I. COURSE DESCRIPTION

This course provides students with both the theory behind contract formation as well as the skills in drafting, reviewing, analyzing, and revising contracts. Instruction includes interesting and significant court cases for discussion, emphasizing a practical approach to understanding contracts. Emphasis is placed on all major areas of contract law, including offer, acceptance, consideration, statute of frauds, third-party beneficiaries, performance, breach of contract, and damages.

II. COURSE OBJECTIVES

GOAL A: Prepare documents necessary for the representation of clients in a legal matter

Learning Outcomes: Students will be able to:
A-1 Describe the six step process for analyzing the law of contracts
A-2 Identify the elements of an offer
A-3 List the way an offer can expire and the types of offers which do not expire
A-4 Evaluate a hypothetical offer and determine its validity
A-5 Identify the elements of contract acceptance versus counteroffer
A-6 Explain the “mirror image” rule
A-7 Describe the importance of “consideration”
A-8 Distinguish between the Uniform Commercial Code (UCC) and common law contract law and be able to determine the applicability of each
A-9 Identify the three categories of protection in unenforceable contracts and give an example of each
A-10 Evaluate a hypothetical scenario to determine the presence of barriers to enforceability
A-11 Identify the major defenses to an allegation of breach
A-12 Describe the possible remedies for breach
A-13 Draft a contract
A-14 Draft correspondence utilized in transactional work

**GOAL B:** Perform factual and legal research

**Learning Outcomes:** Students will be able to:
B-1 Locate Restate (Second) of Contracts and explain its function in interpreting contract law
B-2 Locate legislative and judicial enactments related to contract law

**GOAL C:** Perform all delegated functions in conformity with the legal and ethical principles regulating the legal services industry

**Learning Outcomes:** Students will be able to:
C-1 Explain how the ethical obligation of client confidentiality and conflict of interest may impact transactional work

**GOAL D:** Organize and maintain printed and electronic information related to multiple ongoing interests through effective prioritization and time management

**Learning Outcomes:** Students will be able to:
D-1 Demonstrate correct use of clean and marked copies in document distribution
D-2 Use and draft a closing checklist
D-3 Create word processing documents that are logical, organized, and have a professional appearance
D-4 Manage multiple electronic files and upload into Blackboard as directed

**GOAL E:** Interact professionally and cooperatively with a service orientation toward coworkers, clients, and vendors.

**Learning Outcomes:** Students will be able to:
E-1 Reflect on his/her understanding of course content and identify resources for enhancing skills
E-2 Describe the paralegal’s role in contract and other transactional work