



## **BBSI Diploma Course in Legal Studies, International & Commercial Law**

The BBSI Diploma Course in Legal Studies, International & Commercial Law is of 36 weeks duration and is designed to enable international students at an Upper-Intermediate level in English or above to study the concepts and learn the skills required for a career related to international law and the legal profession. Participants will gain a sound grounding in legal English, acquire a diploma in law qualification from BBSI, acquire a certificate from the NCFE national awarding body, and also prepare for the University of Cambridge ESOL International Legal English Certificate. In addition to acquiring a comprehensive knowledge and understanding of modern concepts in law and legal procedures, students will also develop competent English-language and professional communication skills, and the ability to both understand and draft legal documents. The course comprises 30 lessons weekly.

**University of Cambridge ESOL International Legal English Certificate.** The International Legal English Certificate (ILEC) is a University of Cambridge ESOL examination produced and assessed by Cambridge ESOL Examinations in collaboration with TransLegal, Europe's leading firm of lawyer-linguists. BBSI is an accredited ILEC Examination Centre. English is an essential tool for any lawyer working with international matters, and employers need to know that the legal staff they appoint have a sufficient level of English to be able to communicate with clients and professionals in other countries. At the same time, law students and newly-qualified lawyers need to be able to show employers that they have the required language skills. The ILEC examination allows candidates to demonstrate their skills, and therefore to increase their employability. It is based on realistic texts, tasks and topics of the kind legal practitioners might meet in their daily working lives. Preparation for the ILEC is included automatically within this BBSI study programme.

**Additional English and Business English Qualifications.** Students will develop competent legal English and professional communication skills. Moreover, in the supplementary English-language elements of the course, students have the option to study different language modules. They can study for 3 different University of Cambridge ESOL<sup>†</sup> qualifications: the First Certificate in English (FCE), the Certificate in Advanced English (CAE), or the Business English Certificate (BEC). Alternatively, participants can opt to join our ongoing weekly English Language Workshop<sup>+</sup> (ELW) at a language level to suit their needs. The course is conducted around a busy social and activity programme, and the maximum class size is 12, which can be extended to 15 during peak periods.

### **Course Outline**

**Minimum English Entry Level:** IELTS 5.5 (*Upper-Intermediate*)

**Course Duration:** 36 weeks (3 terms)

**Course Designation:** DLS

**Lessons Weekly:** 30 (*each of 45 minutes' duration*)

**Main Course Entry Dates:** September, January, March or June.



**Minimum Age:** 17 years

**Course Structure & Content:**

**Term 1**

20 lessons weekly in Communication & Business Skills

10 lessons weekly in English Language

*(selected each term from one of the following options)*

*\* preparation for the Cambridge FCE*

*\* preparation for the Cambridge CAE*

*\* preparation for the Cambridge BEC*

*\*English Language Workshop (ELW)*

**Term 2**

20 lessons weekly in Legal Studies, International & Commercial Law

*(includes the Cambridge ILEC syllabus)*

10 lessons weekly in English Language

*(selected each term from one of the following options)*

*\* preparation for the Cambridge FCE*

*\* preparation for the Cambridge CAE*

*\* preparation for the Cambridge BEC*

*\*English Language Workshop (ELW)*

**Awards:**

BBSI Diploma in Legal Studies, International & Commercial Law

*(continuous assessment)*

NCFE Certificate in Legal Studies, International & Commercial Law

*(continuous assessment)*

**Optional External Examinations\* :**

University of Cambridge ILEC

*(examination - annually May & November)*

Cambridge FCE

Cambridge CAE

Cambridge BEC

**Course Objectives.** The objectives of the course are to:

- \* develop an understanding of current theory and practice in international and commercial law
- \* acquire a sound, professional understanding and knowledge of international and commercial law concepts
- \* develop effective business communication skills in English
- \* build appropriate vocabulary related to business, and international and commercial law
- \* acquire the necessary communication skills for a career in law



- \* develop confidence and fluency in the English language towards Advanced Level
- \* prepare participants for one of a range of English, legal English and business English qualifications
- \* provide participants with the opportunity to acquire additional English and business English qualifications

**Course Elements.** In addition to providing international students with a thorough and comprehensive grounding in Legal English, the Diploma syllabus incorporates the following specialised elements:

- \* *UK & comparative legal systems*
  - \* *international law, human rights & competition policy*
  - \* *conflict of laws*
  - \* *international trade*
  - \* *contract law*
  - \* *partnership law*
  - \* *law of tort, including physical injury & economic loss*
  - \* *law of property*
  - \* *criminal law*
  - \* *public international law*
  - \* *commercial, consumer & employment law*
  - \* *current affairs and the law*
  - \* *intellectual property*
  - \* *company law (shares, capital, legal entities etc)*
- International Legal English Certificate Preparation**
- \* *drafting legal documents & letters*
  - \* *legal negotiations*
  - \* *understanding legal documents*
  - \* *client interviews*

**Certificate, Higher-Certificate, University Foundation and Pre-Masters** versions of the above course are also available.

#### † University of Cambridge ESOL Examinations

##### **FCE (First Certificate in English)**

FCE is an Upper-Intermediate level examination that indicates sufficient proficiency in English to be of practical use in clerical, secretarial and managerial jobs for example, or in the tourist industry, where contact with English speakers is required. FCE is also useful preparation for students working towards higher-level examinations, such as the CAE.

##### **CAE (Certificate in Advanced English)**

CAE is the second-highest level of Cambridge ESOL examination and is ideal for those who want to work or study abroad. A CAE certificate demonstrates language skills in a wide range of contexts. The examination is based on realistic tasks, and indicates the ability to use the language in practical situations, such as meetings and discussions.

##### **BEC (Business English Certificate)**

There are 3 levels of BEC examination: the BEC Preliminary, BEC Vantage and BEC Higher.

All 3 examinations are ideal for students preparing for careers in the fields of international business and commerce, where a good knowledge of English is required to function effectively.

BEC certificates are internationally recognised and demonstrate that the holder has acquired an appropriate standard of English in a professional context.



### ‡ English Language Workshop

The English Language Workshop is designed to provide general language support for those students who are studying a specialised course and who do not intend to prepare for a specific English language examination. The content of the Workshop includes extensive skills practice in professional areas of the language, which is useful for those who need to improve their ability to communicate effectively with others in a professional international environment, or who later decide to acquire a professional qualification.

*\* Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.*

***The following diploma courses are also available at BBSI:***

- \* Management & Business Administration
- \* Marketing, Advertising & Public Relations
- \* Finance & Financial Services
- \* Hospitality Management & Tourism
- \* Science, Technology, Computers & IT

BBSI courses are carefully designed and structured at different language levels to enable international students to develop all 4 English language skills simultaneously, while developing their professional communication skills and professional knowledge in academic, vocational or professional context, in the specialised subject of their choice. Students therefore have the flexibility to focus on either academic or vocational progression, depending on their personal training needs and particular learning objectives.

Courses can be booked on-Line @ [www.bbsi.co.uk](http://www.bbsi.co.uk)

Alternatively, contact BBSI by e-mail at [info@bbsi.co.uk](mailto:info@bbsi.co.uk)



## BBSI Diploma Course in Legal Studies, International & Commercial Law



### Typical Weekly Syllabus

	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 1 <i>(First week of Term)</i>	<p style="text-align: center;"><b>Topic: organisational structure</b> <i>(includes introduction to BBSI, CBS induction, SWOT analysis)</i> Skills: introductions &amp; networking, structuring effective presentations, formal business report writing formats Case Study: outsourcing Assessed Tasks: presenting yourself, business recommendation for a bank</p>	<p><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i></p>
Week 2	<p style="text-align: center;"><b>Topic: brands &amp; brand management</b> Skills: taking part in meetings, discussion language Case Study: developing a brand Assessed Task: analysing a company logo</p>	<p><i>ELW (English Language Workshop),</i> or preparation for one of: <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i></p>
Week 3	<p style="text-align: center;"><b>Topic: managing change</b> Skills: conducting a meeting, the language of meetings Case Study: a takeover Assessed Task: meeting simulation</p>	<p><i>ELW (English Language Workshop),</i> or preparation for one of: <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i></p>
Week 4	<p style="text-align: center;"><b>Topic: money, finance, banking &amp; investment</b> Skills: writing an agenda and action minutes for a meeting, investment Case Study: an investment company Assessed Tasks: progress test, banking &amp; insurance services for a small business</p>	<p><i>ELW (English Language Workshop),</i> or preparation for one of: <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i></p>





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Week 5	<p><b>Topic: promotions &amp; promotional literature, trade fairs &amp; advertising</b>  <b>Skills: effective presentations</b>  <b>Case Study: creating a promotional campaign</b>  <b>Assessed Tasks: banking &amp; insurance services for a small business</b></p>	<p><i>ELW (English Language Workshop)</i>  or  preparation for one of:  <i>BEC (Business English Certificate)</i>  <i>FCE (First Certificate in English)</i>  <i>CAE (Cambridge Advanced English)</i></p>
Week 6	<p><b>Topic: recruitment</b>  <i>(including the recruitment process, headhunting, hiring &amp; retaining staff)</i>  <b>Skills: preparing a CV &amp; covering letter</b>  <b>Case Study: choosing the best candidate for the job</b>  <b>Assessed Task: a job application</b></p>	<p><i>ELW (English Language Workshop)</i>  or  preparation for one of:  <i>BEC (Business English Certificate)</i>  <i>FCE (First Certificate in English)</i>  <i>CAE (Cambridge Advanced English)</i></p>
Week 7	<p><b>Topic: international trade</b>  <i>(including visible/invisible trade, export documents, Incoterms, payment, customs)</i>  <b>Skills: negotiation techniques &amp; styles, negotiation language</b>  <b>Case Study: a negotiation</b>  <b>Assessed Task: negotiation role-play</b></p>	<p><i>ELW (English Language Workshop)</i>  or  preparation for one of:  <i>BEC (Business English Certificate)</i>  <i>FCE (First Certificate in English)</i>  <i>CAE (Cambridge Advanced English)</i></p>
Week 8	<p><b>Topic: innovation</b>  <i>(including describing innovations, new product launch)</i>  <b>Skills: presentation skills</b>  <b>Case Study: innovative products</b>  <b>Assessed Task: summarising a document</b></p>	<p><i>ELW (English Language Workshop)</i>  or  preparation for one of:  <i>BEC (Business English Certificate)</i>  <i>FCE (First Certificate in English)</i>  <i>CAE (Cambridge Advanced English)</i></p>



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## Typical Weekly Syllabus

	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 9	<p style="text-align: center;"><b>Topic: leadership skills</b> <i>(including character &amp; qualities of leaders)</i> Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Cambridge Advanced English)</i></p>
Week 10	<p style="text-align: center;"><b>Topic: business ethics</b> <i>(honesty &amp; dishonesty, responsible business)</i> Skills: problem-solving Case Study: dealing with employee problems Assessed Task: portfolio (of work to date)</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Cambridge Advanced English)</i></p>
Week 11	<p style="text-align: center;"><b>Topic: travel &amp; tourism</b> Skills: US/UK English, making arrangements, writing business letters, writing business memos Case Study: planning a conference Assessed Task: final progress test</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Cambridge Advanced English)</i></p>
Week 12	<p style="text-align: center;"><b>Topic: business cultures, cultural do's &amp; don'ts</b> Skills: cultural language &amp; idioms, social English Case Study: writing an itinerary Assessed Task: marketing a country or region</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Cambridge Advanced English)</i></p>

\*Please note that presentation subject order may vary in weeks 7 to 12



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### Typical Weekly Syllabus

	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 13 <i>(First week of Second Term)</i>	<i>overview of the English legal system: sources of English law, civil &amp; criminal courts &amp; the Government, overview of European Union law &amp; agency, ILEC – language of the courts, legal latin, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 14	<i>commercial law – contract formation, offer, acceptance, consideration, intention to create legal relations &amp; capacity, ILEC – understanding contracts, negotiation expressions, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 15	<i>commercial law – contract – misrepresentation &amp; mistake, duress &amp; undue influence, illegal contracts, ILEC – discussing court actions &amp; rulings, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 16	<i>commercial law – contractual terms, express &amp; implied terms, exclusion clauses, unfair contract terms act 1977, unfair terms in consumer contracts regulations 1999, guarantees, ILEC – case study, contract drafting, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 17	<i>commercial law – contract – privity, third party rights, breach of contract &amp; remedies for breach, calculating damages, ILEC – types of damages, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 18	<i>commercial law – consumer protection, product liability, credit transactions, criminal liability in business, competition policy, ILEC – competition law &amp; anti-competitive activity, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 19	<i>commercial law – sale of goods act &amp; related legislation – title, sale by sample, sale by description, satisfactory quality &amp; fitness for purpose, ILEC – terms &amp; conditions drafting, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 20	<i>commercial law – sale of goods – passing of ownership of goods &amp; passing of risk, reservation of title, remedies of the seller &amp; the buyer, ILEC – negotiable instruments, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 21	<i>commercial law – international trade – bills of lading, FOB &amp; CIF contracts, charterparties, Incoterms, Institute Cargo Clauses A, B &amp; C, letters of credit, ILEC – debtor/creditor relations, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 22	<i>conflict of laws: domicile, nationality &amp; residence, jurisdiction of the English courts, the Brussels &amp; Lugano conventions, recognition &amp; enforcement of foreign judgements in contract, tort &amp; property, courts visit – Bournemouth Crown &amp; County Court, ILEC – intellectual property, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 23	<i>public international law: sources &amp; recognition, the UN, territorial sovereignty &amp; the use of force, London visit – Royal Courts of Justice &amp; the Old Bailey, ILEC – case studies &amp; summary, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 24	<i>EU law &amp; Human Rights, the European conventions &amp; the UK, employment law, ILEC – case studies &amp; summary, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 25 <b>(First week of Third Term)</b>	<i>overview of the English Legal System: sources of English Law, civil &amp; criminal courts and the UK Government, overview of European union law, ILEC – language of the courts, legal personnel and legal latin, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 26	<i>company law – the nature of a company, the corporate veil, classification &amp; formation, pre-incorporation contracts, ILEC – company formation, UK business &amp; director’s responsibilities, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 27	<i>company law – the directors &amp; the company secretary, the role of the auditor, company registers &amp; the annual return, accounts &amp; accounting records, ILEC – case study, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 28	<i>company law – shareholders, resolutions, meetings, maintenance of capital &amp; minority protection, ILEC – capitalisation, shares &amp; shareholders, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 29	<i>company law – winding up of companies &amp; insolvency, limited liability partnerships, ILEC – meetings, shareholder’s voting rights, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 30	<i>partnership law – the partnership agreement, partnership property, partners’ relations with each other and fiduciary duties, dissolution &amp; winding up, ILEC – understanding leases &amp; tenancies, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 31	<i>intellectual property – legal concepts of property, patents, copyright &amp; trademarks, law of property – freehold &amp; leasehold, tenancies, mortgages &amp; equitable rights, trusts, ILEC – intellectual property, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 32	<i>the law of tort – tortious liability, negligence &amp; negligent misstatement, consumer protection &amp; occupier’s liability, ILEC – secured transactions, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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	<b>Legal Studies, International &amp; Commercial Law</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Week 33	<i>law of tort – public &amp; private nuisance, strict liability, the relationship of tort &amp; crime, ILEC – case study, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 34	<i>law of tort – trespass, vicarious liability &amp; economic torts, visit to Bournemouth Crown &amp; County Courts + ILEC – case study, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 35	<i>criminal law – actus reus &amp; mens rea, theft, deception, London visit to the Royal Courts of Justice &amp; the Old Bailey * ILEC – case study, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Week 36	<i>criminal law – fraud, blackmail &amp; conspiracy, visit to the Magistrates’ Court &amp; Police Cells + ILEC – case study, current affairs and the law</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>

+ - the visit depends upon availability

\* additional costs are applicable for this visit and students will have to pay for return transport to and from London



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