

**WILMINGTON UNIVERSITY
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES
BASIC COURSE INFORMATION**

COURSE TITLE: Contracts

COURSE NUMBER:

A-14 Draft correspondence utilized in transactional work

GOAL B: Perform factual and legal research

Learning Outcomes: Students will be able to:

- B-1 Locate Restate (Second) of Contracts and explain its function in interpreting contract law
- B-2 Locate legislative and judicial enactments related to contract law

GOAL C: Perform all delegated functions in conformity with the legal and ethical principles regulating the legal services industry

Learning Outcomes: Students will be able to:

- C-1 Explain how the ethical obligation of client confidentiality and conflict of interest may impact transactional work

GOAL D: Organize and maintain printed and electronic information related to multiple ongoing interests through effective prioritization and time management

Learning Outcomes: Students will be able to:

- D-1 Demonstrate correct use of clean and marked copies in document distribution
- D-2 Use and draft a closing checklist
- D-3 Create word processing documents that are logical, organized, and have a professional appearance
- D-4 Manage multiple electronic files and upload into Canvas as directed

GOAL E: Interact professionally and cooperatively with a service orientation toward co-workers, clients, and vendors.

Learning Outcomes: Students will be able to:

- E-1 Reflect on his/her understanding of course content and identify resources for enhancing skills
- E-2 Describe the paralegal's role in contract and other transactional work