



# SEPTEMBER 2003 CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2003**  
 B. Department / **Commerce & Business Admin/** Revision  New Course   
 Program Area **Office Administration**  
 If Revision, Section(s) Revised:

	Date Last Revised: Date of Current Revision:
<b>C: OADM 328</b>	<b>D: LEGAL OFFICE PROCEDURES- CONVEYANCING</b>
Subject & Course No.	Semester Credits

**F:** 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.

<p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture and Seminar</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture: 2 hours per week</b> <b>Seminar: 2 hours per week</b></p> <p>Number of Weeks per Semester:</p> <p><b>15 weeks x 4 hours = 60 hours</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p><b>English 11 with a grade of "C" or better or equivalent and OADM 218 and OADM 256 and OADM 303 with a C+ or better or 45 NWPM</b></p> <p><b>I:</b> Course Corequisites:</p> <p><b>Nil</b></p> <p><b>J:</b> Course for which this Course is a Prerequisite:</p> <p><b>OADM 401</b></p> <p><b>K:</b> Maximum Class Size:</p> <p><b>30</b></p>
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**L: PLEASE INDICATE:**

<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"/>

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**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;
5. keyboard with speed and accuracy from five-minute timed writings.

**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 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> <ul style="list-style-type: none"> <li>7.1 Documents required to transfer clear title property</li> <li>7.2 Documents required when mortgage to be assumed or discharged</li> <li>7.3 Format and content of Form A transfer</li> <li>7.4 Property purchase tax return</li> <li>7.5 Application for state of title certificate</li> <li>7.6 Documents to effect registration</li> <li>7.7 Pre- and post-registration procedures</li> </ul>										
<p><b>O:</b> Methods of Instruction:                  A combination of lectures, guided practices, assignments and case studies will be used. Active learning is an integral part of this course, and emphasis will be placed on a “hands-on” environment to allow students to 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 solving, accuracy, and working within time constraints.</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 218, 327, 328, 329</i>)</p> <p>Clayton, Dean and Albert Fries. <u>Timed Writings About Careers</u>, Latest Ed., South-Western Publishing Co.</p>										
<p><b>Q:</b> Means of Assessment:</p> <table border="0" style="width: 100%;"> <tr> <td>Assignments (minimum of 5)</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Timed Production Evaluations (minimum of 4)</td> <td style="text-align: right;">50%</td> </tr> <tr> <td>Comprehensive Theory Evaluation</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Keyboarding Speed (average of best three 5-minute timings)</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments (minimum of 5)	15%	Timed Production Evaluations (minimum of 4)	50%	Comprehensive Theory Evaluation	25%	Keyboarding Speed (average of best three 5-minute timings)	<u>10%</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>										

Course Designer(s) Sheila Paige and Carole Colvin

Education Council / Curriculum Committee Representative

Dean / Director: Jim Sator

Registrar: Trish Angus