

SAULT COLLEGE OF APPLIED ARTS  
& TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: CONTRACTS AND TITLE SEARCHING  
CODE NUMBER: BUS220-5  
PROGRAM: OFFICE ADMINISTRATION (LEGAL)  
SEMESTER: FOUR  
AUTHOR: STAN PRATT  
DATE: JANUARY, 1996  
PREVIOUS OUTLINE: JANUARY, 1995  
New: \_\_\_\_\_ Revision: X

APPROVED: \_\_\_\_\_

*Stan Pratt*  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

*04 Jan 95*  
DATE

COURSE NAME

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TOTAL CREDIT HOURS: FIVE

CONTACT (CLASS) HOURS PER WEEK:  
THREE (3)

I. COURSE DESCRIPTION:

This course will provide the student with knowledge of the principles, content and terminology of the more common procedures involving legal documents and papers encountered in typical real estate transactions as a legal secretary. The student will develop the skill of recognizing and analyzing legal factual and procedural problems and the ability to reason to a legal solution.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. Define key terms encountered in typical property transactions.
2. Explain the contents and significance of relevant legal documents.
3. Illustrate the various land divisions in Ontario.
4. Distinguish between the two main land registration systems.
5. Explain the purpose of property searches.
6. Plot and sketch basic land descriptions.
7. Name the main documents that may be registered.
8. Explain the steps in a basic search.
9. Name and briefly explain the main relevant legislation affecting registration and searching.
10. Execute a basic search of the Land Titles and Registry Office.
11. Prepare a basic abstract of search.

III. TOPICS TO BE COVERED:

- a) Basics of contract, commercial and corporate law (overview).
- b) The basic real estate listing contract.
- c) Agreement of purchase and sales; its intent & significance.
- d) Land divisions and descriptions in Ontario.
- e) Types of land registration systems in Ontario.
- f) Legislation relevant to searching.
- g) Types of registered documents.
- h) Searching, purpose and basic steps of a 40 year search.



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TEXTS: (required):

Kamakaris, T.; Legal Office Procedures, 3rd edition, 1991, 1993, 1995; Owl Publishing.  
Haden, Dan; Ontario Title Searching Handbook 1996; Carswell, Toronto, 1995.

IMPORTANT NOTES:

Because this course involves both intensive lectures and classroom discussions, attendance and punctuality are of paramount importance. Late arrivals can be very disruptive to the optimum learning environment for all students.

While students are primarily responsible for material in the text, the instructor reserves the option of testing students on supplemental material presented or discussed in class. It is the student's responsibility to obtain such material from fellow students in event of unexcused absence.

METHOD OF EVALUATION (GRADING):

Students will be evaluated on the following basis:

Three Tests (20% each)	60%
Assignments (2- 10% each)	20%
Class Participation (incl. attendance)	<u>20%</u>
Total	<u>100%</u>

TESTS:

The content and time of tests will be announced at least one week in advance. Each test will be of equal value. The tests will be a combination of multiple choice, short answer and essay questions, with indicated weighting.

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 holding of the test and provide an acceptable (to the instructor) explanation for the absence. In all other cases, the student will receive a mark of zero for that test. Except as noted below with regard to supplemental tests, there will be no "re-writes" allowed.

ASSIGNMENTS AND CLASS PARTICIPATION:

Class participation will include both attendance and participation in classroom discussions on lecture materials and topics of current interest as well as preparation of assignments. Assignments will involve (a) an oral report on analysis of sample registry abstracts and (b) execution of a title search on a specified property and submission of an abstract of search in proper form, together with a written reflection on the experience.



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**FINAL GRADE:**

Each student's grade will be based on the School of Business and Hospitality's grading system:

A+	(90- 100%)	consistently outstanding
A	(80- 89%)	outstanding achievement
B	(70- 79%)	consistently above-average achievement
C	(60- 69%)	satisfactory or acceptable achievement
R	(under 60%)	Repeat - the objectives of the course have not been met and it must be repeated.

In order to successfully complete the course, a student must achieve an overall grade of 60%. For students who are not successful, there is provision for a supplemental test in certain very limited circumstances. A student with a final grade of 40% to 60% may apply to the instructor for permission to take a comprehensive supplemental combination written and oral test which will be based on work taken throughout the semester.

Based on the attitude and participation of the student, the instructor may (in her/his sole discretion) allow the student to write the supplemental test provided that the student has attempted all semester tests, and has given some indication of potential success on a supplemental test. It is the responsibility of any student in this category to apply for the supplemental test. A final grade of "C" will be assigned to any student who successfully completes the supplemental test. In all other instances, students with a final grade of less than 60% will have to repeat the course.

**PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of a comprehensive written and oral examination similar in format to the supplemental exam previously described, together with execution of the written assignments described above (or convincing demonstration, to the instructor, of prior equivalent title-searching experience in the student's portfolio).

**SPECIAL NOTES:**

Students with special needs (e.g. physical limitations; visual and/or hearing impairments; learning disabilities) are encouraged to discuss required accommodations IN CONFIDENCE with the instructor.

Your Instructor reserves the right to modify the course as she/he deems necessary to meet the needs of the students.