

LEGAL EDUCATION PROGRAMS

Introduction: The Legal Education Department of Kapi'olani Community College is the only non-Law School legal training program in the University of Hawai'i System. KCC's Paralegal program has won the Secretary's Award from the United States Department of Education. The College currently offers two legal programs. The degree and certificate programs prepare students for entry level positions in the legal field. Some classes may meet at the UHM School of Law. The college demonstrates its commitment to life-long learning through a series of non-credit offerings aimed at the general public, working professionals, and alumni.

Degree/Certificate Programs: Currently, students may pursue an associate degree program in Paralegal (Legal Assistant) Studies and may pursue a certificate program as a Legal Secretary. Some evening classes are offered. Some classes may meet at the UHM School of Law.

Transfer Programs: The College also provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, the University of Hawai'i – West O'ahu, Chaminade University, or Hawaii Pacific University. General information about transferring can be found in this catalog in the Transfer Advising section. For more information please contact a Legal Education counselor.

Please go to <http://www.kcc.hawaii.edu> to view more information about Kapi'olani Community College.

For information about non-credit short-term legal education classes, go to <http://programs.kcc.hawaii.edu/~noncredit> or telephone the Non-Credit Registration Office, 734-9211.

CAREER AND ACADEMIC OPTIONS THE LEGAL EDUCATION PROGRAMS

LEGAL EDUCATION

CAREER OPTIONS

ACADEMIC OPTIONS

Entry level positions as a paralegal.

Associate in Science - Paralegal (60 credits)

Entry level position as a legal secretary.

Certificate of Completion – Legal Secretary (15 credits)

PARALEGAL CURRICULUM

SPECIAL ADMISSION REQUIREMENTS FOR PARALEGAL

Persons interested in applying to the Paralegal program should contact the Legal Education Department (734-9100) for information. Admission to the Paralegal program is open each Fall and Spring semester. To be considered for admission to the program, the applicant must complete the following requirements by July 1 (Fall) and November 15 (Spring):

1. File an application for admission. All applicants for the Paralegal program must complete an "Application for Selective Admission Programs" form.
2. New students to the College must also complete a "System Application" form.
3. Complete a "Supplemental Application" form for the Paralegal program.
4. Submit high school and college transcripts. The applicant should request his or her high school and college transcripts. They should be sent directly to Kekaulike Information and Service Center (KISC), 'Ilima 102 by the application deadline. Transcripts issued to the applicant or faxed cannot be accepted.
5. Complete the testing requirement as assigned by the Kekaulike Information and Service Center.

The admissions process also involves a screening test and Supplemental Application Form. The applicant should begin the admissions process early in order to complete all the requirements by the application deadline. Applicants will be notified by mail of their acceptance.

The applicant is responsible for making sure that all of the above requirements have been met. All documents and transcripts submitted become the property of the College and will not be returned to the applicant.

On a space available basis, students who are not enrolled in the paralegal program may be allowed to take selective paralegal courses. Please contact the Legal Education Department (734-9100) for information.

ASSOCIATE IN SCIENCE DEGREE (60 SEMESTER CREDITS)

Program Description: In 1984, Kapi'olani Community College's Paralegal program won the Secretary's Award from the United States Department of Education for being one of the ten most outstanding vocational education programs in the nation. The Paralegal program has been continuously approved by the American Bar Association since 1978. The

paralegal is a new and emerging occupation. The paralegal is a person who assists in the delivery of legal services by performing the technical and paraprofessional aspects of maintaining any law practice. These aspects may include: interviewing and assisting clients, communicating effectively, implementing legal procedures, performing investigative functions, conducting legal research, preparing instruments and documents, assisting in judicial and administrative appearance, completing client projects, and coordinating office functions.

Thus, the paralegal is someone specially trained to perform, under the supervision of an attorney, legal functions traditionally undertaken by either an attorney or an expert legal secretary.

Legal costs have dramatically increased; and the paralegal is one of the major means of making services more widespread, efficient, and available to all with resultant cost savings to the client. The paralegal fulfills a role that is roughly analogous to the role of the paramedic in the medical field. The program graduate will be qualified to work in private law firms, corporations, public agencies, and public law firms.

Program Competencies: Upon successful completion of the Associate in Science degree in Paralegal, the student should be able to:

- Recognize and avoid potential problems in the unauthorized practice of law and other ethical problems that arise in the course of a paralegal's duties.
- Recognize, define, analyze and evaluate facts elicited in the course of legal investigation; and should further know how to classify facts into the following categories: verified, unverified, admissible in court, and inadmissible in court.
- Research and draft legal documents, memoranda, and briefs, in an insightful and analytical manner; should further know how to locate and cite legal authority quickly and accurately.
- Express thoughts and ideas in a concise and straightforward manner, whether this communication is to a client, an attorney, a witness, or a court official.
- Interview clients in a way that produces a maximum of information in a minimum amount of time; the paralegal should also be able to question and cross-examine witnesses at administrative hearings.
- Format various documents using word processing software.

**AS DEGREE CURRICULUM,
PARALEGAL (60 CREDITS)**

Course	Title	• = Suggested Semester					Grade Received
		Cr	1	2	3	4	
General Education Requirements (18 credits)							
ENG 100 or ENG 160	Composition I Business and Technical Writing	3					
ENG 200 or ENG 209 or ENG 215 or SP 151 or SP 181 or SP 251	Composition II Business and Managerial Writing Writing Personal and Public Speech Interpersonal Communication Principles of Effective Public Speaking Principles of Effective Public Speaking	3					
BUS 100 or PHIL 110 or MATH 100 or higher level mathematics	Using Mathematics to Solve Business Problems Introduction to Deductive Logic Survey of Mathematics	3					
KCC AS/SS	A.S. Social Sciences Elective (100 level or higher)	3					
KCC AS/NS	A.S. Natural Sciences Elective (100 level or higher)	3					
KCC AS/AH	A.S. Arts & Humanities Elective (100 level or higher)	3					
Required Legal Courses (15 credits)							
LAW 101	The Hawai'i Legal System	3	•				
LAW 102	Legal Research	3					
LAW 146	Litigation Document Preparation and Theory	3					
LAW 202	Legal Interviewing, Negotiating and Advocacy	3					
LAW 203	Legal Writing	3				•	
Substantive Legal Courses (12 credits)							
Any combination of the law courses below sufficient to total 12 credits							
LAW 104, 111, 121, 126, 131, 136, 140, 151, 156, 161, 166, 171, 176, 181, 201, 250, 282		12					
Cooperative Legal Education Courses (3 credits)							
LAW 193P or LAW 293V	Cooperative Paralegal Education Cooperative Legal Education	3				•	

AS DEGREE CURRICULUM, PARALEGAL (60 CREDITS)

Course	Title	• = Suggested Semester					Grade Received
		Cr	1	2	3	4	
Electives (12 credits)							
Elective A.S. Elective from LAW or any other area (100 level or higher)		3					
Elective A.S. Elective from LAW or any other area (100 level or higher)		3					
Elective A.S. Elective from LAW or any other area (100 level or higher)		3					
Elective A.S. Elective from LAW or any other area (100 level or higher)		3					
TOTAL		60					

The issuance of an A.S. degree requires that the student must earn a grade point ratio (G.P.R.) of 2.0 or higher for all courses applicable toward the degree. To receive the A.S. degree in Paralegal studies, a grade of "C" or higher is required in all LAW courses.

Please note: Basic accounting, basic typewriting/keyboarding, and introduction to computers are highly recommended electives.

Three credit hours of cooperative legal education are required for this A.S. degree. Lists of A.S. electives (KCC AS/AH, AS/NS, AS/SS) are in the "Degree and Certificate Programs" section

LEGAL SECRETARY CURRICULUM

CERTIFICATE OF COMPLETION

(15 Semester Credits)

Program Description: The Legal Secretary program is an evening program designed to provide currently employed secretaries and recent secretarial graduates with specialized office training in the legal environment. The program does not involve training in traditional secretarial skills. The training emphasizes mastery of computer skills, familiarity of legal office theory and procedure, and actual work experience through Cooperative Education in a law office setting. The legal secretary may prepare, under the supervision of an attorney, initial drafts of common legal documents such as subpoenas, complaints, motions, and summonses. They may also review law journals and assist with legal research. Legal secretaries may handle the payments for witness fees and process fees, record trial dates, schedule witnesses, and deliver subpoenas.

- Use a variety of legal references.
- Use legal terms/phrases in producing legal documents.
- Recognize ethical and legal responsibilities when working with attorneys, legal support staff, clients, and the public.
- Apply basic principles, concepts and practices of accounting in a legal office.
- Demonstrate effective oral and written communication ability.
- Accomplish tasks requiring the use of the most frequently used legal terms/phrases related to the various types of legal documents.
- Use various formats for producing legal documents.
- Demonstrate ability to maintain office records and calendars, and prioritize multiple tasks.

Program Competencies: Upon successful completion of the Certificate of Completion in Legal Secretary, the student should be able to:

- Understand and perform the duties of a legal secretary.
- Key and proofread legal documents and papers.

Program Prerequisite: One year full-time secretarial experience or completion of an accredited secretarial program or consent of instructor.

CERTIFICATE OF COMPLETION CURRICULUM, LEGAL SECRETARY (15 CREDITS)

Course	Title	• = Suggested Semester					Grade Received
		Cr	1	2	3	4	
LAW Courses (15 credits)							
LAW 201	Law Office Management	3	•				
LAW 146	Litigation Document Preparation and Theory	3	•				
LAW 156	Specialized Document Preparation and Theory	3		•			
LAW 193S	Cooperative Legal Secretary Education	3		•			
LAW Elective	LAW Elective (LAW 104, 111*, 121, 126, 131, 136, 140, 145, 151, 161, 166, 171, 176, 181, 186*, 286*)						
	*Highly recommended elective	3		•			
TOTAL		15					

The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (G.P.R.) of 2.0 or higher for all courses required for the certificate.

Please note: For the Certificate of Completion, Legal Secretary, a grade of "C" or higher is required for all LAW courses.