



# Legal Advisor

# Course 01: Legal Advisor Training

- Legal Advice and Advisor
- Legal Terminology
- Law and Legal System
- Property Law
- Wills, Probate, Estate Law
- Contract & Business Law
- Family Law
- Criminal and Tort Law
- Human Rights
- Organising Work in MS Word

# Course 02: Office Skills

- Introduction to Reception and Receptionist
- Business Telephone Skills
- Representing Your Boss and Company
- Mail Services and Shipping
- Travel Arrangements
- Organising Meeting and Conferences
- Time Management
- Record Keeping and Filing Systems
- Business Writing Skills
- Organisational Skills
- Communication Skills
- Customer Service
- Effective Planning and Scheduling
- Invoicing/Petty Cash
- Business Environment
- Advanced MS Excel

# Course 03: Document Control

- Introduction to Document Control
- Principles of Document Control and Elements of Document Control Environment
- Document Control Lifecycle
- Document Control Strategies and Instruments
- Document Management
- Quality Assurance and Controlling Quality of Documents
- Project Document Control
- Electronic Document Management Systems and Soft Copy Documentation



# Course 04: Law and Contracts - Level 2

- Introduction to UK Laws
- Ministry of Justice
- Agreements and Contractual Intention
- Considerations and Capacities of Contract Laws
- Terms within a Contract
- Misinterpretations and Mistakes
- Consumer Protection
- Privacy of Contract
- Insurance Contract Laws
- Contracts for Employees
- Considerations in International Trade Contracts
- Laws and Regulations for International Trade
- Remedies for Any Contract Breach

# Course 05: Business Law

- Understanding Business Law
- European Community Law
- The Court System
- Civil and Alternative Dispute Resolution
- Contract & Business Law
- Employment Law
- Agency Law
- Consumer Law and Protection
- Law of Tort
- Business Organisations
- Company Law
- Business Property
- Competition Law

# Course 06: Commercial Law 2021

- Introduction of Commercial law
- Business Organisations
- International Trade: the Theory, the Institutions, and the Law
- Sales of Goods Law
- Consumer Law and Protection
- E-Commerce Law
- Competition Law

# Course 07: Level 3 Tax Accounting

- Tax System and Administration in the UK
- Tax on Individuals
- National Insurance
- How to Submit a Self-Assessment Tax Return
- Fundamentals of Income Tax
- Payee, Payroll and Wages
- Value Added Tax
- Corporation Tax
- Double Entry Accounting
- Management Accounting and Financial Analysis
- Career as a Tax Accountant in the UK



# Course 08: Employment Law Level 3

- Basic of Employment Law
- Legal Recruitment Process
- Employment Contracts
- Employee Handbook
- Disciplinary Procedure
- National Minimum Wage & National Living Wage
- Parental Right, Sick Pay & Pension Scheme
- Discrimination in the Workplace
- Health & Safety at Work
- Dismissal, Grievances and Employment Tribunals
- Workplace Monitoring & Data Protection

# Course 09: International Law

- Basics of International Law
- Sources of International Law
- International Law and Municipal Law
- International Organisations
- International Law of Human Rights
- Private International Law
- International Criminal Law
- Law of Treaties
- Territory and Jurisdiction
- Law of the Sea
- International Commercial Law
- International Environmental Law

# Course 10: GDPR Data Protection Level 5

- GDPR Basics
- GDPR Explained
- Lawful Basis for Preparation
- Rights and Breaches
- Responsibilities and Obligations

# Course 11: Level 2 Microsoft Office Essentials

## Excel 2016

- Getting Started with Microsoft Office Excel 2016
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks

## Word 2016

- Getting Started with Word
- Formatting Text and Paragraphs
- Working More Efficiently
- Managing Lists
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Preparing to Publish a Document
- Workbooks - Microsoft Word 2016 (Beginner)



## **PowerPoint 2016**

- PowerPoint Interface
- Presentation Basics
- Formatting
- Inserting Options
- Working with Objects
- Table
- Charts
- Review and Presentation

## **Access 2016**

- Introduction to Access
- Modify Data
- Working with Queries
- Access Forms
- Working with Reports



Thank You