

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Legal Assistant 180

COURSE TITLE: Contract Law

Units: 3
Grade Only

CATALOG COURSE DESCRIPTION:

This course in contracts is designed to serve as a specialty requirement in the legal assistant program. This specialty prepares students with the knowledge and skills for drafting and interpreting different types of contracts including an overview of the elements of a contract, performance and breach issues, defenses to formation and enforcement, contract remedies, and third party contracts.

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS: Not required

TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities

TOTAL LECTURE HOURS: 48 - 54

TOTAL LAB HOURS:

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Demonstrate their knowledge and understanding of cases and statutes as they relate to contract law.
2. Demonstrate their knowledge and understanding of the elements of a contract.
3. Create contractual documents for forming various business entities.
4. Perform research on complex contract issues.
5. Identify ethical problems as they relate to paralegals and contractual issues.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Introduction to Contracts
 - A. Sources of contract law
 - B. Definition of Contract
 - C. Elements of Contract

- D. Types of Contracts.
- II. Mutual Assent
- III. Offers
 - A. Distinguishing offers from other types of communications
 - B. Types of offers
- IV. Acceptance
 - A. Who is entitled to accept the offer
 - B. Duration of the power of acceptance in a revocable offer
 - C. Mode of acceptance
 - D. The Mailbox Rule
- V. Consideration
 - A. The Consideration Doctrine
 - B. Definitions of consideration
 - C. Types of consideration
- VI. Legality of subject matter
- VII. Contractual Intent
 - A. Fraud and Misrepresentation
 - B. Duress
 - C. Mistake
- VIII. Contract Provisions
- IX. The UCC
- X. Third Party Contracts
- XI. Discharge of obligations
- XII. Remedies

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Students will be expected to understand and critique information from college level texts or the equivalent. The reading assignments may include but are not limited to assignments such as the following:

- A. Basic Contract Law for Paralegals, Jeffrey a. Helewitz, 2nd ed., Aspen Law & Business, c 1998.
- B. Contract Law for Paralegals, Melinda R. Thomas, 1st ed., West Publ., 1997
- C. Introduction to Contracts, Diane M. Baldwin & Frances B. Whiteside, Pearson Publ., 1995
- D. Contracts Mage, Brian A. Blum, Little, Brown and Company, 1995

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Critical thinking will be required of students:

- II. 1. Analyzing cases and case summaries.
- III. 2. Comparing and contrasting proper and improper contract provisions.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Lectures portions of this course may require at least 2 hours of outside preparation time per week to satisfactorily meet objectives. Outside assignments may include, but are not limited to the following:

- II. 1. Attending ABA seminars/continuing education off campus and submitting a brief report.
- III. 2. Completing optional independent exercises.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Writing assignments may include, but are not limited to the following:

- II. 1. Contract drafting assignment
- III. 2. Analysis of cases/case studies
- IV. 3. A written library search of periodic literature and legal texts about contracts.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the level of the objectives set forth above. A final grade of "C" or better should indicate the student has the ability to successfully apply the principles and techniques taught in this course in subsequent courses and can, therefore, perform satisfactorily by utilizing all available resources. The assessments will also measure critical thinking skills. These methods may include, but are not limited to the following: Team Projects (draft contracts and forms for various business entities) Individual Participation (discuss ethical issues and research findings) Midterm Examination (demonstrate knowledge and understanding of cases, statutes and contract elements) Final Examination (demonstrate comprehensive knowledge of contracts)

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * The appropriate method of instruction will be determined by each instructor and may include the following:
- * 1. Lecture
- * 2. Lecture & discussion
- * 3. Videos and film clips
- * 4. Analysis of court documents
- * 5. Computer assisted instruction
- * 6. Seminars
- * 7. Other unique instructional strategies as shall be determined by each instructor.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. ASPEN. BASIC CONTRACT LAW F/PARALEGALS, 2 ed. HELEWITZ, ISBN: 1567066232
2. WEST. CONTRACTS (NUTSHELL), 4 ed. ROHWER, ISBN: 0314212019

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Darrel Harrison

CO-CONTRIBUTOR(S)

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