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

COURSE OUTLINE

COURSE TITLE: LEGAL OFFICE PROCEDURES

CODE NO OPL400 SEMESTER; FOUR

PROGRAM; LEGAL OFFICE ADMINISTRATION

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DATE JANUARY 1996

PREVIOUS OUTLINE
DATED: JANUARY 1995

New: Revision

APPROVED R. Lewis
DEAN, SCHOOL OF BUSINESS
& HOSPITALITY

95/06/06
DATE

TOTAL CREDIT HOURS: 90 (6 hours/week)

PROGRAM CREDITS; 6

PREREQUISITE; OPL300

PPXLQSOraY/GOALg:

This course will familiarize the student with the legal office environment and real estate procedures. The student will learn to organize time, use effective and appropriate communication and interpersonal skills, identify the secretary's role in the structure of the legal profession and, in particular, the area of real estate law. The student will apply composition and language skills to produce legal correspondence and accurate, computer-generated documentation for real estate law.

The student will become familiar with the definition of real estate, the kinds of land ownership, land registry systems, agreements of purchase and sale, and documents relating to purchase, sale, and mortgage transactions pursuant to the Land Registration Reform Act.

LEARNING OUTCOMES;

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

1. Organize the use of time when working in real estate law in the legal environment to facilitate the completion of tasks and meet deadlines and closing dates.
 - n Analyze, accept responsibility for, and appropriately prioritize own tasks.
 - Identify deadlines, requisition, and closing dates for the completion of real estate transactions and accurately record them in a tickler filing system,
 - n Identify reminder dates and accurately record them in a tickler filing system.
 - D Coordinate, accurately record, and appropriately communicate appointment arrangements for real estate transactions in a daily diary.
2. Use effective and appropriate communication and interpersonal skills for the legal environment to assist the completion of individual and team tasks and promote the image of the organization.
 - o Receive, process, and follow instructions.

- D Identify ethical behaviours and suggest appropriate methods of handling confidential information in the legal environment.
- D Identify own position in the organizational structure and appropriate behaviour for interacting with management, coworkers, and clients,
- n Work independently and as an effective team member in the legal environment.

Apply composition and language skills to produce accurate, computer-generated legal correspondence for real estate law by a specified deadline or in an allotted time period.

- n Use legal terminology for real estate law-
- D Compose letters and interoffice memoranda using verbal and written instructions.
- D Use suitable formats for legal letters and legal memoranda•
 - Apply word processing and proofreading skills.
- n Use correct grammar, spelling, and punctuation.
- Use reference materials.
- D Produce accurate reference to case and statute law.
- n Produce accurate, final-form legal correspondence for real estate law.
 - Produce copy at a required speed in a given time period.

Produce accurate, computer-generated documentation for real estate law by a specified deadline by applying knowledge of statutes and terminology relating to the practice of real estate law in Ontario.

- D Use legal reference materials and document precedents,
- n Use legal terminology for real estate law.
 - Apply knowledge of substantive law, including knowledge of land registry systems (POLARIS) relating to the production of real estate documents and the identification of deadlines, requisition, and closing dates•
- D Apply word processing and proofreading skills.
 - Use correct grammar, spelling, and punctuation.
 - Process a variety of hard-copy and soft-copy input to produce accurate legal documents in real estate law within a specified time frame.

DELIVERY MODE;

This class meets six hours per week in a computer lab and consists of three two-hour sessions-

Topics are introduced by instructor's lecture and demonstrations followed by classroom discussion on the new material. The lectures are followed by practical application through "simulations", the content of which is set out for each on pages 8 through 14 of this outline. The estimated time to complete each simulation is included with the content, which includes all lecture/demonstration time. It will be the student's responsibility to determine the need for additional time to complete all simulations-

Students are required to complete textbook readings prior to the lecture and review questions at the completion of each chapter.

All POLARIS documents will be completed using the Landlaw software, and all correspondence, memoranda, etc. will be completed using WordPerfect software. Students will be given some classroom instruction on new software packages; however, additional practice may be required outside regularly scheduled classroom hours.

CRITERIA FOR STUDENT SUCCESS;

The student must;

1. Complete and hand in to instructor Simulations 100 through 111. Each simulation will be graded "mailable" or "unmailable". "Mailable" items submitted by the due date will be recorded as "two points"; "unmailable" items will be recorded as "one point." Simulations not handed in by the due date will be recorded as "zero points."

If the student has received an "unmailable" grade on a given simulation, that student may redo the assignment within two days after receipt of the grade in an effort to obtain a "mailable" grade, and the recorded mark of "one point" will be changed to "two points."

THE STUDENT WILL HAND ALL WORK IN NEATLY TYPED, PROPERLY ASSEMBLED, AND IN AN APPROPRIATELY LABELLED FILE FOLDER.

Simulations will be marked according to the marking scheme attached to this course outline as Appendix A.

Complete five (5) tests. Tests will be announced one week in advance. Theory, vocabulary, and questions relating to diary and tickler file will be part of most tests. Time allowed will be two periods of 50 minutes each and will be broken down as follows:

- No. 1 " Based on Simulations 100-101, Chapters 34-35
- No. 2 - Based on Simulations 102-103, Chapters 36-37
- No. 3 - Based on Simulations 104-106, Chapter 38
- No. 4 - Based on Simulations 107-108, Chapter 39
- No. 5 - Based on Simulations 109-111, Chapters 40-41

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 the case of unforeseen circumstances (i.e. accidents), the student must contact the instructor at the earliest possible moment to discuss possible arrangements to reschedule tests. 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 REWRITES OF TESTS.**

Test papers will be returned to the student after grading in order to permit verification of the results and to review the test. However, the student will be required to return all test papers to the instructor who will keep them on file for one year.

Prepare precedent binder to contain at least one perfect copy of all major documents studied during the semester. The binder is collected at the end of the semester and is marked out of 100 with 10 marks being assigned to presentation (i.e. neatness, completeness, originality, etc.). Minimum requirements for this binder are as follows:

All of Simulation 102	Deeds/transfers, schedules
All of Simulation 103	Charge/mortgages
All of Simulation 104-106	Vendor transaction
All of Simulation 107-108	Purchaser transaction
All of Simulation 109	Charge-related documents
All of Simulation 110	Charge transactions
All of Simulation 111	Discharging a charge

Due Date: Ten percent per day will be deducted for each day the binder is late.

IT CANNOT BE STRESSED ENOUGH THAT THE STUDENT RETYPE DOCUMENTS AS THEY ARE HANDED BACK BY THE INSTRUCTOR.

4. Complete five-minute timed writings to reach a typing speed of 60 net words per minute. Final typing speed will be based on the student's three highest five-minute timings as follows:

52 gross words per minute - 1% on three timings
54 gross words per minute - 2% on three timings
56 gross words per minute - 3% on three timings
58 gross words per minute - 4% on three timings
60 gross words per minute - 5% on three timings

All timings must have a 98% accuracy level.

Remedial drills must be assigned as required to ensure that student achieves the speed and accuracy requirements as outlined above-

5. Attend field trips and sessions with guest speakers. These are arranged to supplement classroom activities and 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 (excluding tests); or
 - (b) preparation of a paper relating to the field trip or topic under discussion, particulars of which are to be approved by the instructor-
6. Maintain a daily diary which will demonstrate the ability to record entries in a professional and businesslike manner. Proper records will be kept of appointments (counselling, placement, guest speakers, etc.) as well as test-assignment dates, tours, etc. Any changes or cancellations will be recorded using proper techniques-
7. Maintain a tickler card file which will demonstrate the ability to accurately complete and properly file tickler cards under appropriate remainder, limitation, and closing dates. Proper cards will be filled out for dates that arise from time to time during the completion of simulations (assignments).

WEIGHTING OF THE FINAL GRADE IS AS FOLLOWS:

Tests	60%
Daily Work (Simulations)	25%
Precedent Binder	10%
Typing Speed	5%

NUMERICAL EQUIVALENTS CORRESPONDING TO AN ALPHABETICAL GRADE ARE AS FOLLOWS:

- A+ = 90% - 100% (consistently outstanding)
- A = 80% - 89% (outstanding achievement)
- B = 70% - 79% (consistently above average)
- C = 60% - 69% (satisfactory or acceptable achievement)
- R = 0% - 59% (course must be repeated)

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

ASSISTANCE AVAILABLE TO STUDENTS:

During this course, the student will have access to the skills and support of the following:

- 1- Course instructor who will be available to answer questions and deal with any problems and concerns with respect to the course.
- 2- Learning Assistance Centre which can provide individualized training in area(s) of difficulty, peer tutoring, alternative testing accommodations, etc.
- 3- Counselling Department which can give expert assistance with educational and/or personal concerns.
4. Special Needs Department which will help to accommodate an individual with a disability of any kind.

REQUIRED RESOURCES:

Students are required to purchase the following resource material and students will not be allowed into class without all required texts and materials:

1. Legal Office Procedures, 3rd Edition, Tina Kamakaris
2. Legal Office Simulations^ 3rd Edition, Tina Kamakaris
3. Perpetual Desk Diary or equivalent
4. Card Box File
5. Monthly Index Cards
6. Gage Dictionary or equivalent
- 7* Mozley & Whiteley's Law Dictionary
8. File folders
9. File labels

Students have full access to the staff and resources of the Sault College Library (i.e. legal reference section).

ADDITIONAL NOTES;

1. Each student is required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and delivery of messages the Office Administration faculty need to relay to the student.
2. Students with special needs (i.e. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.
3. Your instructor reserves the right to modify the course as she deems necessary to meet the needs of the students.

COURSE CONTENT;

A detailed outline of the content of each simulation is set out below for the student's reference throughout the semester.

SIMULATION 100

INTRODUCTION TO REAL ESTATE

Elements of Performance

- D Define real estate.
- D Discuss the various ways of taking/holding title.
- D Demonstrate how to "read" an agreement of purchase and sale to be able to locate and insert appropriate information.

Learning Activities

1. Read chapter 34 of text.
2. Complete review questions, page 34-4 of text.
3. Complete page R-1 of simulations text.

Estimated time to complete - 3 hours (includes some concentration on timings)

SIMULATION 101ONTARIO LAUD REGISTRY SYSTEMS

Elements of Performance

- Differentiate between the land registry and land titles systems.
- Discuss Province of Ontario Land Registry Information Systems (POLARIS).
- n Differentiate between plans of subdivision and reference plans,
- n Properly identify and keyboard descriptions of property,
- Demonstrate how to "read" a page from an abstract book and a page from a parcel register.

Learning Activities

1. Read chapter 35 of text.
2. Complete review questions page 35-4 of text,
3. Complete page R-2 of simulations text.

Estimated time to complete - 3 hours

SJMmATION 102TRANSFER/DEED, FORM A

Elements of Performance

- D Identify the information required in a transfer/deed and indicate where to find and insert this information.
- D Discuss Planning Act requirements,
- n Prepare transfer/deeds on a computer using Landlaw software

Learning Activities

1. Read chapter 36 of text.
2. Complete review questions on page 35-4 of text.
3. In simulation text, pages R-3 and R-4, complete the following transactions
 - Candy s.t. Keats
 - Iggie Corp. s-t. Voltaire
 - Heuranett s.t. Nietzsche
 - Nietzsche s.t. Locke
 - Voltaire s,t. Franklin

Estimated time to complete - 6 hours

SIMULATION 103CHARGE/MORTGAGE, FORM B

Elements of Performance

- n Demonstrate how to "read" mortgage instructions from mortgagee/chargee-
- D Identify the information required in a charge/mortgage, and indicate where to find and insert this information. (Monthly repayment provisions will be emphasized.)
- n Prepare charge/mortgages using Landlaw software.

Learning Activities

1. Read chapter 37.
2. In simulation text, page R-5, complete the following charges/mortgages:
 - CIBC charge/mtg. to Smith
 - Brown charge/mtg. to Michaels
 - Trusty Loans charge/mtg. to Bush
 - Greydon charge/mtg. to Lee
3. Complete review questions on page 37-5 of text.

Estimated time to complete - 6 hours

SIMULATION 104VENDOR/SALE TRANSACTION

Elements of Performance

- D Discuss the elements of a sale transaction.
- D Calculate statement of adjustments.
- D Prepare an acknowledgement and direction using proper formats and word processing software-

Learning Activities

1. Read chapter 38.
2. Complete "Acknowledgement", "Direction," and "Calculating Adjustments" p. R-7 in simulation text.
Note: When calculating monthly adjustments, divide by the number of actual days in the month and not an average of 30

Estimated time to complete - 4 hours

SIMULATION 105SALE TRANSACTION

Elements of Performance

- D Open a file in a sale transaction.
- D "Read" agreement of purchase and sale.
- D Prepare checklist for vendor.
 - Enter requisition and closing dates in tickler file.
- n Prepare all necessary form letters, affidavits, undertakings, and statement of adjustments using word processing software -
- n Prepare transfer/deed using Landlaw software.
- D Record client appointment and appointment with purchaser's solicitor to close transaction,
- n Prepare closing memorandum.

Learning Activities

1. Refer to chapter 38.
2. Complete "Working on a Sale File" on pages R-8 and R-9 of simulation text (up to but not including the reporting letter and account).

Estimated time to complete - 8 hours

SIMULATION 106SALE TRANSACTION - REPORTING OUT

Elements of Performance

- D Prepare reporting letter to vendor, account, and ledger statement using WordPerfect software.

Learning Activities

1. Refer to chapter 38.
2. Complete reporting letter and account on page R-9 of simulation text.
3. Complete review questions, page 38-10 of text.

Estimated time to complete - 4 hours

SIMULATION 107PURCHASE TRANSACTION

Elements of Performance

- D Open a file in a purchase transaction.
- D "Read" agreement of purchase and sale.
- O Prepare checklist for purchaser.
- D Conduct on-title and off-title searches as required.
- D Prepare letter of requisitions.
- D Prepare statutory declaration re GST and declaration of possession, if required.
- D Prepare land transfer tax affidavit.
- D Prepare letters, directions, etc. as required,
- n Prepare charge/mortgage back to vendor using Landlaw software.
- D Record client appointment and appointment with vendor's solicitor to close transaction.
- D Prepare closing memorandum.

Learning Activities

1. Read chapter 39 of text.
2. In simulation text, complete "Working on a Purchase Transaction" on p. R-16 and R-17 up to and including memo for closing.
Prepare envelopes and attach to appropriate letters.
Remember to staple all multi-page letters and documents together.

NOTE:

In letter of requisition, change paragraph 5 to read:

Required: Satisfactory evidence that the vendor is a resident of Canada for purposes of section 116 of the Income Tax Act of Canada, together with standard undertakings, warranties, and bill of sale."

NOTE:

For the purposes of the Declaration of Possession, assume that there is an old survey of the property prepared by Bill Bolan, O.L.S., dated May 15, 1975. No additions or alterations have been made to the property since that time.

Estimated time to complete - 10 hours

SIMULATION 108PURCHASER TRANSACTION ^CONT'D)

Elements of Performance

- D Prepare reporting letter to purchaser, account, and ledger statement using word processing software-

Learning Activities

1. Refer to chapter 39 of text.
2. Complete review questions, pages 39-7 of text.
- 3* Complete reporting letter and account on page R-17 and R-18 of simulation text.

Estimated time to complete - 4 hours

SIMULATION 109CHARGE-RELATED DOCUMENTS, FORM D

Elements of Performance

- n Discuss uses for document general with respect to charge/mortgages.
- D Complete document general for an assignment of mortgage in accordance with the POLARIS system,
- n Prepare acknowledgement, cover letter, notice of assignment of mortgage, cover letter, and transfer and consent for fire insurance to complete transaction using word processing software.

Learning Activities

1. Read chapter 40 of text.
2. Complete review questions, page 40-4 of text.
3. In simulation text, complete "Transfer of Charge/Assignment of Mortgage File" on page R-25 and R-26. In addition, compose a covering letter to the insurance agent enclosing the signed transfer and consent.

Estimated time to complete - 6 hours

SIMULATION 110CHARGE TRANSACTIONS

Elements of Performance

- D Open a file for a charge transaction. (Assume that we act for the chargor and the chargee.)
- D "Read" instructions from mortgage company.
- D Prepare checklist.
- n Conduct on-title and off-title searches as required,
- n Prepare charge/mortgage, transfer and consent, and direction re funds.
- n Prepare reporting letter, account, and ledger statement to chargor and form report to chargee.

Learning Activities

1. Refer to chapter 40.
2. In simulation text, complete "Charge Transaction File" on p. R-26, R-27, and R-28. Assume that there is an existing survey.
3. Complete final report to Bank of Montreal. Assume that the charge/mortgage was dated April 20 and registered April 25 (this year) as instrument number T-12334. Taxes were paid in full to the end of this year.

Estimated time to complete - 6 hours

SIMULATION 111DISCHARGING A CHARGE. FORM C

Elements of Performance

- D Discuss the responsibility of the chargor/mortgagor to register discharge,
- n Request discharge statement.
- D Prepare a discharge of charge/mortgage,
- o Prepare release of interest,
- n Prepare reporting letter and account.
- D Prepare a partial discharge of charge/mortgage.

Learning Activities

1. Read chapter 41 of text.
2. Complete review questions, page 41-3 of text.
3. Complete page R-33 of simulation text.
4. Complete partial discharge using instructions from instructor's handout.

Estimated time to complete - 6 hours

APPENDIX A

Office Administration
Detailed Grading Sheet

	PENALTY
1. PUNCTUATION	
Period	
Question mark	
Exclamation mark	
Comma	
Semicolon	
Colon	-1/2
Dash	
Parentheses	
Quotation marks	
Underscore	
Other marks of punctuation	
Punctuation left off at the end of a sentence	-5
2. SPACING	
Vertical and horizontal spacing	-2
3. CAPITALIZATION	
Improper capitalization	-1/2
Failure to capitalize first word in sentence	-5
4. NUMBERS	
Incorrect number usage	-2
5. ABBREVIATIONS	
Failure to abbreviate properly	-2
6. APPEARANCE	
Poor corrections/smudges/wrinkles	-2
In^roper assembly (e.g. two-page letter not stapled)	-2
7. SPELLING/VOCABULARY	
Words misspelled	-5
Errors in vocabulary (e.g. to/too/two)	-5
8. COMPOUND WORDS	
Conpound nouns (follow no regular pattern)	
e.g. - courtyard, court order, court-martial	
Compound verbs (usually hyphenated or solid)	
e.g. - baby-sit, highlight	
Compound adjective	> -1/2
e.g. - an actor who is well known	
- a well-known actor	
Prefixes and suffixes (Do not use a hyphen to set	
off a prefix at the beginning of a word or a	
suffix at the end of a word.)	
e.g. - <u>post</u> test, nationwide	
Sometimes one word, sometimes two words	
e.g. - anyone/any one, already/all ready	
9. FORMAT	
Iirproper setup	-2
No reference initials/enclosure notation	-2
10. GRAMMAR	
Subject and verb agreement	-2
Run-on/incomplete sentence	-2
11. ENVELOPES	
Iitproper use of case)
Street abbreviation not used)
No postal code or iii5>roper placement thereof)
Author's name not included)
Improper format/placement of address	-2
12. PROOFREADING	-5

