



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE - ONLINE

OA2371 CONVEYANCING – 3(3-0-0) 45 HOURS

INSTRUCTOR: Nicole Menzies

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PREREQUISITE(S)/COREQUISITE:

OA2310 and OA2320 (or equivalent)

REQUIRED TEXT/RESOURCE MATERIALS:

There is no text book for this course. All of you readings are available in the Weekly Lessons on Moodle. Note that there are Additional Readings that link to external websites within the Lessons. All Additional Readings are also requires readings.

CALENDAR DESCRIPTION:

This course will study real estate history in Alberta and a variety of residential real estate transactions. Definitions, terms and abbreviated references are important in the practice of real estate Conveyancing and will be covered. This course covers the legal office procedures of an Alberta based real estate practice and will consider the required forms, Land Titles office requirements, and reporting to the client and

financial institutions. Each law office in Alberta that practices Residential Real Estate will have their own precedents of these documents, but all will maintain the same requirements from the Law Society and Land Titles office requirements. In completing the Lesson Readings, Additional Readings, Learning Activities, Quizzes, and reviewing the example documents, students will become familiar with a law practice's format and be able to complete the documents related to a real estate transaction.

CREDIT/CONTACT HOURS:

(3 credits) (1-0-2) 45 hours.

DELIVERY MODE(S):

Online via Moodle

COURSE OBJECTIVES:

On completion of this course, the student will be able to:

- Provide junior-level legal assistant services in a residential real estate practice;
- Demonstrate accurate production of residential real estate documents from precedents and instructions from the solicitor/mortgagee/client;
- Apply statutory and regulatory requirements in the preparation of each residential real estate transaction document;
- Prepare accurate documents and calculations with respect to the contracts and financial institution's instructions, tax information and additional adjustments based on the information provided regarding purchase and sale transactions; and
- Maintain each transaction, conduct the necessary steps to complete sale and purchase transaction closings and prepare various reports to clients and financial institutions.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS: Evaluation is based on the successful completion of the following:

1. Lesson Quizzes 14%

1. Week 1	1%
2. Week 2	1%
3. Week 3	1%
4. Week 4	1%
5. Week 5	1%
6. Week 6	1%
7. Week 7	1%
8. Week 8	1%
9. Week 9	1%
10. Week 10	1%
11. Week 11	1%
12. Week 12	1%
13. Week 13	1%
14. Week 14	1%

2. Mid-Term Exam 16%

3. Final Exam 20%

4. Final Assignment 1 25%

5. Final Assignment 2 25%

COURSE SCHEDULE/TENTATIVE TIMELINE:

OA2350 is designed to be completed within 15 weeks based on the weekly instruction and assignments.

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

The student is expected to comply with all GPRC policy in the completion of this course.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.