



**DESCRIPTION OF STUDY COURSE**

<b>Course unit title</b>	<b>Law and Office Management</b>	
<b>Programme</b>	Bachelor International Finance	
<b>Year of study</b>	1st year	
<b>Academic year</b>	2022./2023.	
<b>Level of course unit (e.g. first, second or third cycle)</b>	First, Bachelor's study	
<b>Course unit code</b>	<b>BFa010</b>	
<b>Name of lecturer(s)</b>	Reinis Bērziņš	
<b>Credit points</b>	2 CP , Latvian credit points are multiplied by 1,5 to get ECTS	
<b>Number of ECTS allocated</b>	3 ECTS	
<b>Language of instruction</b>	English	
<b>Type of course unit (compulsory, optional)</b>	Compulsory	
<b>Semester when the course unit is delivered</b>	1	
<b>Mode of delivery</b>	face-to-face	
<b>Aim of Course</b>	To provide students with knowledge and skills, necessary for organizing of document system in office management, as also for compliance with the law in the fields of business and finance.	
<b>Preliminary knowledge (prerequisites and co-requisites)</b>	Legal knowledge – secondary school level	
<b>Course contents</b>	<ol style="list-style-type: none"> <li>1. Introduction to Law</li> <li>2. Commercial Law</li> <li>3. Liability Law</li> <li>4. Consumer rights</li> <li>5. Object Rights</li> <li>6. Drafting contract projects and the contents of the contract.</li> <li>7. Employment Law</li> <li>8. Family Law</li> <li>9. European Union Law</li> <li>10. Intellectual property protection.</li> <li>11. The basics of civil and administrative law proceedings.</li> </ol>	
<b>Planned learning activities and teaching methods</b>	Students attend lectures and take part in seminars, write tests, complete practical tasks; the final mark is given during the oral final exam.	
	<b>Teaching methods</b>	Student work load (1 CP = 40 hours of student work)
	Lecture	22%
	Group work	9%
	Seminars	3%
	Independent work/ work on a presentation	16%



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	Work at the library, independent studies	50%		
		Total <b>80</b> hours		
<b>Learning outcomes of the course unit</b>	<ol style="list-style-type: none"> <li>1. Students are able to analyze cases within the legal framework environment from the perspective of the national law.</li> <li>2. Students are able to apply the theoretical knowledge into practice and take independent decisions.</li> <li>3. Students are able to work in a team; explain, provide arguments for and justify their views.</li> </ol>			
<b>Assessment methods and criteria</b>	Study outcomes	1.	2.	3.
	The form of assessment			
	Written work in a classroom	●	●	
	Independent work and its presentation	●	●	●
	Written examination	●		●
<b>Recommended or required reading</b>	<p>Compulsory literature: Legal acts related to the course content in actual version</p> <p>Recommended literature: 1. Schafer/Agusti/Earle. International Business Law and Its Environment. Cengage Learning, 2017.</p>			
<b>Recommended optional programme components</b>	To be agreed at the start of the course			