



Introduction to Business Structure and Law



If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law.

IS THIS FOR YOU?

Those who wish to start their own business, those looking for work, as well as employees who wish to learn more about business structure and law.

ABOUT THIS COURSE

The structure of a business and the legal requirements for directors, shareholders and company secretaries are crucial; not least for Executive Assistants and finance professionals who often have to help prepare AGMs, business reports, prepare and file accounts and manage bank accounts, etc.

If you have, or are thinking about setting up your own business, this course will provide you with an essential grounding in business structure and law.

The Introduction to Business Structure and Law course is split into three lessons. The first considers the different types of business and the terms relating to each; AGMs, EGMs, the roles and responsibilities of shareholders, directors and company secretaries. In lesson two you will learn about business reporting, filing deadlines, accounts audits, contracts, bank accounts and loans and security. Finally, lesson three covers taxation, insolvency, employer obligations under the Health & Safety at Work Act and employment contracts.

Having completed this course, you will have covered topics towards the ITEC Business Competence Level 3 unit qualification. You will also have the Pitman name on your CV, which is highly respected by employers. Like all our courses you can study at a pace and times to suit you, supported by our course advisors when needed.

Having completed Introduction to Business Structure and Law, you will be well-placed to go on to take the Understanding Business Accounts course.

There are three lessons in this course: -

Lesson One: Why different types of business exist, terms relating to business, AGMs and EGMs, roles and responsibilities of shareholders, directors and company secretary

Lesson Two: Business reporting, filing deadlines, accounts audit, contracts in business, business bank accounts, loans and security

Lesson Three: How different types of business are taxed, insolvency, employer obligations under the Health & Safety at Work Act, employment contracts.

AIMS AND OBJECTIVES

The purpose of this course is to gain an overview of business structure, business reporting and aspects of law in this field.

PRE-REQUISITES

There are no specific pre-requisites required.

CAREER PATH

With this certification on your CV and further skills training, you could work towards a number of positions such as Team Leader, Manager, PA, Office Manager for example.

COURSE DURATION: BETWEEN 6-8 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 8

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

020 7256 6668

or visit: www.pitmanlondon.co.uk

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