

Legal Secretary – Company Law

If you're after specialist skills or want to work in the Company Law department of a legal firm, this legal secretarial course is hard to beat. Our renowned legal secretary training is a definite plus on your CV.

As well as giving you a grounding in company law - good for permanent or temp work - this course, like most of our legal secretarial courses, also gives you an insight into fee earners' work which will improve your understanding, performance and could lead to promotion or permanent placement.

The course starts with an introduction to company law, which is followed by information on Companies House and the memorandum and articles of association before considering incorporation, company meetings, annual returns and stock transfer forms.

All learning is flexible, run to your own timetable, and you keep your workbook as a handy reference. As with all Pitman Training courses, a course advisor is always on hand should you need some extra support.

Other useful legal secretarial courses include Wills and Probate, Criminal and Family Law. If you're seeking a top-notch legal secretary career, you may also consider our comprehensive Legal Secretary Diploma, which can bring a rewarding legal secretarial career.

Designed for

Individuals wishing to pursue a career as a Legal Secretary.

Prerequisites

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, Annual Return, Stock Transfer Form

Appendix: Covering Companies' Act 2006 (updates 2009) Forms AP01 and AD01.

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 workbook to use as a reference guide on completion of the module
- The opportunity to gain the widely recognised Pitman Training certification

Course duration: 7 Hours



The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts