



**Diploma in Secretarial Studies (777) – Business Legal Documents**

<b>Prerequisites:</b> Basic Business organisational knowledge.	<b>Corequisites:</b> A Pass or better in Certificate in Business Studies or equivalence.
<b>Aim:</b> Today, most people find it difficult to understand business documents, let alone prepare them. The Business Legal Documents prepare candidates for jobs in today's computerised business environment. Candidates gain sophisticated knowledge and develop skills in design legal business documents, an essential potential highly regarded in the work place. This course prepare candidates for employment in a variety of office and administrative support positions.	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The course requires a combination of lectures, demonstrations and discussions.	
<b>Intended Learning Outcomes:</b> 1 Describe the different business documents for use by businesses.	<b>Assessment Criteria:</b> 1.1 Define an Agency agreement 1.2 Analyse confidentiality agreement clauses 1.3 Explore construction subcontract agreement 1.4 Define consultancy agreement 1.5 Describe the content and purpose of distribution agreement between supplier and distributor 1.6 Analyse business environmental practices 1.7 Describe how business incorporate social awareness and corporate ethics in their operations 1.8 Explore export agreement terms and conditions 1.9 Analyse franchise agreement 1.10 Define hire agreement terms and conditions 1.11 Explore import agreement terms and conditions including the role played by the International Chamber of Commerce 1.12 Analyse minimum information required on invoices 1.13 Describe Joint Venture Agreement 1.14 Define Outsourcing agreement 1.15 Analyse plant and machinery maintenance agreement 1.16 Describe Standard Terms and Conditions documents
2 Demonstrate minimum requirements for setting up a limited company.	2.1 Describe Articles of Association 2.2 Analyse Limited by Guarantee companies 2.3 Explore the contents of First Directors Board minutes 2.4 Analyse the different forms issued by companies house 2.5 Describe a company limited by shares

	2.6	Define Memorandum of Association
	2.7	Describe Shareholders Agreement
3 Understand a range of employment forms and documents available for businesses.	3.1	Describe the adoption leave procedure and the necessary statutory forms
	3.2	Describe alcohol and drug misuse policy
	3.3	Evaluate the appraisal process
	3.4	Explore a company's computer policy
	3.5	Describe diversity policy
	3.6	Describe the process of disciplinary action
	3.7	Analyse employment contract
	3.8	Describe the Health and Safety policy
	3.9	Evaluate the induction process
	3.10	Demonstrate the difference between maternity and paternity policy
	3.11	Analyse recruitment and redundancy policy
	3.12	Explore the sickness and absence policy
4 Understand the legal documents related to a variety of relationships	4.1	Describe the cohabitation agreement
	4.2	Outline the prenuptial agreement
	4.3	Analyse the divorce procedures
	4.4	Describe the Parental Responsibility for a Child Act
	4.5	Analyse the Separation agreement
5 Develop standard letters and documents for use in domestic situations	5.1	Be able to design a building contract
	5.2	Be able to design a nanny agreement
	5.3	Be able to design a complaints letter
6 Understand a range of agreements and documents dealing with financial arrangements	6.1	Describe the acknowledgement of debt document
	6.2	Describe a deed of assignment
	6.3	Define guarantee agreement
	6.4	Analyse loan agreement
	6.5	Describe security agreement
	6.6	Define a promissory note
7 Understand IT and internet-related documents used by businesses	7.1	Describe an affiliate agreement
	7.2	Describe the click-wrap licence
	7.3	Explore the computer maintenance agreement
	7.4	Describe a demonstration licence
	7.5	Discuss the content of an ecommerce package agreement
	7.6	Analyse the mutual linking agreement
	7.7	Describe online noticeboard terms of use
	7.8	Define software licence agreement
	7.9	Describe web sales agreement and website terms of use
8 Understand partnerships and the different partnership agreement forms	8.1	Describe the dissolution of partnership
	8.2	Define the Limited Liability Partnership (LLP) agreement
	8.3	Define Minute of Assumption and Minute of Retiral
	8.4	Analyse the partnership agreement
	8.5	Describe a salaried partner agreement document
9 Understand the Power of Attorney document	9.1	Analyse the Deed of Revocation




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<p>10 Understand the property letting forms and documents</p>	<p>9.2 Describe Lasting Powers of Attorney  9.3 Define Ordinary Power of Attorney  9.4 Define a Personal Welfare Lasting Power of Attorney  9.5 Define a Property and Affairs Lasting Power of Attorney</p> <p>10.1 Define an allotment tenancy agreement  10.2 Describe long and short term commercial lease  10.3 Analyse a holiday letting agreement  10.4 Analyse a parking space letting agreement  10.5 Describe the section 25 and section 26 commercial lease notice  10.6 Analyse different residential letting and tenancy agreements</p>
<p>11 Understand the importance of Legal Wills</p>	<p>11.1 Describe the Last Will and Testament for married person with children  11.2 Describe the Last Will and Testament for unmarried person with children  11.3 Describe the Last Will and Testament for single person with children  11.4 Describe the Last Will and Testament for single, married or unmarried person without children  11.5 Define a codicil document  11.6 Describe a Living Will document  11.7 Describe an Executor</p>

### Recommended Learning Resources: Business Legal Documents

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Art Office, Second Edition: 80+ Business Forms, Charts, Sample Letters, Legal Documents &amp; Business Plans (Art Office: 80+ Business Forms, Charts, Sample Letters, Legal) by Constance Smith and Sue Vidars. ISBN-10: 0940899280</li> <li>• Selected Babylonian Business and Legal Documents of the Hammurabi Period by Arthur Ungnad. ISBN-10: 0554745216</li> <li>• Legal Office: Document Processing by Diane M Gilmore. ISBN-10: 0538719184</li> </ul>
<p><b>Study Manuals</b></p> 	<p>BCE produced study packs</p>
<p><b>CD ROM</b></p> 	<p>Power-point slides</p>
<p><b>Software</b></p> 	<p>None</p>