

**PLS 63 Course Outline as of Fall 2021****CATALOG INFORMATION**

Dept and Nbr: PLS 63

Title: CONTRACTS

Full Title: Contracts

Last Reviewed: 10/12/2020

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 6            | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 3.00 |              | Contact Total      | 52.50 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course is designed to acquaint the paralegal with the formal requirements and legal principles involved in contract law and drafting documents. In addition to lectures on the underlying legal theory, students gain experience in drafting and analyzing a broad range of contracts and agreements.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in PLS 51

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is designed to acquaint the paralegal with the formal requirements and legal principles involved in contract law and drafting documents. In addition to lectures on the underlying legal theory, students gain experience in drafting and analyzing a broad range of contracts and agreements. (Grade Only)

Prerequisites/Corequisites: Course Completion or Current Enrollment in PLS 51

Recommended:  
Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                        |           |
|----------------------|----------------------|------------------------|-----------|
| <b>AS Degree:</b>    | <b>Area</b>          | Effective:             | Inactive: |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | Effective:             | Inactive: |
| <b>IGETC:</b>        | <b>Transfer Area</b> | Effective:             | Inactive: |
| <b>CSU Transfer:</b> | Transferable         | Effective: Spring 2011 | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective:             | Inactive: |

**CID:**

**Certificate/Major Applicable:**

Major Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate knowledge of the law governing contracts and business organizations.
2. Identify, locate, evaluate and apply relevant sources of law to the legal issues of contracts and business organizations.
3. Demonstrate critical thinking skills and ethical standards in analysis and interpretation of data and text regarding contracts and business organizations.
4. Determine validity of contractual documents regarding the parties' intent and subject matter.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Draft simple contracts.
2. Perform accurate analysis of existing contracts.
3. Recommend appropriate changes in contractual language and terms, and implement those changes accurately.
4. Apply appropriate ethical standards in contract administration.

### **Topics and Scope:**

- I. Overview of Contracts
  - A. Sources of contract law
  - B. Six requirements of valid contracts
  - C. Classification of contracts
  - D. Appropriate ethical standards in contract administration
- II. Offer
  - A. Three requirements of an offer
  - B. Four required terms

- C. Uniform Commerce Code (UCC) Exception: Sale of goods between merchants
- III. Acceptance
  - A. Requirements
  - B. Methods of acceptance - bilateral and unilateral
  - C. Termination of offers
- IV. Consideration
  - A. What is consideration
  - B. What is not consideration
  - C. Sufficiency of consideration
  - D. Promissory estoppel
  - E. Special agreements
- V. Legality of Subject Matter and Contractual Capacity
  - A. Legality of subject matter
  - B. Contractual capacity
- VI. Contractual Intent
  - A. No contract if induced by fraud
  - B. No contract if induced by duress
  - C. Mistake
- VII. Contractual Provisions and Drafting a Contract
  - A. Statute of frauds--requirement of writing for enforceability
  - B. Contractual clauses
  - C. Court doctrines
  - D. Guidelines for Drafting a contract
- VIII. The Uniform Commercial Code (UCC)
  - A. Obligations
  - B. Sales
- IX. Third Party Contracts
  - A. Third party beneficiary contracts
  - B. Assignment
  - C. Delegation
- X. Discharge of Obligations
  - A. Excuse of conditions
  - B. Performance
  - C. Breach
  - D. Agreement
  - E. Impossibility of performance
  - F. Supervening illegality
  - G. Death or destruction
  - H. Frustration of purpose - coronation cases
- XI. Remedies
  - A. Legal remedies
  - B. Equitable remedies
  - C. Contract clauses

**Assignment:**

1. Read textbook and outside sources of approximately 40 pages per week
2. Written homework assignments based on lecture and readings
3. Analysis of contract fact patterns
4. Participation in weekly discussions and group presentations
5. Group and individual terminology assignments
6. Drafting contracts

## 7. One to four exams and final

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework assignments, drafting of contracts

Writing  
10 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Analysis of contracts

Problem solving  
10 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Group and individual terminology assignments

Skill Demonstrations  
10 - 30%

**Exams:** All forms of formal testing, other than skill performance exams.

Exam(s) and final

Exams  
40 - 50%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
5 - 10%

### Representative Textbooks and Materials:

Basic Contract Law for Paralegals. 8th ed. Helewitz, Jeffrey. Wolters Klywer Law and Business. 2015 (classic)