

**AS – Paralegal**

**LAW 101 The Hawai‘i Legal System (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Identify the state and federal Constitutions and the county Charters and their impact on the legal system.			<b>X</b>			<b>X</b>	<b>X</b>
Identify the origins of law in the United States and the different areas of the law.			<b>X</b>				
Articulate the history of the paralegal profession, its present role, and potential future roles.							<b>X</b>
Identify and avoid legally unethical situations on the job both from the attorney and the paralegal perspectives.	<b>X</b>						

**LAW 102 Legal Research (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Locate relevant authority in law libraries, public libraries and on the Internet for use in drafting case memoranda and briefs;						<b>X</b>	<b>X</b>
Utilize basic Computer Assisted Legal Research (CALR), including legal databases (e.g., Lexis or Westlaw, etc.);						<b>X</b>	<b>X</b>
Apply accepted legal citation form (e.g., ALWD or Blue Book);		<b>X</b>					
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);						<b>X</b>	<b>X</b>

Research and associate federal and state legislative, statutory, and case materials to one another and legal research problems;			X				X
Prepare an office memorandum exploring both sides of a legal issue.		X	X		X	X	
Locate relevant authority in law libraries, public libraries and on the Internet for use in drafting case memoranda and briefs;						X	X

### **LAW 104 Civil Investigation (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Locate all commentary and laws pertaining to a case being investigated.							X
Develop a list of resources regarding the gathering of information.							X
Locate witnesses essential to the case.							X
Take written and recorded statements from witnesses.		X			X	X	
Photograph and diagram accident cases.		X				X	
Read and analyze medical records for objective findings of injury.			X				

### **LAW 105 Law Office Management (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Identify and describe the different types of law offices including organization, management, and personnel structure			X				

Define and explain the functions of legal administration including conflict management, client relations, personnel, docket/case management systems, billing systems, etc.			<b>X</b>		<b>X</b>		
Explain the role of technology in the management and administration of the law office			<b>X</b>			<b>X</b>	
Define and explain the unauthorized practice of law, conflicts of interest, voluntary ethical codes, privilege, and other topics of ethics and legal malpractice associated with working in a law office	<b>X</b>		<b>X</b>				
Identify factors that promote effective client relations				<b>X</b>			
Explain the different types of legal fee agreements and retainer fees			<b>X</b>				
Explain timekeeping and billing systems and billable vs. non-billable time			<b>X</b>				
Describe the importance and purpose of client trust funds, law office accounting, and methods used for determining cost of legal services			<b>X</b>				
List the factors to be considered in creating a reliable system for transmitting and filing legal documents and information pertinent to the law practice		<b>X</b>	<b>X</b>		<b>X</b>		
Explain the operation and maintenance of the firm's law library			<b>X</b>				

**LAW 111 Litigation (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 1</b>	<b>SLO 6</b>	<b>SLO 7</b>
Explain the stages of lawsuits, courts and jurisdiction, and the paralegal's role on the litigation team;					<b>X</b>			
Identify and apply the ethical and professional responsibilities of litigation paralegals;	<b>X</b>					<b>X</b>		
Utilize applicable Hawai'i and federal rules of procedure and evidence;		<b>X</b>						
Draft and use pleadings, motions, discovery requests, forms, checklists, and other documents;							<b>X</b>	
Describe the rationale/theories and methods underlying pleading, discovery, and alternatives to litigation;			<b>X</b>					
Assist trial counsel during interviews, discovery, pretrial, trial, appeal and other litigation processes.		<b>X</b>			<b>X</b>			

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

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Draft Articles of Incorporation, by-laws, and minutes		<b>X</b>	<b>X</b>				<b>X</b>
Prepare all documents to register a corporation to do business in Hawai'i, including the registration statement, and Hawai'i Excise Tax		<b>X</b>	<b>X</b>				

forms							
Draft partnership agreements		X	X				
Complete a partnership registration statement to be filed at the Department of Commerce and Consumer Affairs		X	X				
Analyze a legal fact pattern, apply the law, and reason to a legal conclusion			X				

### **LAW 131 Real Property Law (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Describe the elements of a deed.			X				
List the requisite elements of contracts and draft an agreement of sale.		X	X				
List and explain the steps involved in a residential real estate transaction.			X				
Explain the concept for quieting title to real property and describe the Hawai'i statutes related thereto.			X				X
Explain the landlord-tenant code.			X				
Describe the legal actions involving real property such as eviction, foreclosure, partition, and quiet title suits.			X				X

### **LAW 136 Tort and Insurance Law (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Identify the principles and legal theories relating to the elements of specific torts.			X				
Explain the defenses to allegations of			X				

negligence.							
Identify the legal principles and theories relating to product liability.			<b>X</b>				
Explain how the Hawai'i Worker's Compensation system operates.			<b>X</b>				
Describe the principles and legal theories related to insurance law and basic policy terms and conditions.			<b>X</b>				

### **LAW 140 Family Law (3)**

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

**LAW 145 Computer Applications In The Law Office (3)**

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

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

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Apply principles of preparing legal documents			<b>X</b>				

for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.							
Identify the basic procedures involved in preparing documents for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.			<b>X</b>				<b>X</b>
Define legal terminology pertaining to real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.			<b>X</b>				
Use word processing software and apply legal-related word processing functions to the production of a variety of legal documents.		<b>X</b>					
Proofread and correct errors in spelling, punctuation, and grammar.		<b>X</b>					
Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the production of legal documents.		<b>X</b>	<b>X</b>				
Explain the ethical considerations associated with the use of word processing and the production of legal documents.	<b>X</b>						

### **LAW 151 Estate Planning and Probate (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Classify ownership of property for estate planning purposes.			<b>X</b>				
Apply the law of intestate succession to a		<b>X</b>					



specific situation							
Select appropriate estate planning tools for a specified client			X				
Identify estate planning tax considerations for a specified client			X				
Interview the client for probate information.		X					
Draft a basic will based on estate planning standards.		X	X				
Identify and compare procedures in the handling of estate administration, including intestate and testate proceedings, formal probate, informal probate, and supervised administration			X				
Assemble the documents necessary to gather together an estate.					X		X

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

	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	SLO 7
Identify the most common legal issues arising out of the employee/employer relationship			X				
Describe the laws that are applicable to common legal issues arising out of the employee/employer relationship			X				
Identify the organization, agency or tribunal responsible for enforcing the applicable laws.			X				
Identify and succinctly summarize key issues from fact patterns and caselaw.		X	X				

**LAW 171 Consumer Law (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Explain the issues and problems relating to consumers and consumer bankruptcy.			<b>X</b>				
Use the various specialized research tools to do legal research on consumer protection, consumer disputes and consumer bankruptcy.						<b>X</b>	
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.			<b>X</b>				
Select the appropriate remedy for the consumer and bankrupt consumer once the applicable authority has been selected and located.			<b>X</b>				
Determine with the Dept. of Commerce and Consumer Affairs (DCCA) a business's registration, principals, and nature of the business organization.			<b>X</b>				<b>X</b>
Determine with the DCCA whether or not a business is in good standing.			<b>X</b>			<b>X</b>	

**LAW 176 Criminal Law (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Describe how the Hawai'i Penal Code is interpreted and applied in various hypothetical situations.			<b>X</b>				
Identify other criminal laws in the Hawai'i Revised Statutes outside the Penal Code.			<b>X</b>				
Apply the Hawai'i Rules of Court and the Hawai'i Rules of Criminal Procedure.			<b>X</b>				

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

**LAW 181 Rights of the Disadvantaged (3)**

	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	SLO 7
Explain the various areas of substantive law that bear upon issues affecting the disadvantaged, including civil and economic rights.			X				
Describe the origin and procedures of the various public assistance laws in Hawai'i.			X				
Interview potential public assistance benefit claimants and know how to elicit information which will assist the claimant in obtaining benefits.		X		X			
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.		X			X		

**LAW 202 Legal Interviewing, Negotiating and Advocacy (3)**

	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	SLO 7
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Prepare to conduct a client interview.		X					
Obtain relevant facts and information from the interviewee to determine likelihood of success of a legal action.		X	X				X
Identify and incorporate effective communication skills in interviewing.		X		X			
Prepare for effective negotiation with an opposing party.		X	X		X		
Present a case before an administrative agency.		X					
Outline and draft opening statement, direct and cross examination, closing argument.		X	X				

### **LAW 203 Legal Writing (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Draft a fact memorandum.		X	X				
Draft an office memorandum.		X	X		X		
Draft a basic trial memorandum.		X	X		X		
Draft a demand letter.		X	X				
Draft interrogatories.		X	X				
Explain the ethical issues involved in drafting legal documents.	X						

### **LAW 212 Advanced Litigation (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Identify and distinguish the similarities and differences in state and federal practice, and utilize special rules and procedures.			X				X
Investigate, research, organize and plan			X		X	X	X

reasonably complex civil litigation.							
Assist with proceedings before appropriate administrative bodies (e.g., medical claims conciliation panel).		X					
Prepare basic documents including pleadings and discovery materials.		X	X				
Perform and/or support pre-trial and trial work including use of expert witnesses and complex and/or voluminous documentary evidence.		X	X				
Select and apply relevant technology in support of complex litigation.						X	
Examine and resolve typical trial issues/problems.			X				

**LAW 236 Advanced Tort and Insurance Law (3)**

	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	SLO 7
Explain and apply the principles and legal theories relating to torts to the person and property.		X	X				
Research and draft memos and motions used in tort action.		X	X				
Explain in detail the defenses to allegations of negligence.			X				
Explain and apply the legal principles and theories relating to product liability.			X				
Explain the theories and principles of insurance law and how insurance companies protect individuals, and entities.			X				

Analyze and evaluate special and general damages.			X				
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**LAW 240 Advanced Family Law (3)**

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

**LAW 282 Computer-Assisted Legal Research (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Demonstrate advanced computerized assisted legal research (CALR) techniques using a primary national computerized legal research system (Westlaw and/or Lexis).						<b>X</b>	
Analyze and apply advanced CALR techniques to common legal research applications.			<b>X</b>		<b>X</b>	<b>X</b>	
Utilize public domain and Internet resources (including the “invisible” web) to conduct legal research.						<b>X</b>	
Evaluate research techniques, tools, and sites in order to select the most cost-effective approach for each research job.			<b>X</b>			<b>X</b>	
Draft and prepare documentation incorporating research information.		<b>X</b>	<b>X</b>			<b>X</b>	

### **LAW 283 Advanced Legal Writing (3)**

	<b>SLO 1</b>	<b>SLO 2</b>	<b>SLO 3</b>	<b>SLO 4</b>	<b>SLO 5</b>	<b>SLO 6</b>	<b>SLO 7</b>
Articulate the difference between an office memorandum and a trial memorandum.		<b>X</b>	<b>X</b>				
Articulate the purpose of a trial memorandum, its audience, and its style.		<b>X</b>	<b>X</b>				
Edits one’s own and others’ legal writing.		<b>X</b>					
Research the law and apply it to a given client scenario.		<b>X</b>				<b>X</b>	
Draft a trial memorandum.		<b>X</b>	<b>X</b>		<b>X</b>		

**LAW 293P Cooperative Paralegal Education (3)**

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