

# COURSE SYLLABUS



COURSE TITLE:	CONVEYANCING PROCEDURES
CLASS SECTION:	LGL153 - 001
TERM:	WINTER 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	ONLINE

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME:	PATRICIA GAUDREULT
EMAIL:	gaudreaultp@camosun.ca
OFFICE:	online
HOURS:	posted via D2L

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

This course introduces students to the duties and responsibilities of a legal office assistant working in the area of real estate law and residential conveyancing in British Columbia. Topics covered include: specialized legal terminology; Provincial Statute Law and Regulations; preparation and filing of forms and Rules of BC's Land Title and Survey Authority; set up and maintenance of client files in a real estate matter; confidentiality and client management; and current conveyancing specific technology.

PREREQUISITE(S):	one of: C in English 12 or C in Camosun Alternative
CO-REQUISITE(S):	C in Bus 276
EQUIVALENCIES:	n/a

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## COURSE LEARNING OUTCOMES / OBJECTIVES

1. Practice confidentiality and demonstrate an awareness of ethical responsibilities in the completion of conveyancing documentation.
2. Apply basic knowledge of real property law to typical residential conveyancing.
3. Locate and use relevant Statutes, Rules and forms.

4. Manage all aspects of client files from file opening, taking instructions and information gathering, to document preparing, executing and filing, to reporting and file closing processes.
5. Produce residential conveyancing documents required by law in a manner acceptable to BC's Land Title and Survey Authority.
6. Demonstrate knowledge of editing and proofreading skills, using precision and speed when completing conveyancing documents.
7. Apply critical thinking and problem-solving skills when completing conveyancing documents.
8. Use current technology specific to residential conveyancing to prepare conveyancing documents.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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##### Required Materials

- a) Text: The Art of Conveyancing – Karen Yip - [Bookstore](#)
- b) storage device or online data storage
- c) instructor provided materials

##### Optional Materials:

- d) Land Title Practice Manual – can be accessed for free online: <https://ltpm.ltsa.ca/>

##### Other:

Handouts: Any and all materials posted on D2L may be examinable.

#### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
WK 1: Jan 8 – 14	Introduction, course overview, glossary terms	
WK 2: Jan 15 – 21	Sale file procedures, title searches	
WK 3: Jan 22 - 28	Sale file procedures, contracts, mortgage payouts, per diem	
WK 4: Jan 29 – Feb 4	Sale file exam review, sale file exam, sale file due	<ul style="list-style-type: none"> <li>• Sale file exam</li> <li>• Sale file due February 4</li> </ul>
WK 5: Feb 5 - 11	Purchase file procedures, LTSA documents, charges affecting title	
WK 6: Feb 12 - 18	Purchase file components, documents, correspondence	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
WK 7: Feb 19 – 25	FAMILY DAY (BC) and READING BREAK	
WK 8: Feb 26 – Mar 3	Purchase file, PPT, SOA	
WK 9: Mar 4 - 10	Purchase file, documents and correspondence	
WK 10: Mar 11 - 17	Purchase file completion matters	
WK 11: Mar 18 - 24	Purchase file exam review, purchase file exam, purchase file due	<ul style="list-style-type: none"> <li>• Purchase file exam</li> <li>• Purchase file due March 24</li> </ul>
WK 12: Mar 25 - 31	Refinance file procedures, mortgages <i>Note: College Closed for Good Friday on Friday, March 29</i>	
WK 13: April 2 - 7	Refinance file procedures, mortgages <i>Note: College Closed for Easter Monday on Monday, April 1</i>	
WK 14: April 8 – 13	Refinance file exam review, exam, refinance file due <i>Note: last day of Winter 2024 classes is Saturday, April 13.</i>	<ul style="list-style-type: none"> <li>• Refinance file exam</li> <li>• Refinance file due April 13</li> </ul>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams)

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Practical Assignments and tasks	30%
Quizzes – eight (8) quizzes	25%
Exam 1 – sale file	15%
Exam 2 – purchase file	15%
Exam 3 – refinance/mortgage file	15%
<b>Note: there is no final exam during the exam period for this course.</b>	<b>TOTAL</b> 100%

If you have a concern about a grade you have received for an evaluation, please contact me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

## SCHOOL OR DEPARTMENTAL INFORMATION

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The Legal Administrative Professional program is within the Applied Business Technology (ABT) department of the School of Business.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>

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Support Service	Website
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit

<https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)).

Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.