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

COURSE OUTLINE

Course Outline LEGAL OFFICE PROCEDURES

Code No.: OPL 400

Program: OFFICE ADMINISTRATION - LEGAL

Semester FOUR.

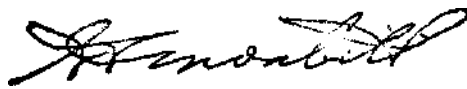
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Chairperson

Date

LEGAL OFFICE PROCEDURES

OPL 400

Course Name

Course Number

Prerequisite to OPL 300 is OPL 200

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REQUIRED TEXT; "Legal Office Procedures", 2nd edition, Tina Kamakaris

- 10,000 Legal Words, Kurtz et al
- Perpetual Desk Diary or equivalent
- Webster Dictionary or equivalent

SUPPLIES REQUIRED;

- Typing paper - letter size and legal size
- Conveyancing paper
- 12 file folders, file labels and carbon paper
- Index box or suitable alternative

NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT ALL REQUIRED TEXTS AND MATERIALS.

STUDENTS WILL COMPLETE THE ATTACHED OBJECTIVES IN ACCORDANCE WITH THE REQUIREMENT SPECIFIED AND IN ADDITION, THE FOLLOWING MUST ALSO BE COMPLETED:

- Attendance at the Court House to witness part of trial as arranged by instructor-
- The instructor will arrange for the attendance of guest speakers at times and dates to be announced.
- Tours and field trips which will be arranged by the instructor from time to time.

N.B. - Field trips and guest speakers are arranged to supplement class-room activities. **Attendance is mandatory.** If a student is not in attendance, then the student will have a choice of either

- (a) a loss of 10% of the accumulative semester mark, or
- (b) preparing a paper relating to the field trip or topic under discussion - particulars to be approved by instructor.

LEGAL OFFICE PROCEDURES

SEMESTERS III AND IV

One precedent binder for each semester which will contain at least one perfect copy of all major documents taken up during the course of the year. **IT CANNOT BE STRESSED ENOUGH THAT THE STUDENT RETYPE DOCUMENTS AS THEY ARE HANDED BACK BY THE INSTRUCTOR.** The binders are collected at the end of each semester and a grade is assigned at that time.

Binder #2 due November 27, 1987

Binder #3 due April 8, 1988

A list of the minimum requirements for each of these binders is attached to the beginning of the objectives together with a suggested marking scheme.

The student will hand all work in neatly in a file folder, properly labelled.

GENERAL OBJECTIVES:

- To make the student aware of the Legal Secretary and the various office duties.
- To indoctrinate the student in phases of law such as real estate, corporation, wills, estates and civil litigation.
- To give the student the opportunity to develop a general knowledge of law and WHY things are done, in addition to HOW they are done.
- To improve the student's grammar, English usage and legal vocabulary.
- To develop the student into a competent legal assistant.

STUDENT EVALUATION;

- Typing Speed - Based on three highest five-minute timings
- Student must reach a typing speed of 50 gross words per minute by end of Semester IV with an accuracy level of 98% on five minute time writings.

Remedial drills will be assigned as required to ensure the student achieves the speed and accuracy requirements as outlined below:

Assignmentss

- 100% completion of all assignments is expected with a passing grade in all assignments. DAILY ASSIGNMENTS NOT SUBMITTED BY DUE DATE WILL RESULT IN THE LOSS OF 10 PERCENT EPR ASSIGNMENT.
- NOTE: Daily work will be graded "mailable" or "unmailable". Throughout the semester, the instructor will randomly select 15 separate pieces of work. Each will be graded "M" or "U" and 10 will count towards the final grade. Since the objective of all office work is mailability, this will be determined by the following error-deduction scheme:

-5 each incorrect spelling, proofreading error

-1 to -3 for incorrect set-up, depending on seriousness

-1 for other minor error

-1 to -3 for poor corrections

Any mailable items must receive at least 6 out of 10.

Ex. If a student has 9 out of 10 "mailable" pieces, the mark earned would be 90% which means t hat 90% of the work submitted was 100% mailable.

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LEGAL OFFICE PROCEDURES

Semesters III and IV

The numerical equivalents corresponding to an alphabetical grade are as follows:

- 85% - 100% = A
- 70% - 85% = B
- 60% - 69% = C
- 0% - 50% = Repeat

FINAL GRADE; - The final mark in both Semester III and Semester IV will be determined by tests as outlined in the following pages, binders, typing speed, and diaries.

SEMESTER III AND IV

Tests	65%
Daily Assignments	10%
Quizzes (Unannounced)	5%
Binder	10%
Diary	5%
Typing Speed	5%

100%

NOTE; If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc. the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **THERE WILL BE NO RE-WRITES OF TESTS OR QUIZZES.**

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SCHEDULE FOR LEGAL OFFICE PROCEDURES

Semester IV

<u>Date (appr>)</u>	<u>Simulation</u>	<u>Topic</u>
Jan. 11-27 (2 1/2 weeks)	100-102	Intro to Real Estate
Jan. 28 - Feb. 8 (1 1/2 weeks)	103-104	Deeds, Affidavit of Residence and Land Transfer Tax
Feb. 11 - Mar. 9 (4 1/2 weeks)	105-108	Mortgages, Discharges, and Document General
Mar. 10 - Mar. 30 (2 1/2 weeks)	109-110	Vendor transaction; reporting out
Mar. 31 - April 20 (2 1/2 weeks)	111-112	Purchaser transaction; reporting out
April 21 - 29 (1 1/2 weeks)	113	Mortgage transaction; reporting out

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MINIMUM REQUIREMENTS FOR BINDER «2

- All of Simulation 103 & 104 - Deeds/transfers and schedules
- All of Simulation 105 & 106 - Mortgages/charges/ Affidavit of Residence and Value, etc.
- All of Simulation 107 - Discharges of mortgages and correspondence, etc-
- All of Simulation 108 - Documents General
- All of Simulation 109 & 110 - Vendor transaction
- All of Simulation 111 & 112 - Purchaser transaction
- All of Simulation 113 - Mortgage transaction

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SIMULATION 100

INTRODUCTION TO REAL ESTATE

OBJECTIVE: The student will be introduced to an agreement of purchase and sale as well as various ways of taking/holding title-

APPLICATION:

1. Read Chapter 23, pages 332-340 of text
2. Complete review questions, page 340 of text
3. Complete page 132 of simulations text

ESTIMATED TIME
TO COMPLETE: 3 Hours to complete

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SIMULATION 101

LAND REGISTRY SYSTEM

OBJECTIVE

The student will be introduced to the Land Registry System and description of property.

APPLICATION:

1. Read Chapter 24 of text, pages 341-352
2. Complete page 353 of text
3. Complete 24.1 and 24.2 of simulations manual (pages 133 and 134)

**ESTIMATED TIME
TO COMPLETE:**

4 Hours to complete

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SIMULATION 102

INTRODUCTION TO DOCUMENTS IN LAND REGISTRY SYSTEM AND POLARIS

OBJECTIVE The student will be introduced to the Province of Ontario Land Registry Information System (POLARIS)

APPLICATION: 1. Read Chapters 25 and 26 of text, pages 354-374
2. Complete review questions on pages 369 and 374 of text

ESTIMATED TIME
TO COMPLETE: 3 Hours to complete

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SIMULATION 103

DEBD OF LAND - FORM 1

OBJECTIVE

The student will prepare one of the most commonly found documents in conveyancing a deed or transfer

APPLICATION:

1. Read Chapter 27, pages 375-395
2. Complete page 135, 27.1A, 27.IC, 27.ID and page 136, 27.2C, 27.3B

**ESTIMATED TIME
TO COMPLETES**

7 Hours to complete

SIMULATION 104

AFFIDAVIT OF RESIDENCE AND LAND TRANSFER TAX

OBJECTIVE: The student will be introduced to the tax structure in conveyancing,

APPLICATION:

1. Read Chapter 24, pages 395-400
2. Complete review questions, pages 400-401 of text
3. Complete page 139, 27.4 "A-C"

ESTIMATED TIME TO COMPLETE: 4 Hours to complete

SIMULATION 105

MORTGAGES - FORM 2 - REPAYMENT PROVISIONS

OBJECTIVE: The student will be introduced to the form used in the most common way of securing money under a conveyance. Repayment provisions will be emphasized.

APPLICATION:

- 1- Read Chapter 28, pages 402-418 of text
2. Complete page 140 28.1 and 28.2 of simulations text

ESTIMATED TIME TO COMPLETE: 7 Hours to complete

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SIMULATION 106

MORTGAGES

OBJECTIVE: The student will complete a full charge/mortgage under POLARIS system.

APPLICATION

1. Read Chapter 28, pages 419-422 of text
2. Complete review questions, pages 422-423 of text
3. Complete page 141, 28.4

**ESTIMATED TIME
TO COMPLETE:**

5 Hours to complete

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SIMULATION 107

DISCHARGE OF MORTGAGE, FORM 3

OBJECTIVE

The student will be instructed as to the proper form to use to remove a mortgage from title.

APPLICATION

1. Read Chapter 29 of text, pages 424-432
2. Complete review questions, pages 432-433 of text
3. Complete pages 143 and 144, 29-1, "A-I"

**ESTIMATED TIME
TO COMPLETE:**

6 Hours to complete

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SIMULATION 108

DOCUMENT, GENERAL - FORM 4

OBJECTIVE:

The student will complete documents general in accordance with the POLARIS system.

APPLICATION

1. Read Chapter 30, pages 434-438 of text
2. Complete review questions, page 438 of text
3. Complete page 301, page 144 of simulations text

**ESTIMATED TIME
TO COMPLETE:**

3 Hours to complete

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SIMULATION 109

VENDOR/SALE TRANSACTION

OBJECTIVE: The student will follow a simple sale transaction from the agreement of purchase and sale to closing and reporting out.

- APPLICATION:**
1. Read Chapter 33, pages 449-461
 2. Complete pages 148, 33.1
 3. Handout to be given by instructor

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ESTIMATED TIME TO COMPLETES 6 Hours to complete

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SIMULATION 110

SALE TRANSACTION

APPLICATION:

1. Refer to Chapter 33
- 2* Complete review questions, pages 4 61-462 of text
3. Complete item 33.2, pages 148-153 of simulation text

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**ESTIMATED TIME
TO COMPLETE:**

8 Hours to complete

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SIMULATION 111

PURCHASE TRANSACTION

OBJECTIVE The student will follow a simple purchase transaction from the agreement of purchase and sale to closing and reporting out.

APPLICATION

1. Read Chapter 34 of text, pages 463-476
2. Complete 34-2 from step 1-27 of simulations text

ESTIMATED TIME TO COMPLETE: 8 Hours to complete

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SIMULATION 112

PURCHASER TRANSACTION (cont'd)

APPLICATION:

1. Refer to Chapter 34 of text
2. Complete review questions, pages 476-477 of text
3. Complete steps 27 and 28 on pages 159 of simulation text

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**ESTIMATED TIME
TO COMPLETE:**

4 Hours to complete

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SIMULATION 113

ACTING FOR THE MORTGAGEE

OBJECTIVE: The student will complete a mortgage transaction as would be done when acting on behalf of an independent mortgagee.

APPLICATIONS 1. This simulation is not in your text and will be assigned by the instructor.

ESTIMATED TIME
TO COMPLETE: 6 Hours to complete

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