



## 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

### Details:

**Duration:** 7 hrs

### What Next?

Further Legal Secretarial Modules  
Audio Transcription  
Shorthand

The use of multimedia based training allows students to work at their own pace. Course duration may therefore vary.