

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION**

**OA 2370: CONVEYANCING PROCEDURES**

**COURSE OUTLINE**

**INSTRUCTOR:**

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Office: C-408  
Office Phone Number: 539-2002

**TEXT:**

Instructor-prepared Course Notes and Precedents, with Student Data Disk.

Alberta Rules of Court.

*Black's Law Dictionary*, Abridged 6<sup>th</sup> Edition, West Publishing Co.

**PREREQUISITE:**

OA 2310 & OA 2320

**COURSE  
DESCRIPTION:**

This course will focus on various types of real estate transactions, including urban and rural land, cash purchases, mortgages, etc. Students will be familiar with the various types of real estate transactions from the Interim Offer to Purchase to the finalization of the sale, when representing the purchaser and when representing the vendor.

The students will be familiar with: registration requirements for transfers of land, mortgages, caveats, and their discharge documents; tax adjustment calculations, shortfall calculations. The students will be able to complete all documents in registerable form.

**COURSE  
OBJECTIVES:**

The student will:

1. be able to apply the requirements provided in the *Land Titles Act* to prepare registerable documents;
2. will have an understanding and be able to prepare all documents required when acting for the purchaser and for the vendor, including the mortgage documents;
3. have an understanding of the workings of the Land Registration System in Alberta, and the role of the Land Titles Office;
4. understand the terms of an Interim Offer to Purchase, the information contained within one, and then use this document to complete a registerable Transfer of Land;
5. apply standard records management procedures when classifying, organizing, storing and retrieving electronic files;
6. continue to build on the precedent manual started in Legal Office Procedures I & II, by including all assignments, error-free.

**GRADING:**

Your final mark will be determined as follows:

1.	Records Management	5%
2.	Production Assignments	20%
3.	Theory Exams	15%
4.	Production Exams	15%
5.	Precedent Manual	15%
6.	Final Production Project	<u>30%</u>
		<u>100%</u>

**Records Management is graded as follows:**

1. At the beginning of each theory and production exam, you will have to hand in your student data disk containing all assignments completed for that module, as well as your file register, and your client index box.

2. I will choose three assignments prior to the class, that I will search for on your disks. Each assignment is worth a total of 10 marks.
3. If I cannot find it within 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 10/10.
4. If I happen to come across an assignment that is not to be saved, e.g., a new client report, 1 mark will be deducted for each document.
5. Your client index box must contain index cards for new clients for that module. I will choose 3-5 clients prior to the class, that I will search for in your index box. Each will be worth 5 total marks. If I cannot find it within 20 seconds, you will receive a grade of zero (0) for that assignment. If I can find it, you will receive a 5/5.

**Marking of Assignments and Production Exams is as follows:**

1. Each page of each assignment is worth a total of 10 marks.
2. An original submission with no errors will receive a mark of 10 per page. If there are any errors, even one, it will be returned, with no mark, for it to be redone.

Upon the second and last submission, if there are no errors, a mark of 7 is assigned. If it still contains errors, the grade can range from 0-6, depending on the deductions received.

3. Deductions are as follows:
 

(a)	Failure to submit assignment (each page)	10
(b)	Failure to include part of a document e.g., Backer; Affidavit of Execution	5
(c)	Calculation errors	5
(d)	Spelling and proofreading errors	3
(e)	Formatting error	3
(f)	Omission of necessary information	3
(g)	Failure to follow specific instructions	3

**Final Production Project:**

1. The Final Production Project is a comprehensive production exam, covering all major documents covered in the course. Students will complete the project during class time only. Student disk and materials will not leave the classroom.

2. Students can use any class notes, precedents, etc., in completing the assignment. However, they cannot ask a question of another student or of myself.
3. Duration of the exam will be approximately 10 hours.

**ATTENDANCE:**

Daily attendance is essential for successful completion. To ensure appropriate feedback on assignments, they must be handed in on time.

Late or missed assignments are deducted 3 marks per page, for each day late, including weekends and holidays. **This will be strictly enforced.**

**SUPPLIES:**

Two 3½" formatted disks  
Precedent Manual from LOP I & II  
Client Index Box from LOP I & II  
One binder for class materials and notes  
5 legal sized file folders

**OA 2370 CONVEYANCING PROCEDURES  
COURSE OUTLINE ADDENDUM  
LEARNING OUTCOMES  
in accordance with  
CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS**

**Preamble**

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

<b>Learning Outcome</b>	<b>Evidence for Employability Skill Portfolio</b>	<b>C=Skill learned in content P= Skill is practised A= Skill is assessed</b>	<b>Assessment</b>
Utilize active listening skills to accurately condense and record verbal information, instructions, & ideas.	Correctly completed, error-free assignments.	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.
Select, apply, and adapt computer software tools such as word processing, to business related tasks	Any error-free legal document prepared	C P A	Precedent Manual: a collection of all error-free assignments completed during the course.

Learning Outcome	Evidence for Employability Skill Portfolio	C= Skill learned in content P= Skill is practised A= Skill is assessed	Assessment
Define and solve problems, both independently and in teams, using a variety of creative problem-solving approaches	Samples of documents prepared in completing the final project.	C P A	Final grade on the final project as indicated on Mark Sheet; all error-free documents.
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	All assignments contain the correct path and filename.  Printout of directories.	P A	Easy and quick access to files.  The 30-second rule is applied when searching for a particular file.
Achieve business standards for efficiency and quality of work.	Initials on error-free assignments.	P A	Documents assessed based on using correct format and producing it error-free.
Locate, select, evaluate, organize, and summarize information, using appropriate resources.	Correctly format and complete error-free assignments.	C P A	Precedent Manual; a collection of all error-free assignments completed during the course.