

Legal Transactions: [PARA-150-40573 \(40573\) Legal Transactions](#)

Meeting Information: 08/28/2017-12/17/2017 Online W/Mandatory Weekly Campus Mtg(s) Wednesday 06:00PM - 10:00PM, A - Cesar Chavez Bldg, Room A-205

- The Glannon Guide to Contracts; Theodore Silver; ISBN 978-0-7355-5796-3; Wolters Kluwer Law& Business; Second Edition. REQUIRED and please have by the first week of class.
- The Glannon Guide to Property; James Charles Smith; ISBN 978-1-4548-4691-8; Wolters Kluwer Law& Business; Third Edition. REQUIRED and we will start this book mid-semester so you may wait to purchase if necessary.

CONTACT ME/CONFERENCE: My office is in the Business Division, A-107-1. You are welcome to stop by anytime, but especially during office hours. You may also use remind.com to text me. Instructions for joining are below. My email is Smith\_Kim@SAC.edu. I welcome the opportunity to discuss any aspect of this course or the legal profession with you.

LEARNING OBJECTIVES: As a class we will focus on developing skills to communicate clearly, both verbally and in writing. Students who successfully complete this course will be able to:

- Understand contract law, including formation, defenses, breach and remedies;
- Apply those concepts to a variety of documents, including contracts governing business organizations, real property; family law and estate planning; and
- Select, edit and customize formbook and computerized forms.

COURSE DESCRIPTION: Introduction to contracts and drafting legal documents for corporations and real estate transactions. Contract formation, performance, breach and third party interests. Students will learn the laws of the California Corporations Code and the laws governing real estate transactions. Students will learn to draft various contracts and other documents and will select, edit and customize formbook and computerized forms in real property, corporations, family law, and estate planning.

ATTENDANCE POLICY: Your attendance is expected at every class and attendance will be factored into the final grade you receive. You should pick up your attendance card upon entering the classroom. If you are late to class, you may not be able to sign in. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total scheduled hours of the class. It is the student's responsibility to withdraw officially from a course. However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. Under some circumstances, a student may be reinstated by the instructor.

TECHNOLOGY: Students are encouraged to bring a pair of headphones to class so that they may watch video independently when asked to do so. If you have a "smartphone" or device that can access SAC WiFi, please also bring it to class. (Neither headphones or device are required, however.)

You are required to access class materials through the following applications:

Canvas LMS: In addition to the lecture and assignments in the classroom, assignments, documents and information for the class must be accessed through <http://rscdd.instructure.com>. When you are officially enrolled in the class you will have access to the class webpage. You may access this website from home, the library or the student labs at SAC. You are expected to monitor the LMS and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the website.

YouTube: There is a YouTube page with video related to this class. Please use the LMS link or the link below, to access and review the videos associated with this class: <https://www.youtube.com/channel/UC0Co133sCVdo3cPv5vyF4Rw>

Quizlet: Lexicon specific to the legal profession has been collected into a set of flashcards available through Quizlet. You are responsible for knowing the terminology. Please access Quizlet by clicking on the LRS link or with the following address: [https://quizlet.com/SAC\\_Paralegal/classes](https://quizlet.com/SAC_Paralegal/classes)

#### GRADING/ASSESSMENT METHODS:

Points will be roughly allocated as follows:

10% - Attendance

40% - Portfolio (Assignments)

25% - Midterms

20% - Discussion

5% - Final Exam

Extra Credit may be obtained by joining OCPA, if you are a Legal Studies Department student and have not already joined. I may offer other extra credit opportunities throughout the semester. For example, I try to include good videos in my class materials. If you find others related to the course materials, and I use the video, I will award you extra credit.

The grading scale is as follows:

A = 90% and above as compared to peers. Two or fewer classes missed with few or no tardies. Class participation is insightful and reflects student's review of LMS materials for the week and an interest in the subject matter.

B = 80% - 89% as compared to peers. Three or fewer classes missed with few or no tardies. Class participation is thoughtful and reflects student's review of LMS materials for the week and an interest in the subject matter.

C = 70% - 79% as compared to peers. Four or fewer classes missed with few or no tardies. Some class participation and general interest in the subject matter.

D and F = At instructor's discretion.

EXAMS: Exams will consist of a combination of true-false, multiple-choice, and short-answer essay questions. Exams will be based on class materials and any assigned reading. We will discuss as a class if an exam is cumulative, open or closed book. Depending on the classroom set-up (especially technology) we will decide on Scantron or LMS based exams.

HOMEWORK: Homework will be posted on the LMS and must be submitted through the LMS unless otherwise specified in the assignment instructions. Homework is due before the date specified. If no date is specified, all work is to be completed prior to the last day of class. Points may be deducted from late assignments.

MAKE-UP ASSIGNMENT/EXAM POLICY: Students must turn in homework and take exams during the times expected; nevertheless you are allowed to turn in late work up to the point of the final exam. Missing a deadline, however, will be reflected in your grade.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: Please let me know if you need accommodations as the result of a disability. A student with a disability, who would like to request an academic accommodation, is responsible for identifying himself/herself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Physical Disability Center in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department. If you would like more information, visit <http://sac.edu/StudentServices/DSPS>

MANDATED REPORTER: Your instructor is a “responsible employee” as defined under Title IX, which means that I must report all sexual or gender-based harassment to the District. I am willing to discuss these personal subjects with you, however, please be aware that after our discussion, I will attempt to connect you with resources and then must report the incident to the District Title IX Coordinator.

Title IX provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

For more information on the policy, please see: <http://www.rscdd.edu/Departments/Risk-Management/TitleIX/Pages/Mandatory-Reporter-FAQ's-for-Faculty-and-Staff.aspx>

ACADEMIC HONESTY POLICY: This is the SAC policy on cheating: “In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an ‘Academic Misconduct Incident Report’ form and distribute the form to the appropriate offices listed. There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of “F” for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student’s standing with the college-at-large, up to and including suspension or expulsion from the College.”

DISCLAIMER: The information we discuss in class is for educational purposes only and is not legal advice. Nothing I say to you during the time you are enrolled in my class should be construed as establishing an attorney-client relationship. I will not answer questions about specific legal matters that you, or another person known to you, may be experiencing.