



EFFECTIVE: SEPTEMBER 2004

CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / **Commerce & Business Admin.** Revision **X**
Program Area: **Office Administration** _____ **C, H, J, P** _____

Revised:
Date of Previous Revision:
Date of Current Revisi

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

7. Registration in the Land Title Office

- 7.1 Documents required to transfer clear title property
- 7.2 Documents required when mortgage to be assumed or discharged
- 7.3 Format and content of Form A transfer
- 7.4 Property purchase tax return
- 7.5 Application for state of title certificate
- 7.6 Documents to effect registration
- 7.7 Pre- and post-registration procedures

O: 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: Textbooks and Materials to be Purchased by Students

Colvin, Carole and Sheila Paige. Conveyancing Manual, Latest Ed., Douglas College

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