transportation, and working as a tour guide.
8. Begin to realize cultural norms and expectations, and the borderless nature of the present world.

JPNS 201 Intermediate Japanese I (4) KCC AA/HSL

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in JPNS 102 or satisfactory score on language placement test or instructor's consent.

Comment: If student has taken Japanese language prior to enrolling into College, taking the Japanese language placement test or seeing a Japanese language instructor is recommended.

JPNS 201 is a continuation of JPNS 102 and the first half of an intermediate course on spoken and written Japanese. It is designed to reinforce the fundamentals of the Japanese language skills introduced in the elementary level. Students will further develop the five skills of listening, speaking, reading, writing and cultural competence.

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

1. Understand sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas, such as health, travel, career planning and preparation, and asking for favors.
2. Understand increased but limited number of simple paragraph-length utterances.

3. Understand spontaneous face-to-face conversations as well as short routine telephone conversations and some deliberate speech, such as simple announcements and reports.
4. Handle a variety of uncomplicated, basic and communicative tasks and social situations. Ask and answer questions and participate in simple conversations in the aforementioned situations. Produce slightly longer utterances. Ask follow-up questions to expand the conversation.
5. Read consistently, with increased understanding, simply connected texts dealing with a variety of basic and social needs, such as personal letters, emails, messages, journals, internet sources, and narrative accounts of events of interest. Such texts are written in hiragana, katakana, and about 214 frequently used kanji (87 kanji are introduced in this course).
6. Obtain necessary information from simple authentic texts using skimming and scanning skills.
7. Meet a number of simple practical writing needs, such as simple personal letters, emails, messages, and journals with content involving personal preferences, daily routine, everyday events, and other topics grounded in personal experience. Express and support opinions on topics grounded in personal experience.
8. Speak and interact using culturally appropriate gestures, greetings, backchanneling, and body language.
9. Text, chat, blog, or email appropriately in Japanese in a limited number of content areas using hiragana, katakana, and kanji.

JPNS 202 Intermediate Japanese II (4) KCC AA/HSL

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in JPNS 201, or satisfactory score on language placement test, or instructor's consent.

JPNS 202 is the second half of an intermediate course on spoken and written Japanese. It continues to reinforce the fundamentals of the Japanese language skills introduced in the elementary level. It also aims at developing the functional ability to communicate in Japanese beyond the survival level. Students will attain the Intermediate Mid to Intermediate High level on the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale.

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

1. Sustain understanding over longer stretches of connected discourse on a number of topics, such as asking and giving directions, gift exchanging, presenting cooking demonstration, expressing unpleasant experiences, rumors, and feelings, and honorific and humble expressions used in business environments.
2. Handle successfully most uncomplicated communicative tasks and social situations attaining the Intermediate Low to Intermediate Mid level on the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guideline Scale.
3. Initiate, sustain, and close a general conversation with a number of strategies to a range of circumstances and topics aforementioned.
4. Produce limited number of connected discourse in descriptions and narration.
5. Read consistently with full understanding simple connected texts dealing with basic personal and social needs about which students have personal interest and/or knowledge.
6. Obtain main ideas and information from descriptive and narrative texts using 301 basic kanji (87 new kanji will be introduced in this course).
7. Utilize online and Japanese dictionary apps to independently read Japanese text.
8. Meet most practical writing needs and social demands.
9. Write simple letters, emails, brief synopses and paraphrases, expression of opinions, summaries of biographical data, work, and school experience.
10. Describe and narrate familiar topics in paragraphs.
11. Text or chat spontaneously and blog or email appropriately in Japanese using hiragana, katakana, and kanji on the topics aforementioned

JPNS 257 (Alpha) Japanese Culture and Language Through Content (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of "C" or higher or instructor consent.

Comment: JPNS 257 (Alpha) is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257 (Alpha) is an intermediate-level language course using various content areas to further develop Japanese language skills and understanding of Japanese culture. Possible content areas include: History, Economics, Anthropology, Cuisine, Politics, Popular Culture, Film, Sociology, Music, and Geography/Demographics.

Upon successful completion of JPNS 257 (Alpha), the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.

5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.
10. Relate orally and in writing personal experiences related to the content.

JPNS 257B Japanese Culture and Language Through Content: Pop Culture – Anime (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of "C" or higher or instructor consent.

Comment: JPNS 257B is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257B is an intermediate-level course focusing on learning the Japanese language through Pop Culture, specifically through Japanese animations and videos. Japanese animations and videos provide the viewer with glimpses of the subtle and sometimes not so subtle aspects of Japanese language and culture. Thus, if one views these with an eye for what can be learned about the Japanese language, one's understanding of Japanese language and culture will increase significantly.

Upon successful completion of JPNS 257B, the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.
10. Relate orally and in writing personal experiences related to the content.
11. Produce and respond to sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas found within pop culture as seen through anime.
12. Engage in spontaneous face-to-face conversations dealing with a variety of basic and social needs that use the grammatical patterns and vocabulary found within anime.
13. Handle a variety of uncomplicated, basic and communicative tasks and social situations found within anime.
14. Look up unknown vocabulary and phrases found in anime by using dictionaries to create personal vocabulary and pattern lists.
15. Identify ways in which the language is influenced by the culture as demonstrated through the behavior of the characters in animation and video.
16. Identify Japanese patterns of social interaction as seen in anime.
17. Use Japanese social phrases and manners learned from anime.

JPNS 257C Japanese Culture and Language Through Content: Japanese History - Understanding the Samurai Culture (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of "C" or higher or instructor consent.

Comment: JPNS 257C is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257C is an intermediate-level Japanese course that utilizes the Japanese language to learn about the Samurai Culture in Japanese history. The course will focus on the language to learn how the culture of the samurai developed from the Kamakura Period in the late 1100s out of the clanships. This course will also include the influence of Zen Buddhism on the culture of the samurai and the change of the samurai from warrior to courtier during the Tokugawa period (1603 to 1867). This course will also discuss the changes in the Japanese language and the impact of the samurai culture on modern Japan.

Upon successful completion of JPNS 257C, the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.

10. Relate orally and in writing personal experiences related to the content.
11. Produce and respond to sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas as seen through the study of samurai culture.
12. Engage in spontaneous face-to-face conversations dealing with a variety of basic and social needs that use the grammatical patterns and vocabulary found within the study of samurai culture.
13. Handle a variety of uncomplicated, basic and communicative tasks and social situations found within the study of samurai culture.
14. Look up unknown vocabulary and phrases found in the study of samurai culture by using dictionaries to create personal vocabulary and pattern lists.
15. Identify Japanese patterns of social interaction as seen in the study of samurai culture.
16. Use Japanese social phrases and manners learned from the study of samurai culture.

JPNS 290 Japanese Language and Culture through Application (4) KCC AA/DH

3 hours lecture, 3 hours lab per week

Prerequisite(s): Students must be native, bilingual speakers of Japanese and English, or with the approval of the instructor, advanced level students of the Japanese language.

Comment: JPNS 290 is designed for native speakers, bilingual and advanced level Japanese language students. Instructor approval is required.

JPNS 290 is designed to prepare students to serve as Japanese language and culture resources on campus and in the community through service learning experiences. Application of the “real world” community service experiences, cultural readings, and personal reflections will serve as the basis for communicative activities in class.

Upon successful completion of JPNS 290, students should be able to:

1. Demonstrate proficiency of the Japanese language and culture orally and in writing through service learning community experiences, field studies, class discussions, assigned readings, projects, and lectures.
2. Demonstrate the job-related skills gained from the practical work experience in the supervised community volunteer activities.
3. Evaluate orally and in writing the service learning activities using appropriate vocabulary and grammar in communicative activities, discussions, and writing activities.
4. Describe orally in classroom discussion, and in reflective journals and essays, the needs of the community.
5. Apply orally and in writing critical thinking and problem-solving skills related to their course content, field studies, and service-learning experiences.
6. List similarities and differences between Japanese and U.S. culture from various perspectives and values.
7. Construct a relationship between language learning and culture.
8. Demonstrate effective communication skills in both the student’s native heritage culture(s) and U.S. cultures.

JOURNALISM

JOUR 150 Press and Society (3) KCC AA/DS and KCC AS/SS

3 hours of lecture per week

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

JOUR 150 surveys the forces that shape the way society communicates, the impact of mass media on the political, social and cultural climate of America and the world; and the roles of technology, business, government and the courts, and personalities in shaping media industries.

Upon successful completion of JOUR 150, the student should be able to:

1. Describe the major communication processes and the developments that changed the way in which information is exchanged.
2. Explain how changes in the way people communicate have affected the ways in which societies/communities organize and define themselves.
3. Identify the major factors involved in the development of the print, radio/music, television and film industries, including technological development, landmark government legislation and court decisions, and key personalities.
4. Explain the impact each of the major media industries has made on American society.
5. Identify visual and other techniques used to persuade or sell in TV news, films, videos and magazines.
6. Describe the ways the advertising industry uses technology and research to target audiences for consumer goods and political candidates.

7. Explain how public relations operates and its role in our society today.
8. Explain how the American legal system attempts to balance First Amendment rights with the rights of the private individual in the areas of libel, privacy, fair trial and copyright.
9. Describe the ethical codes, laws, and regulations that govern the major media industries and identify the government agencies that oversee the media.
10. Apply the Society of Professional Journalists Code of Ethics to the handling of news on campus and in the community.
11. Describe media convergence in the 21st century and its impact on society.

JOUR 205 Newswriting (3)

3 lecture hours per week

Prerequisite(s): ENG 100 (with a grade of "B" or higher), ENG 160 (with a grade of "B" or higher), ESL 100 (with a grade of "B" or higher), or consent of instructor.

JOUR 205 focuses on the basic principles of writing for media: understanding audience and purpose, developing a focus, gathering information efficiently, writing basic news story formats with speed and accuracy, using the Associated Press style sheet, and applying ethical and legal standards.

Upon successful completion of JOUR 205, the student should be able to:

1. Identify the basic characteristics of news.
2. Identify audience and purpose for any given news story.
3. Identify hard and soft news story formats and their purposes.
4. Develop story ideas from a variety of sources, including interview, observation, appropriate spin-offs from world and national headline news, statistical data, and the Internet.
5. Interview a subject using appropriate questions and strategies, including email.
6. Use several note-taking strategies, including tape recorder.
7. Gather information by networking and through observation, Internet, library sources, city and telephone directories and electronic databases.
8. Write hard and soft news leads, including breaking news, second day, delayed ID, quote, contrast, impact and soft leads.
9. Develop a story using summary, paraphrase, quotation, description, narration, analogy.
10. Write news stories using the following formats: inverted pyramid, hourglass, list, Wall St. Journal, narrative, speech/meeting advance and follow-up, obituaries, press releases, and short personality profiles.
11. Use the Associated Press Style.
12. Understand and apply legal guidelines such as libel, fair comment and criticism, qualified privilege, privacy, copyright, obscenity.
13. Apply the Society of Professional Journalists' Code of Ethics to all news coverage.
14. Demonstrate an awareness of the rights, interests, and sensitivities of minorities. Write articles acceptable for publication in the school newspaper, both print and Web versions.

JOUR 205L Newswriting Lab (1) (Inactive)

3 hours lecture per week for 5 weeks or equivalent length of time.

Prerequisite(s): A grade of "B" or higher in ENG 100.

Recommended Preparation: ENG 108.

Comment: JOUR 205L is currently inactive.

JOUR 205L provides practice in editing articles for newspapers, magazines, and other forms of media according to the Associated Press or the MLA style guides. Exercises and discussions provide a review of punctuation, capitalization, sentence construction, word choice, and develop skills in editing for conciseness, rhythm, and accuracy.

Upon successful completion of JOUR 205L, the student should be able to:

1. Identify and correct commonly misspelled words or mistaken homonyms.
2. Use the proper form of commonly mistaken or misused words.
3. Determine whether statements should be quoted, paraphrased or summarized, and revise accordingly.
4. Apply the appropriate rules of punctuation and capitalization (MLA or AP).
5. Apply the basic AP style conventions for time, place, date, addresses and titles to news articles.
6. Locate information in the Associated Press Stylebook and Briefing on Media Law.
7. Demonstrate familiarity with the MLA rules regarding the use of quotation marks, italics, and underlining; the use of commas in a series, and the format for numerals.
8. Use the MLA style for citations.
9. Identify and correct common sentence construction problems, such as run-ons, fragments, subject-verb, pronounantecedent, pronoun-reference agreement errors; incorrect verb tense or mood, subordination and modification errors.

10. Employ more effective sentence patterns, including use of the active, instead of passive, voice; parallel structure; repetition for emphasis.
11. Edit a passage to improve clarity and conciseness.
12. “Boil” or tightly edit a passage to fit a space requirement.

JOUR 227 Writing for Publication (3)

3 hours lecture per week

Prerequisite(s): ENG 100 with a grade of “C” or higher, or consent of instructor.

JOUR 227 focuses on writing news, feature and opinion articles for publication in newspapers, magazines, and other print and online media. Emphasis is placed on developing sound information gathering methodologies and identifying and executing appropriate focus, tone and structure for articles based on purpose, audience, context and medium. Work may be published in campus print and online publications.

Upon successful completion of JOUR 227, the student should be able to:

1. Explain the functions and conventions of public-affairs reporting.
2. Write clearly, correctly, and concisely in contemporary journalistic style.
3. Produce well-structured articles that clearly identify news value in lead and transitory paragraphs.
4. Adapt writing for various platforms, including print and online media.
5. Select appropriate research methodologies, including primary and secondary research, to gather information from the most relevant and credible sources.
6. Demonstrate basic mastery of Associated Press style.
7. Edit for punctuation, grammar, word choice and appropriate style and format.
8. Adapt writing for public relations purposes, including composition of a press release.
9. Provide appropriate and ethical attribution of source material.
10. Demonstrate understanding of First Amendment rights and legal and ethical constraints in areas of copyright, privacy, libel and obscenity.
11. Apply Society of Professional Journalists Code of Ethics to reporting and writing.
12. Identify various markets for publication and standard procedures.
13. Gather, analyze and organize information, and to communicate it clearly, effectively and responsibly using multiple media platforms.
14. Demonstrate an understanding of the social, cultural and historical contexts of reporting on social institutions as well as on individuals and groups.
15. Demonstrate an understanding of the importance of a free, vigorous and responsible press to the maintenance of an informed citizenry to exercise the rights of self-governance in a democracy.
16. Contribute to lifelong learning through reports that enlighten and enliven audiences, whether in print, broadcast, online or other new media formats.

JOUR 276 Magazine and Journal Publishing (3) (Inactive)

6 hours lecture/lab per week

Prerequisite(s): JOUR 275 with a grade of “C” or higher, or consent of instructor.

Recommended Preparation: ENG 227/JOUR 227; ENG 200, ENG 206 or ENG 215.

Comment: JOUR 275 is currently inactive.

JOUR 276 builds on the skills learned in JOUR 275. Students will produce a magazine and/or journal in both print and online formats. The process will include envisioning the publication, identifying audiences, gathering and editing content, designing layouts, and completing all pre-press work.

Upon successful completion JOUR 276, the student should be able to:

1. Determine purpose, audience, and focus of a magazine or journal, taking into consideration budget and method of dissemination.
2. Select articles and graphics appropriate for a particular purpose, audience, and focus.
3. Select the most appropriate means of publication (offset, copier, web) for a given publication, taking into consideration content, audience and cost.
4. Edit a paper to improve organization, word choice, clarity, and do it with the author when possible.
5. Demonstrate an understanding of copyright MLA or APA style guide.
6. Use film and flatbed scanners to input text and graphics.
7. Use Adobe Photoshop to prepare graphics for reproduction, with attention to resolution, contrast, sharpness, and file format.
8. Demonstrate an understanding of the special requirements of spot color and four-color art.

9. Design a layout and execute it using Adobe InDesign or Quark Xpress.
10. Choose appropriate fonts and demonstrate an understanding of size, leading, and line width guidelines to ensure readability.
11. Select appropriate stock based on price and method of reproduction.
12. Estimate amount of paper needed based on parent-size sheets and standard ordering procedures.
13. Prepare publication for printer, including paste-ups and pdf files.
14. Develop a plan of action to solicit submissions and then publicize and deliver the finished product.
15. Create a Web version of the publication with graphics, sound, and possibly video, using Macromedia Dreamweaver.

JOUR 285 (Alpha) News and Magazine Production (1-3) (Inactive)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks.

Two credits: 4 hours lecture/lab per week.

Three credits: 6 hours lecture/lab per week.

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

Comment: Inactive. Alternate schedules may be arranged with instructor. JOUR 285 may be repeated for a maximum of 9 credits.

JOUR 285 is currently inactive.

JOUR 285 focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285 (Alpha), the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.

JOUR 285B News and Magazine Production - Graphic Skills for Print (1-3) (Inactive)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

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

Comment: Alternate schedules may be arranged with instructor. May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of suffixes) is nine credits. JOUR 285B is currently inactive.

JOUR 285B focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285B, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Demonstrate an understanding of basic principles of page design.
11. Demonstrate an understanding of ethical guidelines governing photographs and drawings and their placement on the page.
12. Demonstrate skill in a page layout application.
13. Demonstrate skill in conversion of units from inches to picas and points.
14. Choose appropriate type fonts.
15. Scan art work at proper resolutions and file sizes.

16. Use Adobe Photoshop to correct light and contrast, to set file sizes and resolutions, and be able to save in the proper formats.
17. Demonstrate an understanding of the relationship between line screen and choice of printing stock.
18. Prepare photos for linotronic output.
19. Use proper print specifications.
20. Write headlines and captions.
21. Paste up pages.
22. Demonstrate an understanding of the offset printing process.

JOUR 285C News and Magazine Production - Skills for Web Page Designers (1-3) (Inactive)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

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

Comment: Alternate schedules may be arranged with instructor. May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits. JOUR 285C is currently inactive.

JOUR 285C focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285C, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Demonstrate an understanding of basic web design principles: file sizes, hyperlinking, navigation, readability and the importance of story boarding or mapping the site.
11. Demonstrate an understanding of the relationship between file sizes and screen display.
12. Demonstrate an understanding of basic HTML commands, including relative links, tables, image source and font commands.
13. Demonstrate an understanding of cross platform issues regarding color and fonts.
14. Demonstrate an understanding of bandwidth issues as related to file sizes.
15. Use Adobe Photoshop to correct light and contrast, to set file sizes and resolutions, to save in the proper formats.
16. Use Adobe ImageReady to reduce image file sizes and to create special effects.
17. Use Fetch to upload and download files.
18. Demonstrate an understanding of copyright issues, especially as related to graphics.

JOUR 285D News and Magazine Production - Writing and Editing (1-3) (Inactive)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

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

Comment: Alternate schedules may be arranged with instructor. May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits. JOUR 285D is currently inactive.

JOUR 285D focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285D, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.

6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Work a beat and develop a story budget.
11. Gather information from interview, observation, Internet search.
12. Apply legal and ethical guidelines regarding attributions, taping, privacy, fair comment and criticism, multi-ethnic sensitivity where applicable.
13. Take accurate notes and use proper note-taking strategies.
14. Write articles suitable for publication in the school newspaper that are structured according to some of the basic news story formats, such as breaking news, features, editorials.
15. Copyedit for structural, spelling, grammar and punctuation errors.
16. Write headlines and captions.

KOREAN

KOR 101 Elementary Korean I (4) KCC AA/HSL

4 hours lecture per week

KOR 101 builds a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.

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

1. Engage in basic communicative exchanges, mainly through learned materials.
2. Ask simple questions and answers, primarily by relying on memorized utterances.
3. Read simple written materials that are linguistically noncomplex and have a clear underlying basic structure.
4. Write a limited number of self-introductions and recombine memorized material into simple statements or question

KOR 102 Elementary Korean II (4) KCC AA/HSL

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in KOR 101, or satisfactory score on KCC language placement test or instructor consent.

KOR 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.

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

1. Engage in basic communicative exchanges, mainly through recombination or expansion of learned materials.
2. Understand partially very simple face-to-face conversations, including some questions, when strongly supported by familiar contexts.
3. Make an apology and give reasons.
4. Read and comprehend straightforward materials written for a wide audience such as simple advertisements, menus, postcards, short letters, and simple journals.
5. Write a limited number of personal communications.
6. Recombine memorized material into simple statements or questions.

KOR 111 Elementary Conversational Korean I (3) KCC AA/HSL (Inactive)

3 hours lecture per week

Comment: KOR 111 is currently inactive.

KOR 111 is designed to offer the student the basic knowledge of spoken Korean. The students in this class will study basic structures of the Korean language and learn to handle some familiar everyday topics such as greetings, school life and family etc. Korean language will be introduced by using the hangul writing system. Some of the simple grammatical constructions will be introduced. Students will attain approximately the Novice-High level on the American Council on the Teaching of Foreign Languages (ACTFL-ETS) proficiency scale.

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

1. Listen and understand short, learned utterances and some sentence-length utterances, especially where context supports understanding and speech is clear. Comprehend limited vocabulary and some simple questions/statements about family

- members, age, address, time, locations, interests, needs and daily activities.
2. Speak short statements and ask simple questions. Students will be able to ask questions primarily by relying on memorized utterances but occasionally by expanding these through simple recombination of those elements. Vocabulary centers on areas such as common objects, places, activities, basic likes and dislikes, terms for immediate family members.
 3. Demonstrate an awareness of various Korean cultural aspects and perspectives.
 4. Use modern technology, such as world wide web and email, to research topics about Korea.

KOR 112 Elementary Conversational Korean II (3) KCC AA/HSL (Inactive)

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in KOR 111, or satisfactory score on language placement test or instructor consent.

Comment: KOR 112 is currently inactive.

KOR 112 is continuation of KOR 111. Students will attain skills approximately the Intermediate-Low level on the ACTFL-ETS (American Council on the Teaching of Foreign Languages) proficiency scale.

Upon successful completion of KOR 112, the student should be able to:

1. Listen and understand short, learned utterances and some sentence-length utterances, especially where context supports understanding and speech is clear.
2. Comprehend limited vocabulary and some simple questions/statements about family members, age, address, time, locations, interests, needs and daily activities.
3. Speak short statements and ask simple questions. Students will be able to ask questions primarily by relying on memorized utterances but occasionally by expanding these through simple recombination of those elements. Vocabulary centers on areas such as common objects, places, activities, basic likes and dislikes, terms for immediate family members.
4. Demonstrate an awareness of various Korean cultural aspects and perspectives.
5. Use modern technology, such as World Wide Web and email, to research topics about Korea.

KOR 201 Intermediate Korean I (4)

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in KOR 102, or satisfactory score on KCC language placement test or instructor consent.

KOR 201 is the first half of an intermediate course in Korean. The four language skills, speaking, listening, reading and writing that were introduced in elementary level will be expanded from Novice level to Intermediate level on the ACTFL-ETS (American Council on the Teaching of Foreign Languages) proficiency scale.

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

1. Listen and know the meaning of long, learned utterance and most of sentence-length utterances, especially where context supports understanding and speech is clear. Comprehend intermediate level vocabulary and some complex questions/statements about weathers, fashions, travel, public transportation and other daily tasks.
2. Speak somewhat long statements to handle successfully a limited number of uncomplicated communicative tasks by creating with the language in straightforward social situations. Conversation is restrict to concrete exchanges and predictable topics necessary for survival in the target language culture. Speakers are reactive and struggle to answer direct questions or requests for information, but they are also able to ask a few appropriate questions. They can express personal meaning by combining and recombining into short statements what they know and what they hear from their interlocutors.
3. Read consistently with increased understanding simple, connected texts dealing with a variety of basic and social needs. Such texts are still linguistically noncomplex and have a clear underlying internal structure. They impart basic information about which the reader has to make minimal suppositions and to which the reader brings personal interest and/or knowledge. Examples may include short, straightforward descriptions of persons, places, and things written for a wide audience.
4. Meet a number of practical writing needs. Can write short, simple letters. Content involves personal preferences, daily routine, everyday events, and other topics grounded in personal experience. Can express present time and at least one other time frame or aspect consistently, e.g., nonpast, habitual. Writing tends to be a loose collection of sentences or sentence fragments on a given topic and provides little evidence of conscious organization. Can be understood by natives used to the writing of non-natives.

KOR 202 Intermediate Korean II (4)

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in KOR 201, or satisfactory score on KCC language placement test or instructor's consent.

KOR 202 is the second half of an Intermediate course of Korean. Four skills of listening, speaking, reading, and writing in Korean are further developed in a linguistically and culturally appropriate manner.

Upon successful completion of KOR 202, students should be able to:

1. Listen to sustain understanding over longer stretches of connected discourse on a number of topics pertaining to different times and places; however, understanding is inconsistent due to failure to grasp main ideas and/or details.
2. Speak to handle successfully most uncomplicated communicative tasks and social situations. Can initiate, sustain, and close a general conversation with a number of strategies appropriate to a range of circumstances and topics, but errors are evident. Limited vocabulary still necessitates hesitation and may bring about slightly unexpected circumlocution. There is emerging evidence of connected discourse, particularly for simple narration and/or description.
3. Read consistently with full understanding simple connected texts dealing with basic personal and social needs about which the reader has personal interest and/or knowledge. Can get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension.
4. Write short, simple letters. Content involves personal preferences, daily routine, everyday events, and other topics grounded in personal experience. Can express present time and at least one other time frame or aspect consistently, e.g., nonpast, habitual, imperfective. Writing tends to be a loose collection of sentences or sentence fragments on a given topic and provides little evidence of conscious organization.

KOR 257 (Alpha) Korean Culture and Language Through Content (4)

4 hours lecture per week

Prerequisite(s): Completion of KOR 102 with a grade of "C" or higher, or equivalent, or consent of instructor.

Comment: KOR 257 (Alpha) is not intended as a replacement for KOR 201 or KOR 202.

KOR 257 (Alpha) is an intermediate-level course using various content areas to focus on understanding Korean culture and developing Korean language. Possible content areas include: folkways, customs, geography, history, economics, anthropology, cuisine, calendar, marriage, work, education, and government.

Upon successful completion of KOR 257 (Alpha), the student should be able to:

1. Identify Korean patterns of social interaction and behavior.
2. Describe various aspects of Korean culture.
3. Express the diversity and the linguistic variety in Korean culture, orally and in writing.
4. Explain how Korean culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Obtain information from written texts as well as from other media.
7. Independently use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively.
10. Relate orally and in writing personal experiences related to the content.

KOR 257B Korean Culture and Language Through Content: Folkways (4) (Inactive)

4 hours lecture per week

Prerequisite(s): Completion of KOR 102 with a grade of "C" or higher, or equivalent, or consent of instructor.

Comment: KOR 257B is not intended as a replacement for KOR 201 or KOR 202. KOR 257B is currently inactive.

KOR 257B is an intermediate-level content-based course focusing on the understanding of Korean culture and the developing of Korean language through exploration of the folkways of Korea through readings, films, and other media.

Upon successful completion of KOR 257B, the student should be able to:

1. Identify Korean patterns of social interaction and behavior.
2. Describe various aspects of Korean culture.
3. Express the diversity and the linguistic variety in Korean culture, orally and in writing.
4. Explain how Korean culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Obtain information from written texts as well as from other media.
7. Independently use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively.
10. Relate orally and in writing personal experiences related to the content.
11. Identify facts and customs surrounding the Korean family, marriage, gender, religion, food, and dress.
12. Relate folkways to Korean culture and language.

KOR 290 Korean Language and Culture through Application (4) KCC AA/DH

3 hours lecture, 3 hours lab per week

Prerequisite(s): Instructor approval; native, bilingual speakers of Korean, or KOR 202 with a grade of "B" or higher.

Comment: KOR 290 is conducted in both Korean and English.

KOR 290 is designed to prepare students to serve as Korean language and culture resources on campus and in the community through service learning experiences. Application of the "real world" community service experiences, cultural readings, and personal reflections will serve as the basis for communicative activities in class.

Upon successful completion of KOR 290, the student should be able to:

1. Describe the diversity and variety of Korean culture orally and in writing about their service learning community experiences and assigned readings.
2. Demonstrate the job-related skills gained from the practical work experience in the supervised community volunteer activities.
3. Evaluate orally and in writing the service learning activities using appropriate vocabulary and grammar in communicative activities, discussions, and writing activities.
4. Describe orally in classroom discussion, and in reflective journals and essays, the needs of the community.
5. Apply orally and in writing critical thinking and problem-solving skills related to their service-learning experiences.
6. Compare and contrast Korean and U.S. culture from various perspectives and values.
7. Construct a relationship between language learning and culture.
8. Demonstrate effective communication skills in both the students' heritage and U.S. cultures.

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

Prerequisite(s): 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:

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

LLEA 260 Spanish Peninsular Literature in Translation (3) (Inactive)

3 hours lecture per week

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

Comment: LLEA 260 is currently inactive.

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:

1. Demonstrate knowledge of selected classic works of Spanish literature and literary movements from the origins to the present day.
2. 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.

3. Recognize the need for literary evidence to support opinions and ideas regarding literary works.
4. Recognize the contribution of Spanish literature to Western literature and the arts.
5. Express opinions and responses to literature clearly and effectively, orally and in writing.
6. Examine the Spanish presence and influence in the Pacific during the Golden Age of literature.

LAW

LAW 101 The Hawai'i Legal System (3) KCC AA/DS

3 hours lecture per week

Recommended preparation: ENG 100 or ESL 100.

LAW 101 examines the legal system at the federal, state, and county level. It reviews and analyzes the interactions between the three structures of government and their processes of checks and balances. Students learn about the complex models of constitutions, charters, statutes, ordinances, and court cases, and the interrelated rights and responsibilities between citizens and the three branches at all levels of government. Students are presented with a variety of real-world issues and apply legal theories and terminology in examining and evaluating them. Students also learn about the roles attorneys play in society and about legal behaviors and ethical practices and their interplay between the law, lawyers, paralegals, clients, and the Judiciary. Students critique ethical scenarios and use inquiry and research methods to study and investigate legal ethics and apply their concepts.

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

1. Identify and analyze key legal principles in the state and federal Constitutions and the county Charter.
2. Describe the functions of, relationships between, and the philosophy underlying the three branches of government.
3. Describe the history of the paralegal profession, the functions of paralegals, their relationship to attorneys, and influences on potential changes to those roles.
4. Analyze and critique ethical issues for legal professionals.

LAW 102 Legal Research (3)

3 hours lecture per week

Prerequisite(s): ENG 100 or ESL 100.

Comment: Letter grade only. 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 an office memorandum.

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

1. Locate relevant authority in law libraries, public libraries and on the Internet for use in drafting case memoranda and briefs.
2. Utilize basic Computer Assisted Legal Research (CALR), including legal databases (e.g., Lexis or Westlaw, etc.).
3. Apply accepted legal citation form (e.g., ALWD or Blue Book).
4. Use printed and online citators to find, verify and update cited case law, statutes and other legal authority (e.g., Shepard's Citator or West KeyCite).
5. Research and associate federal and state legislative, statutory, and case materials to one another and legal research problems.
6. Prepare an office memorandum exploring both sides of a legal issue.

LAW 104 Civil Investigation (3)

3 hours lecture per week

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

Comment: Supplies may cost approximately \$20.

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

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

1. Locate all commentary and laws pertaining to a case being investigated.
2. Develop a list of resources regarding the gathering of information.

3. Locate witnesses essential to the case.
4. Take written and recorded statements from witnesses.
5. Photograph and diagram accident cases.
6. Read and analyze medical records for objective findings of injury.

LAW 105 Law Office Management (3)

3 hours lecture per week

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

Comment: Supplies may cost approximately \$20.

LAW 105 is an introductory course focusing on the business of law and the fundamentals of law office management, organization, and systems. It is designed with practical applications for entry-level paralegal or legal secretary students to better understand their role in the law office and how to perform tasks more efficiently. Topics include the legal team, law firm, governance, legal administration and technology, client relations, legal fees, timekeeping and billing, client trust funds, law office accounting, file and records management, and other legal topics. Ethical considerations and legal malpractice examples are also discussed.

Upon successful completion of LAW 105, the student should be able to:

1. Explain financial and accounting considerations in a law firm, including fees, timekeeping, billing, and trust funds.
2. Describe the different types of law office structure, including organization, management, and personnel structure.
3. Describe the reasons for reliable systems for transmitting and filing legal documents and information pertinent to a law practice.
4. Analyze ethical considerations in the law firm, including unauthorized practice of law, conflicts of interest, and privilege.
5. Identify and be able to apply interpersonal skills and management techniques that promote effective client relations.

LAW 111 Litigation (3)

3 hours lecture per week

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

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 paralegal and outlines the coordination of functions of the attorney, paralegal, and legal secretary in an integrated approach to litigation.

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

1. Explain the stages of lawsuits, courts and jurisdiction, and the paralegal's role on the litigation team.
2. Identify and apply the ethical and professional responsibilities of litigation paralegals.
3. Utilize applicable Hawai'i and federal rules of procedure and evidence.
4. Draft and use pleadings, motions, discovery requests, forms, checklists, and other document.
5. Describe the rationale/theories and methods underlying pleading, discovery, and alternatives to litigation.
6. Assist trial counsel during interviews, discovery, pretrial, trial, appeal and other litigation processes.

LAW 121 Law of Business Organizations (3)

3 hours lecture per week

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

LAW 121 covers legal concepts and procedures relating to business entities including the sole proprietorship, partnership, and corporation. Tax consequences and liability are also discussed together with an overview of the paralegal's role in the area of business organizations.

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

1. Draft Articles of Incorporation, by-laws, and minutes.
2. Prepare all documents to register a corporation to do business in Hawai'i, including the registration statement, and Hawai'i Excise Tax forms.
3. Draft partnership agreements.
4. Complete a partnership registration statement to be filed at the Department of Commerce and Consumer Affairs.
5. Analyze a legal fact pattern, apply the law, and reason to a legal conclusion.

LAW 131 Real Property Law (3)

3 hours lecture per week

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

LAW 131 covers basic substantive law and procedural aspects of real property law. It exposes the student to the legal principles and primary forms utilized in typical real estate transactions, 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:

1. Describe the elements of a deed.
2. List the requisite elements of contracts and draft an agreement of sale.
3. List and explain the steps involved in a residential real estate transaction.
4. Explain the concept for quieting title to real property and describe the Hawai'i statutes related thereto.
5. Explain the landlord-tenant code.
6. Describe the legal actions involving real property such as eviction, foreclosure, partition, and quiet title suits.

LAW 136 Tort and Insurance Law (3)

3 hours lecture per week

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

LAW 136 prepares the student to assist attorneys and corporations in tort and insurance law. It covers the primary legal principles of tort law including the elements of specific torts, how to “issue spot” torts, and how to analyze the cause of action and applicable damages. LAW 136 also covers an introduction to standard homeowner’s and auto policies. 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:

1. Identify the principles and legal theories relating to the elements of specific torts.
2. Explain the defenses to allegations of negligence.
3. Identify the legal principles and theories relating to product liability.
4. Explain how the Hawai'i Worker's Compensation system operates.
5. Describe the principles and legal theories related to insurance law and basic policy terms and conditions.

LAW 140 Family Law (3)

3 hours lecture per week

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

LAW 140 covers basic substantive law and procedural aspects in the area known as “family law.” It covers contested and uncontested divorces, domestic violence issues, child abuse and neglect issues as they relate to divorce, and other related areas. Procedural discussions will focus on familiarization with Family Court forms and rules and the distinctions between uncontested and contested divorce procedures as well as post-decree matters. 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:

1. Compile a file of the current standard Family.
2. Explain fundamental statutory family law concepts governing marriage (creation and dissolution), parent-child relationships, and other matters controlled by the family court.
3. Explain the procedures and processes of the family court.
4. Locate, describe, and analyze print and electronic sources of law relating to family law.
5. Draft documents commonly used in family law, specifically divorce matters.
6. Define and properly use terminology relating to family law.
7. Explain the ethical obligations of a paralegal or non-lawyer relating to family law.
8. Describe how alternative dispute resolution fits into the continuum of resolution of family law matters.

LAW 141 Intellectual Property (3)

3 hours lecture per week

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

LAW 141 prepares the student to assist a law firm or business in protecting the related intellectual property areas of copyright, trademark, and patent law. The course will cover the methods by which each type of protection is created, the procedures to register or protect each, the duration of the rights, and how to protect the rights from infringement.

Upon successful completion of LAW 141, the student should be able to:

1. Research and analyze whether a trademark or service mark is protected.
2. Perform trademark searches and report on trademark availability options.
3. Prepare documents to submit a trademark or service mark registration to the United States Patent and Trademark.
4. Describe the types and requirements for a patent.
5. Analyze the copyright protection and trademark protection applicable to a given work.

LAW 145 Computer Applications in the Law Office (3)

3 hours lecture per week

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

Comment: LAW 145 may not be audited.

LAW 145 is an introductory course designed to acquaint legal students with various computer concepts, practical computer applications, and the use of technology in the legal environment. Topics include Windows™, word processing, the Internet, electronic mail, electronic database, electronic spreadsheet, the electronic courtroom, and legal-specific programs such as those for litigation support, timekeeping and billing, legal research, document generation, case organization and management, law office management, 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:

1. Define computer concepts and terminology.
2. Explain the functions of the components of a computer system in the law office.
3. Explain the impact of computers and technology in the legal office.
4. Describe the different classes of software and their functions as used in a law office.
5. Describe ethical considerations relating to technology in a legal office.
6. Input and process data to produce information or documentation using various legal office applications.
7. Explain the use of email and the Internet in the legal environment.
8. Describe how courts use technology and the features of a paperless office.
9. Explain the importance of maintaining computer and network security.
10. Communicate with others in a support or user position about technology as it relates to the legal community.

LAW 148 Legal Document Preparation (3)

3 hours lecture per week

Prerequisite(s): Paralegal or Legal Secretary program major; grade of "C" or higher in LAW 111; credit in or qualification for ENG 100 or ESL 100.

Recommended Preparation: Keyboarding skills; basic knowledge of Windows™ and word processing; and typing speed of 50+ words per minute are highly recommended.

Comment: LAW 148 may not be audited. Supplies may cost approximately \$25.

LAW 148 is an introductory course focusing on the basics of legal document preparation. It includes an overview of terminology, procedures, resources, and document preparation related to real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts. This course includes hands-on instruction in the preparation of legal documents using word processing software and online forms.

Upon successful completion of LAW 148, the student should be able to:

1. Apply principles of preparing legal documents for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
2. Identify the basic procedures involved in preparing documents for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
3. Define legal terminology pertaining to real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
4. Use word processing software and apply legal-related word processing functions to the production of a variety of legal documents.
5. Proofread and correct errors in spelling, punctuation, and grammar.

6. Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the production of legal documents.
7. Explain the ethical considerations associated with the use of word processing and the production of legal documents.

LAW 151 Estate Planning and Probate (3)

3 hours lecture per week

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

LAW 151 trains the student in the principles and primary forms utilized in estate planning and probate in the State of Hawai'i. Coverage includes testate and intestate succession, wills, trusts, and probate.

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

1. Classify ownership of property for estate planning purposes.
2. Apply the law of intestate succession to a specific situation.
3. Select appropriate estate planning tools for a specified client.
4. Identify estate planning tax considerations for a specified client.
5. Interview the client for probate information.
6. Draft a basic will based on estate planning standards.
7. Identify and compare procedures in the handling of estate administration, including intestate and testate proceedings, formal probate, informal probate, and supervised administration.
8. Assemble the documents necessary to gather together an estate.

LAW 166 Employment Related Law (3)

3 hours lecture per week

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

LAW 166 provides an overview of the substantive law of individual employment rights and labor relations and the various means by which legal paraprofessionals can help ensure that employees and employers comply with their legal obligations.

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

1. Identify the most common legal issues arising out of the employee/employer relationship.
2. Describe the laws that are applicable to common legal issues arising out of the employee/employer relationship.
3. Identify the organization, agency or tribunal responsible for enforcing the applicable laws.
4. Identify and succinctly summarize key issues from fact patterns and caselaw.

LAW 171 Consumer Law (3)

3 hours lecture per week

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

LAW 171 covers the substantive law relating to consumer credit issues, including the Hawai'i unfair practices law, uniform deceptive trade laws, motor vehicle warranty enforcement, and the state lemon law. Discrimination in public accommodations is also covered. This course also provides an overview of the fundamental legal issues and all accompanying form work for the areas of collection, bankruptcy, and wage earner plans.

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

1. Explain the issues and problems relating to consumers and consumer bankruptcy.
2. Use the various specialized research tools to do legal research on consumer protection, consumer disputes and consumer bankruptcy.
3. Describe all Hawai'i consumer laws or consumer related Federal laws and the Hawai'i regulatory environment that are applicable in the settlement of consumer disputes.
4. Select the appropriate remedy for the consumer and bankrupt consumer once the applicable authority has been selected and located.
5. Determine with the Dept. of Commerce and Consumer Affairs (DCCA) a business's registration, principals, and nature of the business organization.
6. Determine with the DCCA whether or not a business is in good standing.

LAW 176 Criminal Law (3)

3 hours lecture per week

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

LAW 176 provides an overview of the major legal issues of criminal procedure and substantive criminal law and how felony and non-felony cases make their way through the Hawai'i criminal justice system. Pretrial motions, plea-bargaining, and sentencing issues will also be covered. This course also will give the student a basic understanding of how the criminal law is related to the separation of powers doctrine and the principle of federalism.

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

1. Describe how the Hawai'i Penal Code is interpreted and applied in various hypothetical situations.
2. Identify other criminal laws in the Hawai'i Revised Statutes outside the Penal Code.
3. Apply the Hawai'i Rules of Court and the Hawai'i Rules of Criminal Procedure.
4. 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.
5. 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 ESL 100.

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:

1. Explain the various areas of substantive law that bear upon issues affecting the disadvantaged, including civil and economic rights.
2. Describe the origin and procedures of the various public assistance laws in Hawai'i.
3. Interview potential public assistance benefit claimants and know how to elicit information which will assist the claimant in obtaining benefits.
4. 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 202 Legal Interviewing, Negotiating and Advocacy (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 111 or a grade of "C" or higher in LAW 136.

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

Comment: LAW 202 may not be audited.

LAW 202 is designed to sharpen verbal and written communication skills, interviewing techniques, and negotiation and advocacy strategies. Body language and beginning and advanced interviewing techniques will be covered. Dealing with different types of clients, including an emotional client and a reluctant client, will also be included. Negotiation, informed consent, and the authority to negotiate will be taught, as well as negotiation differences between large and small cases. In the advocacy area, direct and cross-examination techniques will be covered. Administrative hearings will be covered as paralegals can play an active role in advocacy in administrative hearings. Role playing and critical analysis will be used to assist in the development of appropriate skills.

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

1. Prepare to conduct a client interview.
2. Obtain relevant facts and information from the interviewee to determine likelihood of success of a legal action.
3. Identify and incorporate effective communication skills in interviewing.
4. Prepare for effective negotiation with an opposing party.
5. Present a case before an administrative agency.
6. Outline and draft opening statement, direct and cross examination, closing argument.

LAW 203 Legal Writing (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102.

Comment: LAW 203 may not be audited.

LAW 203 trains the student in the proper language and format for the drafting of legal documents, including demand letters, fact memos, and interrogatories. Emphasis will be on writing memoranda after completing necessary legal research. The ethics of legal writing will also be discussed.

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

1. Draft a fact memorandum.
2. Draft an office memorandum.
3. Draft a basic trial memorandum.
4. Draft a demand letter.
5. Draft interrogatories.
6. Explain the ethical issues involved in drafting legal documents.

LAW 212 Advanced Litigation (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 111; or consent of instructor.

Comment: LAW 212 may not be audited.

LAW 212 advances the student's knowledge and skills in assisting the trial attorney in civil litigation, including complex litigation, in the Hawai'i State and Federal courts. Specific areas of coverage include expert witnesses, medical malpractice, products liability, class actions, and construction litigation, with an emphasis on the role of the paralegal.

Upon successful completion of LAW 212, the student should be able to:

1. Identify and distinguish the similarities and differences in state and federal practice, and utilize special rules and procedures.
2. Investigate, research, organize and plan reasonably complex civil litigation.
3. Assist with proceedings before appropriate administrative bodies (e.g., medical claims conciliation panel).
4. Prepare litigation documents including pleadings and discovery materials.
5. Perform and/or support pre-trial and trial work including use of expert witnesses and complex and/or voluminous documentary evidence.
6. Select and apply relevant technology in support of complex litigation.
7. Examine and resolve typical trial issues/problems.

LAW 236 Advanced Tort and Insurance Law (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 136; a grade of "C" or higher in LAW 203.

Prerequisites may be waived by instructor or Program director.

Comment: LAW 236 may not be audited.

LAW 236 prepares the student to assist attorneys and corporations in tort and insurance law. It covers advanced theories of tort liability and defenses and the various types of insurance policies and their application to various claims. 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 236, the student should be able to:

1. Explain and apply the principles and legal theories relating to torts to the person and property.
2. Research and draft memos and motions used in tort action.
3. Explain in detail the defenses to allegations of negligence.
4. Explain and apply the legal principles and theories relating to product liability.
5. Explain the theories and principles of insurance law and how insurance companies protect individuals, and entities.
6. Analyze and evaluate special and general damages.

LAW 240 Advanced Family Law (3)

3 hours lecture per week

*Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 140; a grade of "C" or higher in LAW 203.
Prerequisites may be waived by instructor or Program director.
Comment: LAW 240 may not be audited.*

LAW 240 covers advanced substantive law and procedural aspects in the area known as "family law." It covers adoption, consent and nonconsent cases, guardianships, and paternity. Additionally, advanced divorce-related issues will be covered including contested child custody, child support, and all contested property-division issues. Procedural discussions will focus on familiarization with family court procedures and forms in adoption, guardianship, and paternity cases and the advanced divorce-related matters will focus on discovery, custody evaluations and preparation of expert witnesses for contested trials. This course prepares the student to assist attorneys in these additional areas of family law practice.

Upon successful completion of LAW 240, the student should be able to:

1. Explain fundamental statutory family law concepts governing adoptions, guardianships, paternity and other matters controlled by the family court.
2. Explain procedures and processes of the family court.
3. Locate, describe, and analyze print and electronic sources of law relating to family law.
4. Draft documents commonly used in family law, specifically adoption, guardianship, paternity, and contested divorce matters.
5. Use appropriate terminology relating to adoptions, guardianships, paternity, and other areas of family law.
6. Explain the ethical obligations of a paralegal or non-lawyer relating to family law.
7. Describe how alternative dispute resolution fits into the continuum of resolution of adoptions, guardianships, paternity, and other family law matters.

LAW 282 Advanced Computer-assisted Legal Research (3)

3 hours lecture per week

*Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102.
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. Both independent and group research activities are required. Coverage of other computer-based research databases is also provided. The course culminates in an independent computer-assisted research assignment.

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

1. Demonstrate advanced computerized legal research (CALR) techniques using a primary national computerized legal research system (Westlaw and/or Lexis).
2. Analyze and apply advanced CALR techniques to common legal research applications.
3. Utilize public domain and Internet resources (including the 'invisible' web) to conduct legal research.
4. Evaluate research techniques, tools, and sites in order to select the most cost-effective approach for each research job.
5. Draft and prepare documentation incorporating research information.

LAW 283 Advanced Legal Writing (3)

3 hours lecture per week

*Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102; a grade of "C" or higher in LAW 203.
Prerequisites may be waived by instructor or Program director.
Comment: LAW 283 may not be audited.*

LAW 283 trains the student in the proper language and format for the drafting of complex trial memoranda. Independent legal research will be required. The tracing of statutory legislative history and exploring its application will also be addressed. Emphasis will be placed on precision and clarity in drafting.

Upon successful completion of LAW 283, the student should be able to:

1. Articulate the difference between an office memorandum and a trial memorandum.
2. Articulate the purpose of a trial memorandum, its audience, and its style.
3. Edits one's own and others' legal writing.

4. Research the law and apply it to a given client scenario.
5. Draft a trial memorandum.

LAW 293P Cooperative Paralegal Education (3)

1 hour lecture and 9 hours cooperative work experience per week for a total of 144 hours of work experience for three credits.

Prerequisite(s): Paralegal program major; a grade of C or higher in LAW 101; a grade of "C" or higher in LAW 105; a grade of "C" or higher in LAW 145; a grade of "C" or higher in LAW 148; a grade of "C" or higher in LAW 202; a grade of "C" or higher in LAW 203.

Recommended Preparation: Students should be in the last semester of the Paralegal degree program.

Comment: Letter grade only. LAW 293P may not be audited. LAW 293P may not be taken credit/no credit.

LAW 293P is a capstone cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experiences related to a paralegal career. This course provides opportunities that allow the student to apply and reinforce paralegal skills learned in Legal Education courses in an actual legal office environment. Students will also have the opportunity to analyze their general and technical work skills as well as the business of law as learned in their courses. Job search skills are also emphasized.

Upon successful completion of LAW 293P, the student should be able to:

1. Apply job search skills in an internship or potential employment search.
2. Obtain realistic paralegal-related work experience in a legal office to correlate with the skills and knowledge acquired in the classroom.
3. Compare classroom learning with practical paralegal-related work experience and evaluate its benefits.
4. Identify the personal qualities and work skills required of paralegals.
5. Apply and further develop knowledge of the law, paralegal-related skills, and law office procedures.
6. Demonstrate and describe the ethical and professional practices used in the legal field.
7. Identify areas for self-improvement in general work skills and technical/legal-related skills.
8. Clarify and describe career goals.
9. Explain professionalism in the paralegal field including lifelong learning, continuing legal education, professional organizations and membership, and national certification options and resources.

LAW 293S Cooperative Legal Secretary Education (3)

1 hour lecture and 9 hours cooperative work experience per week for a total of 144 hours of work experience for three credits.

Prerequisite(s): Legal Secretary Certificate of Competence program major; a grade of "C" or higher in LAW 105; a grade of "C" or higher in LAW 145; a grade of "C" or higher in LAW 148.

Recommended Preparation: Students should be in the last semester of the Legal Secretary Certificate of Competence program.

Comment: Letter grade only. LAW 293S may not be audited. LAW 293S may not be taken credit/no credit.

LAW 293S is a capstone cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experiences related to a legal secretary career. This course provides opportunities that allow the student to apply and reinforce legal secretary skills learned in Legal Education courses in an actual legal office environment. Students will also have the opportunity to analyze their general and technical work skills as well as the business of law as learned in their courses. Job search skills are also emphasized.

Upon successful completion of LAW 293S, the student should be able to:

1. Apply job search skills in an internship or potential employment search.
2. Obtain and compare legal secretary-related work experience in a legal office to correlate with the skills and knowledge acquired in the classroom and evaluate its benefits.
3. Identify the personal qualities and work skills required of legal secretaries.
4. Apply and further develop knowledge of the law, legal secretary-related skills, and law office procedures.
5. Demonstrate and describe the ethical and professional practices used in the legal field.
6. Identify areas for improvement in general work skills and technical/legal-related skills through self-reflection.
7. Clarify and describe career goals.
8. Explain professionalism in the legal secretary field including lifelong learning, continuing legal education, professional organizations and membership, and national certification options and resources.

LEARNING SKILLS

LSK 30C Listening and Note Taking (1)

3 hours lecture per week for 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:

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

LSK 30E Textbook Reading (1)

3 hours lecture per week for 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:

1. Preview a chapter.
2. Pose discovery questions based on a chapter preview.
3. Select main ideas and significant supporting data from assigned reading.
4. Highlight important words, sentences, and paragraphs.
5. Use appropriate strategies for retaining the material read.
6. Recite, review, integrate important text material with lecture notes.
7. Recognize patterns of organization commonly used in the social sciences and the sciences texts.
8. Apply appropriate reading techniques to your content focus class.

LSK 30F Test-Taking (1)

3 hours lecture per week for 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:

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

11. Apply test-taking strategies to mock exams.
12. 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 for 10 weeks

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 30G is offered in the fall and spring semesters only. 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:

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

LINGUISTICS

LING 102 Introduction to the Study of Language (3)

3 hours lecture per week

Prerequisites(s): ENG 100, ENG 160, or ESL 100 with a grade of "C" or higher.

Linguistics 102 offers an introduction to language: how it is used, how it is acquired, how it changes over time, how it is patterned, how it is represented in the brain. Students will learn about the major concerns, methods, and discoveries of this exciting field. The course covers such topics as language and the human species, formal linguistics, applied linguistics, and how languages are related in time and space.

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

1. Identify stages of language acquisition and distinguish between first and second language acquisition.
2. Explain the relationship between language behavior and its physical foundations.
3. Demonstrate an awareness of gender-related issues in language use.
4. Transcribe the sounds of English using phonetic symbols.
5. Perform basic phonological, morphological and syntactical analyses of language data.
6. Demonstrate a deeper understanding of and appreciation for the nature of language and a livelier interest in all its manifestations
7. Distinguish geographic, historical and social variation in language.
8. Explain the historical relationships among modern languages and explain linguistic methods for reconstructing ancestral languages.
9. Employ discipline-specific research methods.