

DESCRIPTION OF STUDY COURSE

Course unit title	Law and Office Management	
Programme	Bachelor International Finance	
Year of study	1st year	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study	
Course unit code	BFa010	
Name of lecturer(s)	Reinis Bērziņš	
Credit points	2 CP , Latvian credit points are multiplied by 1,5 to get ECTS	
Number of ECTS allocated	3 ECTS	
Language of instruction	English	
Type of course unit (compulsory, optional)	Compulsory	
Semester when the course unit is delivered	1	
Mode of delivery	face-to-face	
Aim of Course	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.	
Preliminary knowledge (prerequisites and co-requisites)	Legal knowledge – secondary school level	
Course contents	<ol style="list-style-type: none"> 1. Introduction to Law 2. Commercial Law 3. Liability Law 4. Consumer rights 5. Object Rights 6. Drafting contract projects and the contents of the contract. 7. Employment Law 8. Family Law 9. European Union Law 10. Intellectual property protection. 11. The basics of civil and administrative law proceedings. 	
Planned learning activities and teaching methods	Students attend lectures and take part in seminars, write tests, complete practical tasks; the final mark is given during the oral final exam.	
	Teaching methods	Student work load (1 CP = 40 hours of student work)
	Lecture	22%
	Group work	9%
	Seminars	3%
	Independent work/ work on a presentation	16%
Work at the library, independent studies	50%	



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collaboration Study Programme BF International Finance/ BBA
International Management**

		Total 80 hours		
Learning outcomes of the course unit	<ol style="list-style-type: none"> Students are able to analyze cases within the legal framework environment from the perspective of the national law. Students are able to apply the theoretical knowledge into practice and take independent decisions. Students are able to work in a team; explain, provide arguments for and justify their views. 			
Assessment methods and criteria	Study outcomes			
	The form of assessment	1.	2.	3.
	Written work in a classroom	●	●	
	Independent work and its presentation	●	●	●
	Written examination	●		●
Recommended or required reading	<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>			
Recommended optional programme components	To be agreed at the start of the course			