Clemson University - Center for Corporate Learning
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Education & Training Plan
Contract Specialist Certificate Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Contract Specialist Certificate Program with Externship

Course Code:	CLEM-L-CNRT
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.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
  - **Microsoft Office Specialist (MOS) Certification Exam**.

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

National Certification

Upon successful completion of this Clemson University program, students would be eligible to sit for the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Clemson University will be prepared and are eligible to sit for this national certification exam. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for the MOS national certification exams and are qualified, eligible and prepared to do so. Clemson University works with each student to complete the exam application and register the student to take their national certification exam.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Clemson University works with national organizations and has the ability to place students in externship opportunities nationwide.

Clemson University contact: If students have any questions regarding this program including national certification and externships**, they should call Juanita Durham of Clemson University at 864.656.3984 or via email at jdrhm@clemson.edu.**

Note: No refunds can be issued after the start date published in your Financial Award document.

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.
The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education

The Clemson University's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com**.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Contract 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: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

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 8, 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:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

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