

## **JAPANESE**

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

### **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 language placement test or consent of instructor.*

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 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 consent of instructor.*

*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 consent of instructor.*

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): A grade of "C" or higher in JPNS 102 or consent of instructor.*

*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): A grade of "C" or higher in JPNS 102 or consent of instructor.*

*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): A grade of "C" or higher in JPNS 102 or consent of instructor.*

*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 advanced level Japanese speaking students or consent of the instructor.*

*Comment: JPNS 290 is designed for native speakers, bilingual and advanced level Japanese speaking 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 or qualification for ENG 160 or qualification for 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 operate 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): A grade of "B" or higher in ENG 100 or a grade of "B" or higher in ENG 160 or a grade of "B" or higher in ESL 100 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, and 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 227 Writing for Publication (3)**

*3 hours lecture per week*

*Prerequisite(s): A grade of "C" or higher in ENG 100 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 250 Media Writing (3)**

*3 hours lecture per week*

*Prerequisite(s): A grade of "C" or higher in ENG 100 or consent of instructor.*

JOUR 250 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 on campus print and online publications.

Upon successful completion of JOUR 250, 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.

## **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 language placement test or consent of instructor.*

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 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 language placement test or consent of instructor.*

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 restricted 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 language placement test or consent of instructor.*

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): A grade of "C" or higher in KOR 102 or a grade of "C" or higher in an equivalent course 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 290 Korean Language and Culture through Application (4) KCC AA/DH**

*3 hours lecture, 3 hours lab per week*

*Prerequisite(s): Student must be native, bilingual speakers of Korean or a grade of "B" or higher in KOR 202; and consent of instructor.*

*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 or qualification for ENG 160 or qualification for 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.

## **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): Credit in or qualification for ENG 100 or credit in or qualification for ESL 100.*

*Comment: Letter grade only. LAW 102 may not be audited. LAW 102 may not be taken credit/no credit.*

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 credit in or qualification for 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 credit in or qualification for 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 credit in or qualification for ESL 100.*

*Comment: Letter grade only. LAW 111 may not be audited. LAW 111 may not be taken credit/no credit.*

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 and court jurisdiction.
2. Identify and apply the ethical and professional responsibilities of litigation paralegals.
3. Identify and apply applicable Hawai'i and federal rules of procedure and evidence.
4. Demonstrate competency in drafting pleadings.
5. Demonstrate competency in drafting interrogatories or other discovery documents.
6. Demonstrate competency in drafting a pretrial statement.

7. Distinguish between expert and law witnesses.

**LAW 121 Law of Business Organizations (3)**

*3 hours lecture per week*

*Recommended Preparation: Credit in or qualification for ENG 100 or credit in or qualification for 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 credit in or qualification for 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 credit in or qualification for 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 (PIP) 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.
7. Explain the defenses to allegations of negligence.
8. Identify the legal principles and theories relating to product liability.
9. Explain how the Hawai'i Worker's Compensation system operates.
10. 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 credit in or qualification for 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 credit in or qualification for 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. Due to the spread of internet and communication technologies, there is an increasing need for law firms and businesses to preserve their valuable intellectual property assets. 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. Describe the types of and requirements for a patent.
4. Analyze the copyright protection and trademark protection applicable to a given work.
5. Prepare documents to submit a federal copyright application.

### **LAW 145 Computer Applications in the Law Office (3)**

*3 hours lecture per week*

*Prerequisite(s): A grade of "C" or higher in LAW 105 and a grade of "C" or higher in LAW 111.*

*Recommended preparation: ENG 100 or ESL 100; and ICS 100 or ICS 101.*

*Comment: Letter grade only. LAW 145 may not be audited. LAW 145 may not be taken credit/no credit.*

LAW 145 is designed to provide an overview and teach practical skills to students on various computer concepts, practical computer applications, and the use of technology in the legal environment. Topics include word processing, Internet research, 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. The class includes hands-on application activities.

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

1. Explain the functions of the components of a computer system in the law office.
2. Produce a basic formatted document using word processing using ordinary office suite software.
3. Produce a basic spreadsheet and graph using ordinary office suite software.
4. Demonstrate the ability to create trial graphics using presentation software.
5. Demonstrate use of timekeeping and billing software.
6. Demonstrate use of litigation support software, including electronic filing tools.
7. Demonstrate use of case management and docket control software.
8. Use online databases and search engines to find public records and government records in multiple jurisdictions.
9. Demonstrate use of one or more eDiscovery tools.
10. Demonstrate use of Cloud-based tools used in the law office, such as web conferencing.
11. Describe factors impacting the purchasing of legal software.

### **LAW 148 Legal Document Preparation (3)**

*3 hours lecture per week*

*Prerequisite(s): Acceptance into the AS degree in Paralegal program or acceptance into the Certificate of Competence in Legal Secretary program; and a grade of "C" or higher in LAW 111; and credit in or qualification for ENG 100 or credit in or qualification for ESL 100.*

*Recommended Preparation: ICS 100 or ICS 101; and keyboarding skills and basic knowledge of Windows™ and word processing and typing speed of 50+ words per minute are highly recommended.*

*Comment: Letter grade and credit/no credit only. LAW 148 may not be audited.*

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 credit in or qualification for 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, probate, and estate administration.

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 an estate.

### **LAW 166 Employment Related Law (3)**

*3 hours lecture per week*

*Recommended Preparation: Credit in or qualification for ENG 100 or credit in or qualification for 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 credit in or qualification for 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 credit in or qualification for 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 credit in or qualification for 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 that 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): Acceptance into the AS degree in Paralegal program or acceptance into the Certificate of Competence in Legal Secretary program; and a grade of "C" or higher in LAW 111 or a grade of "C" or higher in LAW 136.*

*Comment: Letter grade only. LAW 202 may not be audited. LAW 202 may not be taken credit/no credit.*

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 for an interview.
2. Obtain important facts and information from the interviewee.
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): Acceptance into the Associate in Science degree in Paralegal program and a grade of "C" or higher in LAW 102.*

*Comment: Letter grade only. LAW 203 may not be audited. LAW 203 may not be taken credit/no credit.*

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 demand letter.
2. Draft a fact memorandum.
3. Draft an office memorandum.
4. Draft a basic trial memorandum.
5. Apply correct legal citation format.

**LAW 206 eDiscovery (3)**

*3 hours lecture per week*

*Prerequisite(s): A grade of "C" or higher in LAW 111.*

LAW 206 focuses on the paralegal's role in eDiscovery and effectively using software eDiscovery tools (document review database). It is designed with practical applications based on eDiscovery database navigation, provides students with hands-on database experience. Topics include processes and stages of the Electronic Discovery Reference Model, the Federal Rules of Civil Procedure in relation to eDiscovery, vendors, careers, analytics, and how to use an eDiscovery review database during litigation.

Upon successful completion of LAW 206, the student should be able to:

1. Describe the stages of the Electronic Discovery Reference model, including processes, considerations and case law for each stage.
2. Apply tools and resources for properly handling digital evidence.
3. Describe the Federal Rules of Civil Procedure in relation to eDiscovery and penalties for failing to comply.
4. Navigate, review, analyze and produce documents using Relativity or other similar eDiscovery software.

**LAW 212 Advanced Litigation (3)**

*3 hours lecture per week*

*Prerequisite(s): Acceptance into the Associate in Science degree in Paralegal program and 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): Acceptance into the Associate in Science degree in Paralegal program and a grade of "C" or higher in LAW 136 and a grade of "C" or higher in LAW 203.*

*Comment: LAW 236 may not be audited. Prerequisites may be waived by the consent of instructor or Program Director.*

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): Acceptance into the Associate in Science degree in Paralegal program and a grade of "C" or higher in LAW 140 and a grade of "C" or higher in LAW 203.*

*Comment: LAW 240 may not be audited. Prerequisites may be waived by instructor or program director.*

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): Acceptance into the Associate in Science degree in Paralegal program and 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): Acceptance into the Associate in Science degree in Paralegal program and a grade of "C" or higher in LAW 102 and a grade of "C" or higher in LAW 203.*

*Comment: LAW 283 may not be audited. Prerequisites may be waived by instructor or program director.*

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 8 hours cooperative work experience per week*

*Prerequisite(s): Acceptance into the Associate in Science degree in Paralegal program and a grade of "C" or higher in LAW 101 and a grade of "C" or higher in LAW 105 and a grade of "C" or higher in LAW 145 and a grade of "C" or higher in LAW 148 and a grade of "C" or higher in LAW 202 and a grade of "C" or higher in LAW 203.*

*Recommended Preparation: Students should be in the last semester of the Paralegal 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 a cooperative or potential employment search.
2. Apply and further develop knowledge of the law, paralegal-related skills, and law office procedures.
3. Identify areas for self-improvement in general work skills and technical/legal-related skills.
4. Develop a first-hand understanding of law-related office organizations and their internal systems, such as for timekeeping, billing, and file management.
5. Create a portfolio of work samples for the student's job search.
6. Learn to manage time effectively and to account for time worked in an office setting.
7. Apply a sound, contextual understanding of legal and professional ethics, such as regarding client confidentiality, conflicts of interest, and the unauthorized practice of law.
8. Interact effectively with supervisors, co-workers, and clients.

**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): Acceptance into the Certificate of Competence in Legal Secretary program **and** a grade of "C" or higher in LAW 105 **and** a grade of "C" or higher in LAW 145 **and** a grade of "C" or higher in LAW 148.*

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

**LINGUISTICS**

**LING 102 Introduction to the Study of Language (3)**

*3 hours lecture per week*

*Prerequisites(s): A grade of "C" or higher in ENG 100 **or** a grade of "C" or higher in ENG 160 **or** a grade of "C" or higher in ESL 100.*

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.