Paralegal 41  
*Contract Law For Paralegals*  
Spring 2016 - Section # 8170  
Online Class

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**Office Telephone & Text:** (310) 963-8534  
**Office Hours:** Tuesdays 2:30-5:30 p.m. & by Appointment  
**Office Location:** CE 106B

To Access This Class Please Utilize Etudes: [www.myetudes.org](http://www.myetudes.org)

If you need any technical assistance please browse and contact Distance Education at: [http://www.wlac.edu/online](http://www.wlac.edu/online)

You must also access [www.wklegaledu.com](http://www.wklegaledu.com) for Law Office Simulations

**Course Description**

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

**Required Course Textbook & Resources**


**Law Simulation:** Contract Law

**Expectations For Students In My Classes**

Attorneys and paralegals are expected to follow a strict code of professional responsibility. The code dictates that the highest standards of trust, integrity, and honesty be observed in day-to-day activities. You are expected to follow those same standards in this class. Your behavior in class should be comparable to that which would be appropriate in a law office or in court.

In addition, you are bound by the Student Conduct Rules, Regulation & Policies  
Course Objectives

1. Demonstrate an understanding of the Law of Contracts.
   A. know what a contract is
   B. identify the elements of a contract
   C. understand the makeup of a valid offer
   D. understand the makeup of a proper acceptance
   E. identify legally adequate consideration
   F. demonstrate an understanding of contractual capacity
   G. distinguish contracts in which the subject matter is legal from those in which it is not
   H. identify and discuss contractual intent and mutual assent
   2. Identify areas of difference between the common law of contracts and the Uniform Commercial Code.
   3. Discuss the rights of third parties in contracts.
   4. Demonstrate an understanding of the remedies available to an aggrieved party for breach of contract.
   5. Show the ability to draft a simple contract.
   6. Demonstrate an understanding of the technology used in law offices for contract formation.
   7. Demonstrate an understanding of the technology used in law offices for legal research in contract law.
   8. Identify ethical obligations and issues of professional responsibility in the legal profession.

Student Learning Outcomes (SLOs)

This course will help students achieve the following Student Learning Outcomes:

1. Explain the legal terminology used in the area of contract law.
2. Apply the basic concepts of contract law to hypothetical situations.
3. Interpret the provisions of an existing contract using the essential elements of contract law.
4. Access and utilize traditional and electronically formatted legal research as related to contract law.

What Is A Paralegal

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

In addition, Paralegals in California must be in compliance with California Business and Professions Code §6450.
Paralegals may not provide legal services directly to the public except as permitted by law.

WLAC ABA Approved Paralegal Program Objectives

1. The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
2. To insure quality paralegal education at the community college level.
3. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal’s tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal’s role in litigation, mediation and arbitration.
9. To educate students about the general principles of ethical legal practice as defined by the American Bar Association’s Standing Committee on Ethics and Professional Responsibility, and California’s Business & Professions Code §6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

Attendance/Participation

- Your attendance will be recorded for each class or each week, EVEN IF IT IS AN ONLINE CLASS. It is your responsibility to make sure that you sign the attendance roster each class session or participate in the chat room for online classes. The instructor has the discretion to drop any student who is not present on the first day of class or does not login to etudes during the first day of class. In addition, the instructor has the discretion to drop any student who has more than 4 absences (excused or unexcused) in the semester.

- Attend every class and be prepared. If you are absent, you are responsible for the work which is due upon your return. Thus, obtain several students’ telephone numbers and e-mail addresses in order to properly prepare for class prior to your return.

- There are absolutely no make-ups for any missed assignments or classes. NO LATE WORK WILL BE ACCEPTED.

- Please turn off all cell phones, noise making devices, etc…. No children are allowed in class.

Students with Disabilities

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Supportive Services in HRLC 119 or via telephone at (310) 287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Paralegal Portfolio

You should have started a folder/portfolio of papers, briefs, and memorandums that you have prepared for each class. This will not be part of your grade, but will help you in future employment. Keep your best examples from this and all of your paralegal courses in an easy electronic and hardcopy format, so
that you can access all of your best work and present it to a prospective employer. I am willing to review and help you with this task.

**Important Reminders**

1. For online & Hybrid classes, you must login to class every day and be responsible for announcements, assignments, etc.

2. All assignments must be typed, double spaced, 1 inch margin, and at least 12 pt. Font.

3. All assignments must indicate your name, description of assignment, class name, section number and date.

4. All emails to the instructor must indicate your name, clear question, class name, section number and date.

**Grading and Evaluation (1100 points)**

**Chapter Review Questions:**
Chapters 1 - 13  
20 points each chapter (260 Points)

**Chat Room Sample Assignments:**
Chapters 1-12  
10 points each chapter (120 Points)

**Chat Room Comments/Questions:**
Chapters 1-12  
5 points each chapter (60 Points)

**Exam #1:** Chapters 1-5  
200 points

**Exam #2:** Chapters 5-12  
200 points

**Practical Assignments:**
The Law Simulation Series Assignment(s)  
Various (260 points)

*A pop quiz may be given at any time.*

**Grade Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
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<tr>
<td>B</td>
<td>80-89.9%</td>
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<td>C</td>
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<td>D</td>
<td>60-69.9%</td>
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<tr>
<td>F</td>
<td>59.9% and below</td>
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**Changes to the Syllabus**
This syllabus is a guide for the course and does not constitute a final and unalterable schedule. I will do everything I can to adhere to the course schedule contained herein, but at my discretion, I may change the content and requirements during the semester as circumstances demand.

Assignments Each Week By 11:00 p.m.

Each week please do the following:
1. Read the assigned chapter
2. Review the PowerPoint on ETUDES
3. Answer the review questions on ETUDES
4. Complete The Law Simulation Series Assignment(s)
   **ACCESS PENDING AND YOU WILL BE NOTIFIED**
5. Find a sample document or article online related to a main topic in the chapter. In the chat room on ETUDES, post the title & link for the sample document or article you found online. Briefly discuss the sample document or article, how it is related to the chapter and why you chose it. IN ADDITION, SUBMIT THE SAME IN THE ASSIGNMENTS SECTION OF E-ETUDES.
6. Review at least two sample documents/articles listed by other students in the chat room. In addition, ask questions, comment and discuss.
7. Ask questions of Professor Jacobson
8. Submit any additional assignment or project, as applicable
9. Complete and submit Exam, as applicable
10. Carefully review Deadlines & Due Dates

Week 1  
Introduction to Law & Preparation for Self-Guided Learning

Homework:  
Read Chapter 1  
Chapter Sample  
Chapter Review Questions  
Law Office Simulation  
Start Preparing for Exam #1: Chapters 1-5

Week 2  
Chapter 1: What Is Contract Law

Homework:  
Read Chapter 2  
Chapter Sample  
Chapter Review Questions  
Law Office Simulation  
Start Preparing for Exam #1: Chapters 1-5

Week 3  
Chapter 2: Sources Of Contract Law: Common Law and The UCC

Homework:  
Read Chapter 3  
Chapter Sample
Week 4
Chapter 3: Agreement

Homework:
Read Chapter 4
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #1: Chapters 1-5

Week 5
Chapter 4: Invalid Assent

Homework:
Read Chapter 5
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #1: Chapters 1-5

Week 6 & 7
Chapter 5: Consideration

Homework:
EXAM #1
Read Chapter 6
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 8
Chapter 6: Legality

Homework:
Read Chapter 7
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 9
Chapter 7: Capacity

Homework:
Read Chapter 8
Chapter Sample
Chapter Review Questions
Week 10

Chapter 8: Statute of Frauds

Homework:
Read Chapter 9
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 11

Chapter 9: Third Parties/Secured Transactions

Homework:
Read Chapter 10
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 12

Chapter 10: Performance

Homework:
Read Chapter 11
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 13

Chapter 11: Remedies

Homework:
Read Chapter 12
Chapter Sample
Chapter Review Questions
Law Office Simulation
Start Preparing for Exam #2: Chapters 6-12

Week 14

Chapter 12: Contract Interpretation

Homework:
Exam #2
Law Office Simulation
Read Chapter 13
Week 15  Chapter 13: Working With Contracts

Homework:  Law Office Simulation
            Chapter Review Questions

THIS SCHEDULE IS SUBJECT TO CHANGE. ALL CHANGES WILL BE ANNOUNCED ON ETUDES & VIA EMAIL.