TYLER JUNIOR COLLEGE

School of Continuing Studies
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Education & Training Plan
Contract Specialist Program

Student Full Name: _____

Start Date: _____   End Date: _____

Program Duration: 6 months
(due to open enrollment, start and end dates are determined by the student)

MyCAA Information
Course Code: TJC-MET 56
Program Duration: 6 Months
Course Contact Hours: 375
Student Tuition: $3,799

The Contract Specialist

Contract law serves to define the various ways in which different entities enter into an agreement. The function of contracts in a free enterprise economy extend from legal theories that have developed over centuries and covers the evolution and application of common law doctrines and contract process including mutual assent, consideration, reliance, conditions, interpretation of contract language, performance and breach, and remedies. As one of the most prevalent areas of law, contract theory affects all aspects of everyday life from the most simple to the most complex of agreements.

The Contract Specialist Program

From basic consideration principles of common law through the more detailed and intuitive conclusions of the Uniform Commercial Code (UCC), this program will examine the elements of a valid contract and the process for agreement as well as the different remedies available for breach of contract. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. This program provides students with a general overview and understanding of the elements of a contractual relationship/agreement, the applicable laws related to contract negotiations and terms, and the remedies available if the agreement is breached.

Program Objectives
At the conclusion of this program, students will be able to:
- ➢ Write a generic contract
- ➢ Explain the contract agreement process
- ➢ Describe fraud as it relates to contracts
- ➢ Examine the remedies for breach of contract
- ➢ Determine damages available for breach of contract
- ➢ Examine the Uniform Commercial Code (UCC)
- ➢ Distinguish between a UCC and common law contract
- ➢ Write a generic warranty form
- ➢ Examine legal issues with contracts
- ➢ Describe special contract forms
- ➢ Determine appropriate responses to ethical issues related to contract law
- ➢ Use Microsoft Office

Contract Law Specialist Program Detailed Student Objectives:
OVERVIEW OF CONTRACT LAW
- Describe the elements of a contract
- Describe the types of contracts

FORMATION OF CONTRACTS
- Describe the elements of a contract
- Define terms related to the formation of a contract
- Describe the process for reaching agreement on the terms of a contract
- Write a generic contract

ASSENT AND CONSIDERATION
- Describe the elements of a contract
- Describe the types of contracts

PARTIES AFFECTED BY THE CONTRACT
- Describe the elements of a contract
- Define contractual capacity
- Describe assignable contract rights
- Determine appropriate responses to hypothetical situations related to contract law

FRAUD
- Describe the differences between a legal and illegal contract
- Define fraud
- Define duress
- Define undue influence

CONTRACTS IN WRITING
- Identify the types of contracts that must be in writing under the Statute of Frauds
- Describe the elements of a contract
- Describe ethical standards in contract law

THIRD- PARTIES AND CONTRACTS
- Describe assignable contract rights
- Determine appropriate responses to hypothetical situations related to contract law

REMEDIES FOR BREACH OF CONTRACT
- Explain when discharge of a contract incurs liability
- Explain material and minor breach of contract

- Describe monetary damages
- Describe equitable remedies

CONTRACTS IN AN E- WORLD
- Describe how to formulate a contract electronically
- Describe remedies for breach of contract relating to the internet or electronic technology

THE UNIFORM COMMERCIAL CODE
- Describe how the Uniform Commercial Code (UCC) governs sales contracts
- Describe how the Uniform Commercial Code (UCC) governs lease contracts
- Examine issues on which the common law overrides the UCC
- Produce a UCC contract template
- Prepare instructions for using a UCC contract template
- Produce a common law contract template
- Prepare instructions for using a common law contract template

PERFORMANCE OF UCC CONTRACTS
- Describe the types of contracts
- Define passage of title
- Determine the party that bears risk of loss under various contract situations

REMEDIES FOR BREACH OF UCC CONTRACTS
- Describe remedies for breach of a sales contract
- Describe how the Uniform Commercial Code (UCC) governs sales contracts
- Determine whether a breach of contract occurs in a hypothetical situation
- Determine appropriate damages for hypothetical situations in which breach of contract has occurred

WARRANTIES UNDER THE UCC
- Describe express warranties
- Describe implied warranties
- Describe legal warranty disclaimers
- Write a generic warranty form
- Prepare instructions for using the warranty form

THE RELATIONSHIP BETWEEN TORTS AND CONTRACTS
- Relate tort law doctrine to breach of contract
- Describe remedies for breach of sales contract
- Research a contract problem
- Categorize problems in a contract case
- Prepare a checklist for a memorandum of law
- Write a memorandum of law for a contract issue

SPECIAL FORMS
- Describe negotiable instruments
- Describe agency contracts
- Describe labor contracts
- Explain actions that can be taken when using negotiable instruments
- Describe the effect of bankruptcy on collective bargaining agreements

Note: In order to qualify for an externship, students must successfully complete the program, including all quizzes and final exams, and be available for a background check and/ or a potential drug screen. This program can be completed in 6 months. However, students will have online access to this program for a 12- month period.

Education and Certifications
- Contract Specialist Program candidates should have or be pursuing a high school diploma or GED.
- **National Certification Available:**
  Students who complete this comprehensive course would be prepared to sit for the **Microsoft Office Specialist (MOS) Certification Exam**.

MICROSOFT OFFICE Module
- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:
- Windows 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:
- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:
- iPad – iOS 5.1 (or latest)

Screen Resolution:
- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:
- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:
- Flash Player
- Real Player
- Adobe Reader
- Java