

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LAA 04		Number of Credits: 0 Course credit policy (105)													
Course Full Title: Conveyancing Course Short Title: Conveyancing															
Faculty: Faculty of Education, Community, & Human Dev.		Department/School: School of Continuing Education													
Calendar Description: An introduction to residential conveyancing. Students examine historical implications of "fee simple" properties under Crown sovereignty on Indigenous lands and resources, and develop foundational skills and knowledge associated with buying and selling residential property. Using legal terminology, standard conveyancing documents, correspondence, and statements of accounts, students practice acting for the purchaser (buyer) and vendor (seller) in both financed and strata conveyance.															
Prerequisites (or NONE):		Admission to the Legal Administrative Assistant certificate.													
Corequisites (if applicable, or NONE):		NONE													
Pre/corequisites (if applicable, or NONE):		NONE													
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Twice per year Maximum enrolment (for information only): 24													
Typical Structure of Instructional Hours		Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a course in a non-credit certificate program that relies on in-class experience and training													
<table border="1"> <tr> <td>Lecture/seminar</td> <td>60</td> </tr> <tr> <td>Tutorials/workshops</td> <td>30</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total hours</td> <td>90</td> </tr> </table>		Lecture/seminar	60	Tutorials/workshops	30							Total hours	90	Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>	
Lecture/seminar	60														
Tutorials/workshops	30														
Total hours	90														
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No															
Department approval		Date of meeting: October 30, 2025													
Faculty Council approval		Date of meeting: December 12, 2025													
Undergraduate Education Committee (UEC) approval		Date of meeting: February 27, 2026													

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Identify historical implications associated with fee simple holdings, Indigenous land and resources, and examine issues and impacts of settler-colonialism on the unceded lands of British Columbia.
2. Use legal terminology applicable to conveyancing.
3. Identify necessary transactional information, including elements of home ownership, parties, their roles, responsibilities, and demonstrate accurate identification procedures for Indigenous Peoples (i.e., Government-issued ID, Status Card, and Indigenous Citizenship Cards (Métis)).
4. Describe procedures and stages of conveyance.
5. Prepare legal documents related to conveyancing; draft and format correspondence.
6. Use ethical standards and accountability in alignment with client-centered professionalism.
7. Practice a client-centered approach, considering the social location of others in relation to themselves.

Recommended Evaluation Methods and Weighting (*Evaluation should align to learning outcomes.*)

Assignments:	45%	Final exam:	20%	%
Quizzes/tests/midterm:	15%	Holistic assessment:	20%	%

Details:

Holistic assessments: contributions to the classroom community (client-centered professionalism; assessed by reflection, self-assessment, and instructor)

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Seminar lectures, group activities, discussions, and collaboration, compilation of documents, and practical exercises.

Texts and Resource Materials (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*)

Type	Author or description	Title and publication/access details	Year
1. Book	Karen Yip	The Art of Conveyancing – An Introduction to Residential Conveyancing in British Columbia – 6th Edition	Current
2.			
3.			
4.			
5.			

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

Computer with reliable internet access – preferably with a microphone and camera option. See the technical [requirements webpage](#).

Course Content and Topics

- Introduction to conveyancing
- History of settler-colonialism, land rights, and fee simple in BC
- Indigenous sovereignty, land, and resources
- A contract of purchase and sale and searches
- Acting for buyer/seller
- Statements of adjustments
- Financed conveyance concepts
- Mortgages
- Land title office documents
- Charges affecting title
- Powers of attorney & representation agreements
- Foreclosures
- Taxes
- Ethical standards; accountability and client-centered professionalism