

Administrative Master Syllabus

Course Information

Course Title	Contracts
Course Prefix, Num. and Title	LGLA 1351 – Contracts
Division	Technology and Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	Erma Hart, Paralegal Studies Program Director	06/15/2026
Division Chair:	David Kucera, Technology & Business Division Chair	06/15/2026
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. What is a contract? Classifications of contracts implied contracts, and quasi-contracts
 - a. Social vs. legal obligations
 - b. Oral vs. written (Statute of Frauds)
 - c. Unilateral vs. bilateral d. Express vs. implied
 - d. Executed vs. executory
 - e. Valid, void, voidable and unenforceable
2. Elements of a contract: The Offer
 - a. Meeting of the Minds requirement
 - b. Objective Standard test and the Power of Acceptance c. How offers can expire
 - c. Problem of late acceptance
 - d. Promissory Estoppel
3. Elements of a contract (continued): Acceptance
 - a. Mirror Image Rule
 - b. Counteroffers
 - c. The Mailbox Rule
4. Elements of a contract (continued): Consideration
 - a. Defined as a change in position
5. Elements of a contract (continued): Legality of subject matter and contractual capacity
Exam No. 1
6. Elements of a contract (continued): Contractual intent and Equitable Defenses
7. Contract provisions: Warranties, Parol Evidence Rule, and rules of construction
8. Sakes contracts under the U.C.C.: Special Rules for Merchants' contracts
9. Secured transactions
Exam No. 2
10. Third party contracts, Assignment, Delegation and Novation
11. Discharge of contracts, substantial performance, and excuse
12. Legal and equitable remedies for breach.
13. Drafting and editing contracts
14. Commercial paper
15. Ethical rules applicable to the practice of contract law
Exam No. 3
16. Final Exam

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Use terminology relating to contract law
2. Analyze sources relating to contract law
3. Draft documents used in contract law
4. Analyze the ethical considerations of the paralegal relating to contract law



Methods of Assessment:

1. Exams
2. Exams
3. Exams
4. Assignments

Required text(s), optional text(s) and/or materials to be supplied by the student:

Jeffrey A. Helewitz, Basic Contract Law for Paralegals, Current Edition, Aspen Publishers

Hybrid portions require students have access to a computer and internet to utilize Brightspace and for outside study, work, and projects.

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

There are 13 written assignments, which are graded 0 through 100. Assignment grades are then averaged for the assignment average, which is 1/3 of the final grade.

Exams: There are 4 exams, weighted equally. The lowest grade is dropped and the remainder averaged for the exam average, which is 2/3 of the final grade.

Grading Scale:

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and below

Curriculum Checklist:

☐ **Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐ **Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms

☐ Critical Thinking

☐ Communication

☐ Empirical & Quantitative Skills

☐ Teamwork

☐ Social Responsibility

☐ Personal Responsibility

☒ **WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist