



EFFECTIVE: SEPTEMBER 2005
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2005**

B. Department / Program Area: **Commerce & Business Admin/ Office Administration** Revision New Course

If Revision, Section(s) Revised:
Date of Previous Revision:
Date of Current Revision:

C: **OADM 1435** D: **Conveyancing Procedures I** E: **1.5**

Subject & Course No.	Descriptive Title	Semester Credits						
<p>F: Calendar Description: This is a BCCampus online provincial course. This online course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing.</p>								
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Online lecture Online lab</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 4 hours per week/30 hours per semester Lab: 4 hours per week/30 hour per semester</p> <p>Number of Weeks per Semester:</p> <p>7½ weeks X 8 hours/week = 60 hours/semester</p>	<p>H: Course Prerequisites: OADM 1430 or equivalent, and OADM 1431 or equivalent</p>							
	<p>I: Course Corequisites: Nil</p>							
	<p>J: Course for which this Course is a Prerequisite OADM 1436</p>							
	<p>K: Maximum Class Size: 24</p>							
<p>L: PLEASE INDICATE:</p> <table style="border: none;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>Non-Credit</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">X</td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>College Credit Transfer:</td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>				Non-Credit	X	College Credit Non-Transfer		College Credit Transfer:
	Non-Credit							
X	College Credit Non-Transfer							
	College Credit Transfer:							

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. Describe duties, employment conditions and employment forecasts in conveyancing.
2. Identify what tangible and intangible elements are included in the concept of "land".
3. Identify what interests must be protected when acting for the purchaser client.
4. Analyze transactions based on the transfers; encumbrances requiring discharges; encumbrances not requiring discharges; and new encumbrances involved.
5. Use the concepts and theories of conveyancing to analyze and solve problems independently and collaboratively.
6. Interpret a Contract of Purchase and Sale.
7. Describe the stages of a sales completion model.
8. Translate an understanding of the information required in a transaction by creating correspondence and documentation relating to the gathering of information by the purchaser.
9. Translate an understanding of transferring title by creating electronic Land Title Office documents relating to registration.
10. Calculate the amounts involved to create Statements of Adjustments, Trust Reconciliation, and Statements of Account for a cash conveyance.
11. Translate an understanding of the process required in completing a transaction on the completion date by creating correspondence and documentation relating to the exchange and execution of documents and funds, and the registration of executed documents.
12. Observe professional standards in the maintenance and use of checklists.

N: Course Content:

- 1) Employment as a conveyancer
- 2) Understanding land and sale of land
 - a) The tangible and intangible elements of land
 - b) Determining ownership of land
 - c) Land registration systems and land tenure
 - d) Reading a title search and determining charges and encumbrances on title
 - e) Analyzing a land purchase transaction
- 3) Sales Completion Model
 - a) Entering a Contract of Purchase and Sale
 - b) Four stages of the sales completion model for purchaser and vendor:
 - i) Information Gathering
 - ii) Completion Preparations
 - iii) Statement of Adjustments
 - iv) Completion Procedures
- 4) Information Gathering
 - a) Municipal and other third party information
 - b) Interpreting a Contract of Purchase and Sale
- 5) Preparing documents required for completion
 - a) Land Title Electronic Forms
 - b) Form A – Freehold Transfer
 - c) Property Transfer Tax Form
 - d) Legal Account
- 6) Statement of Adjustments and Trust Reconciliation for a cash only purchase
 - a) Definition and purpose of adjustments
 - b) Purchaser adjustments
 - c) Vendor adjustments
 - d) Calculating property taxes, utilities and the Home Owner's Grant
 - e) Preparing Purchaser and Vendor Statement of Adjustments
 - f) Definition and purpose of Trust Reconciliation
 - g) Preparing Trust Reconciliation

<p>7) Procedures on Completion date</p> <ul style="list-style-type: none"> a) Pre-registration procedures <ul style="list-style-type: none"> i) Execution of Vendor’s documents and undertakings involved ii) Execution of Purchaser’s documents and undertakings involved iii) Pre-registration requirements and preparation b) Registration procedures c) Post-registration procedures d) Law Society Rule 3-89 												
<p>O: Methods of Instruction</p> <p>Communication between instructor and students will be conducted online using WebCT e-mail, 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 solving, accuracy, and working within time constraints.</p>												
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Yip, Titus. <u>Introduction to Residential Conveyancing</u>. DFC Publications. (Current Edition)</p>												
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Participation</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Assignments</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Simulation – Cash Conveyancing /Acting for Purchaser</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Quizzes</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Participation	10%	Assignments	15%	Simulation – Cash Conveyancing /Acting for Purchaser	20%	Quizzes	25%	Final Exam	<u>30%</u>		<u>100%</u>
Participation	10%											
Assignments	15%											
Simulation – Cash Conveyancing /Acting for Purchaser	20%											
Quizzes	25%											
Final Exam	<u>30%</u>											
	<u>100%</u>											
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>												

Course Designer(s) TITUS YIP

Education Council / Curriculum Committee Representative

Dean / Director ROSILYN COULSON

Registrar TRISH ANGUS