



EFFECTIVE: SEPTEMBER, 2007
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **September 2007**

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

If Revision, Section(s) Revised: **H, M, N, P, Q**

Date of Previous Revision: **September, 2004**

Date of Current Revision: **March, 2007**

C: **OADM 1328** D: **Legal Office Procedures-Conveyancing** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course introduces the student to the role and responsibilities of a f <p style="text-align: center;">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>		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Seminars Number of Contact Hours: (per week / semester fo Number of Weeks per Semester: 15 Weeks X 4 Hours per Week = 60 Hours	H: Course Prerequisites: OADM 1218 and OADM 1256 and OADM 1303 with a C+ or better or 45 NWPM	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite OADM 1401	
	K: Maximum Class Size: 30	
L:		

M: Course Objectives / Learning Outcomes

- 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's Statement of Adjustments

<ul style="list-style-type: none"> 11) Mortgages <ul style="list-style-type: none"> a) Mortgagee expectations b) Acting for the mortgagee c) Mortgage Terms d) Mortgage Definitions e) Preparing Land Title Office electronic Form B – Mortgage f) Authority to Pay for mortgages g) Procedures for registering a mortgage 12) Acting for two parties <ul style="list-style-type: none"> a) Conflict of interest b) Procedures for a financed purchase when acting for the purchaser and mortgagee 13) Situational Adjustments <ul style="list-style-type: none"> a) Adjustment for property tax when amount is unknown b) Adjustment for property tax when lawyer or notary will pay the amount on completion c) Adjustment for assumption of mortgage d) Adjustment for mortgage back to vendor 																						
<p>O: Methods of Instruction</p> <p>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>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>Clayton, Dean and Albert Fries. <u>Timed Writings About Careers</u>, Latest Ed., South-Western Publishing Co.</p>																						
<p>Q: Means of Assessment</p> <table border="0" style="width: 100%;"> <tr> <td>Assignments</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Simulations</td> <td></td> </tr> <tr> <td> Cash Conveyancing /Acting for Purchaser</td> <td></td> </tr> <tr> <td> Financed Conveyancing/Acting for Purchaser</td> <td></td> </tr> <tr> <td> Sale/Acting for Vendor</td> <td></td> </tr> <tr> <td> Mortgage/Acting for Mortgagee</td> <td></td> </tr> <tr> <td> Complex Conveyancing/Acting for Purchaser and Mortgagee</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Midterm</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Final Exam</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	5%	Simulations		Cash Conveyancing /Acting for Purchaser		Financed Conveyancing/Acting for Purchaser		Sale/Acting for Vendor		Mortgage/Acting for Mortgagee		Complex Conveyancing/Acting for Purchaser and Mortgagee	35%	Midterm	25%	Final Exam	25%	Keyboarding Speed (average of best three 5-minute timings)	<u>10%</u>		<u>100%</u>
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<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes.</p>																						

Course Designer(s): **Titus Yip**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**