

APC Course - Contracts

Assumed Knowledge

Legal Assistants and Paralegals who participate in the Contracts Administration/Contracts Management Advanced Paralegal Certification Course are expected to have good verbal and written communication skills. They must also possess a general knowledge of the field of contract law, including the definitions commonly associated with this area.

Participants should be familiar with the process involved in the formation, satisfaction, enforcement and breach of contracts. Further, they should have a general understanding of the Uniform Commercial Code and be aware of sources of information available to those working in this area.