

PL207

Contract Law

[Onsite]

Course Description:

This course reviews the basic theory of contract law and how to draft simple contracts. This course covers the fundamentals of contract law, specifically contractual elements and standard contractual provisions, contract provisions in selected specialized practice areas, the Statute of Fraud, and the Uniform Commercial Code.

Prerequisite(s) and/or Corequisite(s):

Prerequisite: PL103 Technology in the Law Office

Credit hours: 4

Contact hours: 40 (40 Theory Hours)

Syllabus: Contract Law

Instructor:	_____
Office hours:	_____
Class hours:	_____

Major Instructional Areas

1. General formation of and elements to contracts
2. Remedies for breach of contract and the type of damages that are available
3. Relationship and the applicability of the Uniform Commercial Code (UCC) to contracts, sale of goods, and to lease agreements
4. Special contract forms and the affect of actions taken with respect to negotiable instruments
5. Ethical standards in contract law

Course Objectives

1. Write a generic contract.
2. Explain the contract agreement process.
3. Describe fraud as it relates to contracts.
4. Specify the remedies for breach of contract.
5. Determine damages available for breach of contract.
6. Specify the Uniform Commercial Code (UCC).
7. Write a generic warranty form.
8. Examine legal issues with contracts.
9. Describe special contract forms.
10. Determine appropriate responses to ethical issues related to contract law.

SCANS Objectives

SCANS is an acronym for Secretary’s Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Locate, understand, and interpret written information in various legal documents.
2. Communicate thoughts, ideas, information, and messages in writing.
3. Draft documents such as letters, memoranda, pleadings, affidavits, agreements, financial statements, and discovery requests.
4. Specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
5. Use efficient learning techniques to acquire and apply new knowledge and skills.
6. Choose ethical courses of action.
7. Acquire, evaluate, organize, and maintain information.
8. Interpret and communicate information.
9. Use computers to process information.
10. Discover a rule or principle underlying the relationships between two or more issues and apply it when solving a problem.

Course Outline

Note: All graded activities, except the project and final exam, are listed below in the pattern of <Unit Number>.<Assignment Number>. For example, Quizzes: 4.1 refers to the first quiz in Unit 4.

Unit	Activities
1– Introduction to	<ul style="list-style-type: none"> • Content Covered:

Unit	Activities
Contracts	<p><i>Contract Law for Paralegals: Traditional and E-Contracts:</i></p> <ul style="list-style-type: none"> ○ Chapter 1, “Nature of Traditional and E-Contracts”
2–Offer and Acceptance	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts:</i> <ul style="list-style-type: none"> ○ Chapter 2, “Agreement” • Project Part 1 Due
3–Consideration and Equity	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts:</i> <ul style="list-style-type: none"> ○ Chapter 3, “Consideration and Equity” • Research Assignments: 3.1 • Writing Assignments: 3.1 • Project Part 2 Due
4–Contractual Legality	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts:</i> <ul style="list-style-type: none"> ○ Chapter 4, “Capacity and Legality” • Quizzes: 4.1 • Project Part 3 Due
5–Contracts in Writing	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts:</i> <ul style="list-style-type: none"> ○ Chapter 6, “Writing, Formality, and E-Commerce Signature Law” • Project Part 4 Due
6–Third-Party Contractual Rights and Obligations	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts:</i> <ul style="list-style-type: none"> ○ Chapter 7, “Third-Party Rights and Discharge” • Research Assignments: 6.1 • Project Part 5 Due

Unit	Activities
7–The Electronic Age	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts</i>: <ul style="list-style-type: none"> ○ Chapter 9, “E-Contracts and Internet Law” • Quizzes: 7.1
8–Sales and Leases of Goods	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts</i>: <ul style="list-style-type: none"> ○ Chapter 10, “Formation of Sales and Lease Contracts” ○ Chapter 11, “Performance of Sales and Lease Contracts” • Writing Assignments: 8.1
9–Warranties	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts</i>: <ul style="list-style-type: none"> ○ Chapter 13, “Sales and Lease Warranties” • Research Assignments: 9.1 • Project Part 6 Due
10–Remedies for Breach of Contract	<ul style="list-style-type: none"> • Read from <i>Contract Law for Paralegals: Traditional and E-Contracts</i>: <ul style="list-style-type: none"> ○ Chapter 8, “Remedies for Breach of Traditional and E-Contracts” ○ Chapter 12, “Remedies for Breach of Sales and Lease Contracts” • Quizzes: 10.1 • Project Part 7 Due
11–Course Review and Final Exam	<ul style="list-style-type: none"> • Course Review • Final Exam

Instructional Methods

Contract Law incorporates a variety of teaching methods designed to prepare you to successfully meet identified course objectives. Various methods are used to enhance the learning process, including lectures and class discussions. You will be assessed through assignments, tests, and a course project. All course activities and assignments are designed to help prepare you to address situations and perform tasks commonly encountered by paralegals in a contract law practice.

Instructional Materials and References

Student Textbook Package

- Reed, Kathleen Mercer, and Henry R. Cheeseman. *Contract Law for Paralegals: Traditional and E-Contracts*. Upper Saddle River, NJ: Prentice Hall, 2009.

References

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.library.itt-tech.edu/> to access online books, journals, and other reference resources selected to support ITT Tech curricula.

Books

You may click “Books” or use the Library Catalog function on the home page to find the following book.

- Elias, Steven, and Susan Levinkind. *Legal Research: How to Find and Understand the Law*. 14th ed. Berkeley, CA: Nolo, 2007.

Other References

The following resources can be found **outside** of the ITT Tech Virtual Library, whether online or in hard copy.

Books

- Frey, Martin A., and Phyllis Hurley Frey. *An Introduction to the Law of Contracts. 4th ed. Boston: West Legal Studies, 2009.*

Web sites

- Cornell University Law School

<http://topics.law.cornell.edu/wex/contract> (accessed 10/12/10)

A freely available legal dictionary and legal encyclopedia.

- FindLaw

<http://www.findlaw.com> (accessed 10/12/10)

Legal information and lawyer profiles.

- National Federation of Paralegal Associations

<http://www.paralegals.org/> (accessed 10/12/10)

The NFPA works to promote a global presence for the paralegal profession and leadership in the legal community.

All links to Web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

Course Evaluation and Grading

Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	WEIGHT
Writing Assignments	20%
Research Assignments	20%
Quizzes	20%
Project	20%
Final Exam	20%
Total	100%

Note: Students are responsible for abiding by the Plagiarism Policy.

Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

A	90-100%	4.0
B+	85-89%	3.5
B	80-84%	3.0
C+	75-79%	2.5
C	70-74%	2.0
D+	65-69%	1.5
D	60-64%	1.0
F	<60%	0.0

(End of Syllabus)