



# **SEPTEMBER 2003** **CURRICULUM GUIDELINES**

<b>A.</b>	Division:	<b>Instructional</b>	Effective Date:	<b>September 2003</b>
<b>B.</b>	Department / Program Area	<b>Commerce &amp; Business Admin/ Office Administration</b>	Revision	<input type="checkbox"/> New Course <input checked="" type="checkbox"/>
			If Revision, Section(s)	
			Revised:	
			Date Last Revised:	
			Date of Current Revision:	

**C: OADM 428**

**D: LEGAL OFFICE PROCEDURES-  
CONVEYANCING**

**E: 3**

Subject & Course No.	Descriptive Title	Semester Credits												
<b>F:</b> Calendar Description: This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Students will gain knowledge and practical experience in topics such as systems of land registration, land title searches, offers to purchase, methods to convey interests in land, registering and discharging mortgages and other interests in land, statements of adjustments, and the execution and registration of documents filed in Land Title Offices														
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Online instruction</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>4 hours per week</b>  Number of Weeks per Semester:  <b>15 weeks x 4 hours per week = 60 hours</b>	<b>H:</b> Course Prerequisites:  <b>English 11 with a grade of "C" or better or equivalent and OADM 425 and 50 NWPM</b>  <b>I:</b> Course Corequisites:  <b>Nil</b>  <b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 429</b>  <b>K:</b> Maximum Class Size:  <b>24</b>													
<b>L: PLEASE INDICATE:</b>  <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 25%;">Non-Credit</td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested <input type="checkbox"/></td> <td>Granted <input type="checkbox"/></td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>			<input type="checkbox"/>	Non-Credit			<input checked="" type="checkbox"/>	College Credit Non-Transfer			<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/>	Granted <input type="checkbox"/>
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Date of New Course: March 2003

**M:** Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. communicate effectively, using the language, theory and precedents of conveyancing;
2. use the concepts of conveyancing to analyze and solve problems independently and collaboratively;
3. identify and calculate the amounts involved to create Statements of Adjustments, Authority to Pay, and Statement of Account;
4. translate an understanding of the theory of conveyancing by creating accurate correspondence and documentation relating to the preparation, execution and registration of conveyancing documents in British Columbia.

**N:** Course Content:**1. Systems of Land Registration**

- 1.1 Forms of land tenure
- 1.2 Land Title Offices in B. C.
- 1.3 Legal descriptions and parties' descriptions
- 1.4 Methods of conveying interests in land
- 1.5 Offer to purchase and contract re sale
- 1.6 Terminology

**2. Initial Conveyancing Procedures**

- 2.1 Open client files.
- 2.2 Receive and handle of contract of purchase and sale
- 2.3 Obtain tax and utility information
- 2.4 Verify legal descriptions
- 2.5 Order searches

**3. Conflict of Interest**

- 3.1 Conflict of interest situations and retainer agreements
- 3.2 Correspondence to vendor
- 3.3 Correspondence to purchaser

**4. Existing Charges**

- 4.1 Charges which must be discharged
- 4.2 Charges which are normally assumed
- 4.3 Charges which may be assumed
- 4.4 Effect the clearing and/or assuming of charges

**5. Mortgage Documents**

- 5.1 Correspondence to and from mortgagors and mortgagees
- 5.2 Bank documents
- 5.3 Mortgage clauses
- 5.4 Format and content of Form B mortgages

**6. Statement of Adjustments**

- 6.1 Obtaining balances owing
- 6.2 Adjusting taxes and utilities
- 6.3 Calculating credits and debits for new, assumed and discharged mortgages
- 6.4 Completing conveyance work sheet
- 6.5 Format and content of statement of adjustments
- 6.6 Balance sheets

<p><b>7. Registration in the Land Title Office</b></p> <p>7.1 Documents required to transfer clear title property</p> <p>7.2 Documents required when mortgage to be assumed or discharged</p> <p>7.3 Format and content of Form A transfer</p> <p>7.4 Property purchase tax return</p> <p>7.5 Application for state of title certificate</p> <p>7.6 Documents to effect registration</p> <p>7.7 Pre- and post-registration procedures</p>	<p><b>O:</b> Methods of Instruction:</p> <p>Communication between instructor and students will be conducted online using WebCT email, discussion, chat utilities, guided practices, assignments, and case studies. Students will work both independently and collaboratively to learn and apply procedures and tasks carried on in a legal office. Both learning activities and evaluations will be structured to stress problem</p>										
<p><b>P:</b> Textbooks and Materials to be Purchased by Students:</p> <p>Colvin, Carole and Sheila Paige. <u>Conveyancing Manual</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Conveyancing Precedents</u>, Latest Ed., Douglas College</p> <p>Colvin, Carole and Sheila Paige. <u>Legal Office Procedures Forms II</u>, Latest Ed., Douglas College</p> <p>Dukelow, Daphne A. and Betsy Nuse. <u>Pocket Dictionary of Canadian Law</u>, Latest Ed., Carswell, Barrie, Ontario <i>(Also used in OADM 425, 427, 428, 429)</i></p>	<p><b>Q:</b> Means of Assessment:</p> <table> <tr> <td>Assignments (minimum of 5)</td> <td>15%</td> </tr> <tr> <td>Timed Production Evaluations (minimum of 4)</td> <td>55%</td> </tr> <tr> <td>Comprehensive Theory Evaluation</td> <td>25%</td> </tr> <tr> <td>Participation</td> <td><u>5%</u></td> </tr> <tr> <td></td> <td><u>100%</u></td> </tr> </table>	Assignments (minimum of 5)	15%	Timed Production Evaluations (minimum of 4)	55%	Comprehensive Theory Evaluation	25%	Participation	<u>5%</u>		<u>100%</u>
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<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>											

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 Course Designer(s): Sheila Paige, Carole Colvin

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 Education Council / Curriculum Committee Representative

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 Dean / Director: Jim Sator

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 Registrar: Trish Angus