



Level 5 Diploma in Administrative Assistant (677)
139 Credits



Unit: Business Legal & Regulatory Environment	Guided Learning Hours: 240
Exam Paper No.: 4	Number of Credits: 24
Prerequisites: Basic business organisational knowledge.	Corequisites: Completion of Certificate in Business Studies or equivalence.
<p>Aim: Regulatory requirements, as the term implies, are requirements mandated by relevant authorities for a business hence the purpose of this unit is to provide knowledge and understanding business regulatory framework provides a legal fence and prevents any fines or enforcements. A full understanding of these requirements is also crucial for achieving competitive edge. The meaning of law and the structure of the UK legal system are covered with a view toward the impact of law upon the operations of business. Key philosophies of ethics and social responsibility are examined through the lens of stakeholder analysis and other analytical tools. Major aspects of government regulation of business such as products liability, securities regulation, worker protection, and intellectual property issues are also explored. The unit also examines fiduciary duty and tort liability; and provides a framework of the legal and ethical considerations impacting many basic commercial transactions. Specific topics included are sales, secured transactions, and negotiable instruments. Also covered are aspects of agency, partnerships, corporations, limited partnership, limited liability companies, bankruptcy, legal system, crimes and torts, consumer law, anti-trust, labour and employment law, environment and insurance contracts and agency, business ethics, and international matters. The unit also looks at political concerns, economic, social, legal, regulatory and international environment of business and the ethics and social responsibility of business actions.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires a combination of lectures, demonstrations and discussions.	
<p>Intended Learning Outcomes:</p> <p>1. The various legal concepts and principles impacting business, conceptual framework approach and the effect on compliance.</p> <p>2. The court system and jurisdiction; the main roles of the UK Supreme Court and the Courts of the United Kingdom.</p>	<p>Assessment Criteria:</p> <p>1.1 Describe the importance of law 1.2 Explain the importance and benefits of legal awareness for business owners and managers 1.3 Analyse the relationship between nation's legal system and the economy 1.4 Evaluate the connection of ethical basis and business management 1.5 Describe the fundamental legal concepts and principles that affect business in a variety of functional and regulatory environments</p> <p>2.1 Explain the Judicial System 2.2 Analyse the key personnel associated with the court system 2.3 Define subject-matter jurisdiction 2.4 Describe the court case trial process, the differences between Magistrates' Court and Crown Court procedures 2.5 Define plaintiff/defendant 2.6 Outline the stages of litigation 2.7 Describe the litigation process and parties involved 2.8 Outline the categories offences falls into 2.9 Describe advantages and disadvantages of Magistrates' courts 2.10 Outline Crown Court advantages and disadvantages 2.11 Outline the trial procedure 2.12 Explain the sentencing process 2.13 Outline court costs and compensation</p>

<p>3. The importance of mediation and arbitration in today's business environment, to solve disputes between workers and employers; forms of alternative dispute resolution to resolve their disputes.</p>	<p>3.1 Describe negotiations and settlements 3.2 Define mediation/arbitration 3.3 Describe the role of international arbitration 3.4 Identify ways in which business disputes can be resolved 3.5 Describe why disputing parties seek alternatives to litigation process 3.6 Explain the relationship between constitutional law and business, business issues and implications of constitutional law and the relation between the market and freedom 3.7 Describe the purpose of the constitution 3.8 Identify the powers of Parliament that impact businesses 3.9 Analyse the constitutional framework that grant government authority to regulate business activities 3.10 Compare and contrast constitutional law vs administrative law</p>
<p>4. The relationship between government regulation of business and ethics acceptable; extent of government intervention necessary</p>	<p>4.1 Analyse the different government departments and agencies 4.2 Describe the roles of local government 4.3 Describe business, societal and ethical context of law 4.4 Explain justifiable means for compliance employment standards 4.5 Describe the role of government in corporate governance</p>
<p>5. Analyse the role played by contracts Describe the requirements needed to create a contractually binding commitment.</p>	<p>5.1 Describe elements of a contract 5.2 Define the legal requirement of an agreement 5.3 Define breach of contract 5.4 Describe the terms implied by the Sale of Goods Act 5.5 Develop a sample contract</p>
<p>6. Range of legal issues affecting businesses from company law to employment law, from tax law to health and safety.</p>	<p>6.1 Define the purpose of warranties 6.2 Describe creditors' rights and bankruptcy 6.3 Explain the role of the government in terms of various statutory consumer protections 6.4 Explain the role of bailiffs 6.5 Describe the process of obtaining an order injunction or high court writ</p>
<p>7. The enforceability of internet contracts (ecommerce), the essential terms of online contracts and analyse the main issues to consider when selling goods online.</p>	<p>7.1 Define ecommerce 7.2 Describe ecommerce contract law issues 7.3 Explain business criminal law 7.4 Identify the elements of "white-collar" crimes 7.5 Describe exclusionary rule and how it applies to business 7.6 Describe the process registering a website 7.7 Analyse legal issues faced by web sites</p>
<p>8. Tort and identify the source of law governing various types of torts recognised by law as grounds for a lawsuit.</p>	<p>8.1 Analyse classification of torts 8.2 Outline examples of how tort law applies in the business environment 8.3 Explain how tort law is related to property 8.4 Analyse why tort litigation is controversial in today's society 8.5 Describe cybertorts, privacy issues and the government relations</p>

<p>9. The classification of property and the legal framework for lawful occupants, why intellectual property is important to the economy</p>	<p>9.1 Describe the process of obtaining/buying property 9.2 Describe intangible and intellectual property 9.3 Describe the copyright challenges posed by the internet 9.4 Describe the process of obtaining and maintaining a patent</p>
<p>10. The different business organisations. Identify other forms of business organisations like joint ventures, co-operatives and franchises.</p>	<p>10.1 Define sole proprietorship, partnership and limited company 10.2 Identify the consequences of partner separation and dissolution 10.3 Identify laws that govern business organisations 10.4 Describe how companies raise capital</p>
<p>11. Employment law workers' rights and changes to contracts and employee rights employment legislation statutory rights.</p>	<p>11.1 Describe the statutory protection of workers 11.2 Analyse anti-discrimination legislation 11.3 Describe the national minimum wage rates, keeping pay records and pay rights 11.4 Explain redundancies, dismissals and disciplinary procedures 11.5 Outline Trade unions and workers rights</p>
<p>12. The government environmental laws, legal conservation and sustainability framework to protect and manage nationally and internationally matters of national environmental significance.</p>	<p>12.1 Describe the issues of pollution 12.2 Describe the responsibilities of the environmental protection agency 12.3 Analyse the Clean Air Act 12.4 Analyse the Clean Water Act 12.5 Describe why the environment will be the most challenging for business during the 21st century 12.6 Describe climate change facts and evidence 12.7 Describe laws for enhancing and protecting the natural environment, including biodiversity and the marine environment by reducing pollution and preventing habitat loss and degradation</p>

Methods of Evaluation: A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business Legal and Regulatory Environment with a weighting of 100%.

**Recommended Learning Resources:
 Business Legal and Regulatory Environment**

<p>Text Books</p>	<ul style="list-style-type: none"> • The Legal Environment of Business: Text and Cases Ethical, Regulatory, Global, and Corporate Issues by Frank B. Cross and Roger LeRoy Miller ISBN-10: 0538453990 • Foundations of the Legal Environment of Business by Marianne Jennings ISBN-10: 0324566514 • Legal and Regulatory Environment of Business by O. Lee Reed, Peter J. Shedd, Jere W. Morehead, and Robert N. Corley ISBN-10: 0073275026
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>