LEGAL SECRETARY – COMPANY LAW

Designed for: Individuals wishing to pursue a career as a Legal Secretary.

Pre-requisites: Comprehensive end-user knowledge of Microsoft Word, competent keyboarding (at least 40 wpm), good letter layout and office practice skills

Objectives: To give an introduction to the work, responsibilities, practice and structure of the Company Law Department in a legal office

Course Content:

- Lesson 1: Introduction to Company Law, Instruction Form
- Lesson 2: Companies House, Form 10
- Lesson 3: Form 12, Memorandum of Association, Articles of Association
- Lesson 4: Incorporation, Company Seal, Company Meetings
- Lesson 5: Forms 287 and 288a, Annual Return, Stock Transfer Form

Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

Benefits:

- Develop an awareness of the workings and structure of a Company Law Department
- The flexibility and value of a self-study module designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the module
- The opportunity to gain the widely recognised Pitman Training certification

Duration: 7hrs

What Next?
Further Legal Secretarial Modules
Audio Transcription
Teeline Shorthand

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