



LONDON CAPITAL COMPUTER COLLEGE




Diploma in Administrative Assistant (677) – Business Legal & Regulatory Environment

Prerequisites: Basic Business organisational knowledge.	Corequisites: Completion of Certificate in Business Studies or equivalence.
<p>Aim: The meaning of law and the structure of the UK legal system are studied with a view toward the impact of law upon the operation of business. Key philosophies of ethics and social responsibility are examined through the lens of stakeholder analysis and other analytical tools. Major aspects of government regulation of business such as products liability, securities regulation, worker protection, and intellectual property issues are also explored. The course also examines fiduciary duty and tort liability. This course provides a framework of the legal and ethical considerations impacting many basic commercial transactions. Specific topics included are sales, secured transactions, and negotiable instruments. Also covered are aspects of agency, partnerships, corporations, limited partnership, limited liability companies, bankruptcy, legal system, crimes and torts, consumer law, anti-trust, labour and employment law, environment and insurance contracts and agency, business ethics, and international matters. Also covered are political concerns, economic, social, legal, regulatory and international environment of business and the ethics and social responsibility of business actions. Regulatory requirements, as the term implies, are requirements mandated by relevant authorities for a business. Anything closely or remotely related to business must be within purview. Complete information on such requirements facilitates the future course of action and prevents any fines or enforcements attached. The requirements serve as a legal fence. A full understanding of these requirements is also crucial for achieving competitive edge. The key terms here are the right direction and, therefore, the strategy or the business direction must be carefully drafted to ensure that it is right.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The course requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Explore the various legal concepts and principles impacting business. Describe the fundamental legal concepts and principles that affect business in a variety of functional and regulatory environments. 2. Explore the court system and jurisdiction Outline the main roles of the UK Supreme Court and the Courts of the United Kingdom. 3. Analyse the court case trial process Outline the differences between Magistrates' Court and Crown Court procedures 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Describe the importance of law 1.2 Explain the importance and benefits of legal awareness for business owners and managers 1.3 Analyse the relationship between nation's legal system and the economy 1.4 Evaluate the connection of ethical basis and business management 2.1 Explore the Judicial System 2.2 Analyse the key personnel associated with the court system 2.3 Define subject-matter jurisdiction 3.1 Define plaintiff/defendant 3.2 Explore the stages of litigation 3.3 Understand the litigation process and parties involved 3.4 Outline the categories offences falls into 3.5 Describe advantages and disadvantages of Magistrates' courts 3.6 Outline Crown Court advantages and

	disadvantages
	3.7 Outline the trial procedure
	3.8 Explore the sentencing process
	3.9 Outline court costs and compensation
4. Demonstrate the importance of mediation and arbitration in today's business environment	4.1 Describe negotiations and settlements
	4.2 Define mediation/arbitration
	4.3 Describe the role of international arbitration
	4.4 Identify ways in which business disputes can be resolved
	4.5 Describe why disputing parties seek alternatives to litigation process
5. Identify the relationship between constitutional law and business	5.1 Describe the purpose of the constitution
	5.2 Identify the powers of Parliament that impact businesses
	5.3 Analyse the constitutional framework that grant government authority to regulate business activities
6. Explore the relationship between government regulation of business and ethics	6.1 Analyse the different government departments and agencies
	6.2 Describe business, societal and ethical context of law
7. Analyse the role played by contracts Describe the requirements needed to create a contractually binding commitment.	7.1 Describe elements of a contract
	7.2 Define the legal requirement of an agreement
	7.3 Define breach of contract
	7.4 Describe the terms implied by the Sale of Goods Act
8. Outline range of legal issues affecting businesses from company law to employment law, from tax law to health and safety.	8.1 Define the purpose of warranties
	8.2 Describe creditors' rights and bankruptcy
	8.3 Explain the role of the government in terms of various statutory consumer protections
9. Evaluate the enforceability of internet contracts (ecommerce). Explain the essential terms of online contracts and analyse the main issues to consider when selling goods online.	9.1 Define ecommerce
	9.2 Describe ecommerce contract law issues
	9.3 Explain business criminal law
	9.4 Identify the elements of "white-collar" crimes
	9.5 Describe exclusionary rule and how it applies to business
10. Define tort and identify the source of law governing various types of torts	10.1 Analyse classification of torts
	10.2 Give examples of how tort law applies in the business environment
	10.3 Explain how tort law is related to property
	10.4 Analyse why tort litigation is controversial in today's society
	10.5 Describe cybertorts, privacy issues and the government relations
11. Demonstrate the classification of property. Analyse why intellectual property is important to the economy	11.1 Describe the process of obtaining/buying property
	11.2 Describe intangible and intellectual

<p>12. Evaluate the different business organisations. Identify other forms of business organisations like joint ventures, cooperatives and franchises</p>	<p>property</p> <p>11.3 Describe the copyright challenges posed by the internet</p> <p>11.4 Describe the process of obtaining and maintaining a patent</p> <p>12.1 Define sole proprietorship, partnership and limited company</p> <p>12.2 Analyse legal issues faced by web sites</p> <p>12.3 Identify the consequences of partner separation and dissolution</p> <p>12.4 Identify laws that govern business organisations</p> <p>12.5 Describe how companies raise capital</p>
<p>13. Describe employment law and employee rights</p>	<p>13.1 Describe the statutory protection of workers</p> <p>13.2 Analyse anti-discrimination legislation</p>
<p>14. Analyse the government environmental laws. Describe laws for enhancing and protecting the natural environment, including biodiversity and the marine environment by reducing pollution and preventing habitat loss and degradation</p>	<p>14.1 Describe the issues of pollution</p> <p>14.2 Describe the responsibilities of the environmental protection agency</p> <p>14.3 Analyse the Clean Air Act</p> <p>14.4 Analyse the Clean Water Act</p> <p>14.5 Describe why the environment will be the most challenging for business during the 21st century</p> <p>14.6 Discuss climate change</p>

Recommended Learning Resources: Business Legal and Regulatory Environment

<p>Text Books</p>	<ul style="list-style-type: none"> • The Legal Environment of Business: Text and Cases Ethical, Regulatory, Global, and Corporate Issues by Frank B. Cross and Roger LeRoy Miller ISBN-10: 0538453990 • Foundations of the Legal Environment of Business by Marianne Jennings ISBN-10: 0324566514 • Legal and Regulatory Environment of Business by O. Lee Reed, Peter J. Shedd, Jere W. Morehead, and Robert N. Corley ISBN-10: 0073275026
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>