

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: BUSINESS LAW & LEGAL PROCEDURES I

Code No.: BUS 210-5

Program: LEGAL SECRETARIAL

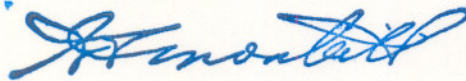
Semester: THREE

Date: SEPTEMBER, 1975

Author: _____

New: _____ Revision: X

APPROVED:



Chairperson

Date

BUSINESS LAW

Time: 5 - 50 minute periods per week for two consecutive semesters

Texts: Procedures for the Legal Secretary - Elsie F. Swartz

The Law and Business Administrators in Canada - 2nd ed., Smythe & Soberman

GENERAL OBJECTIVES:

The purpose of this subject is to train the student in the content of the major legal documents the procedures in which they occur and the law relevant thereto, in order that upon successfully completing this subject, the student will be able to assume responsibility in preparing most legal documents as will be required by a legal secretary or a title searcher.

SPECIFIC OBJECTIVES:

In light of the tremendous amount of material or work involved it will not be before December 1974 that detail specific objectives can be stated and written out in full.

STUDENT EVALUATION:

The student's grade will be determined on the following basis:

1. Work - A series of at least 30 tests - 40%
Twenty-six assignments - 60%
100%
2. Grade - The student will be given a letter grading of A, B, C, or I, R or F. These letters state the following.
 - A - That the student has an exceptional understanding and/or ability of the material or work assessed, to such an extent that he has a complete or near complete grasp of or ability with the material and work, and thus understands more than three-quarters of the material or able to perform more than three-quarters of the work.
 - B - That the student has a high degree of understanding and/or ability of the material or work assessed, and thus more than just a basic understanding or ability.
 - C - That the student has a basic understanding and/or ability of the material or work.

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- I - That the student has not a basic understanding and/or ability of the material or work and, that he will be required to restudy or retrain and be re-assessed, and that the aforesaid must be completed within specified time limits. Failure to do so may require the student to make one final attempt in the time period set-aside by the college for what is presently called "make-up periods," and failure to do so may result in a letter grading of R.
 - R - That the student does not have a basic understanding or ability of all the elementary essentials of the subject, and thus requires re-study and/or re-training sufficient to indicate he has at least a basic understanding or ability of the all essential elements of the subject.
 - F - That the student lacks a basic understanding and/or ability in part of or all the elementary essentials of the subject and has demonstrated a lack of serious intention in acquiring the understanding or ability.

SPECIAL NOTE: There will be no merging of an "I" or incomplete.

INDIVIDUALIZATION:

What can best be individualized in my opinion is the introductory information such the sources of law, classifications or divisions, hierarchy of the court system, and those parts which deal with historical origin or meaning as well as the spelling of terms. However, because the great majority of subject deals with completing forms, understanding their position and significance in legal procedure and because of the complexity of these procedures, and the need to asses a student's willingness and ability to assume the responsibility that would be entailed in such actions, it would be in my opinion not to be in the best interest of the student to program those activities that require discussion, interaction, interpretation, preparation and regular examination and personal assessment.

Business Law & Legal Procedures

REFERENCE TEXTS

1. The Legal Secretaries Complete Handbook - Miller; Prentice-Hall
2. Anger's Digest of Canadian Law - 19th ed; Canada Law Book Co.
3. Canadian Court Forms, 2nd ed; Canada Law Book Co.
4. O'Brien's Encyclopedia of Forms, Vol. I - Canada Law Book Co.
5. Canadian Criminal Procedures - Salhany; Canada Law Book Co.
6. Revised Statutes of Ontario 1960 - Queen's Printer
7. Probate Practice - MacDonell & Sheard; Carswell
8. Martin's Annual Criminal Code 1967 - Mervett; Canada Law Book Cot.

Business Law & Legal Procedures

<u>OPIC NUMBER</u>	<u>PERIODS</u>	<u>TOPIC DESCRIPTION</u>
I	1	<p><u>Sources of Our Law</u></p> <p>A discussion of the origin of law; definition; common law; precedent; statute law; roman law etc.</p>
II	1	<p><u>Division of Law</u></p> <p>Private law; International law; criminal and civil law; Public Law; Administrative law; moral law and positive law; and many others.</p>
III	15	<p><u>Contracts</u></p> <p>A brief history of contracts; a review of the principle of contract law; offer and acceptance; competency of the parties; legality; limitations; discharge; analysis of several contracts; the preparation by the student of a number of contracts.</p>
IV	35	<p><u>Civil Litigation</u></p> <p>A brief history of the method of instituting a lawsuit in the early English law, and a demonstration of how the earlier methods still affect us today; a detailed examination of the legal documents and procedures and any relevant law in respect to the following courts: Supreme Court, District Court, Division Court, Family Court, and a Mechanic's Lien action.</p>
V	30	<p><u>Conveyancing</u></p> <p>A brief history of the origin of the English method of owning lands, and of transferring title to the land; the present day procedure and documents in respect to the sale of land and the transfer of the title or interest in the land, particularly from the point of view of the Purchaser and the Vendor.</p>
VI	35	<p><u>Wills and Probate</u></p> <p>A brief study of the early law in respect to wills and the succession of property; the need for a Will; the essentials of a valid Will; Codicil; the procedure and documents in the probate of a will or in the case of an intestacy the procedure and documents in the administration of the estate by the administrator.</p>
VII	8	<p><u>Criminal Procedure</u></p> <p>A brief study of the origin of bail; recognizances; the sections in the Criminal Code that are applicable; a brief study of the police procedure and documents.</p>
VIII	30	<p><u>General Commercial forms and Procedures</u></p> <p>Notarial certificates; power of attorney; separation agreements; releases; declarations and affidavits; partnership formation, regulations, and registration; dissolution, application of incorporation; memorandum of agreement, letters patent; and many others.</p>