



### DEPARTMENT OF LEGAL STUDIES

### LEGAL ADMINISTRATIVE ASSISTANT

You want to work towards a career as a legal secretary. This course equips you with the basic administrative skills you need to work as a legal administrator or legal secretary. It also introduces you to Mercantile Law.

#### Course duration:

12 months

60 credits

#### Subjects covered:

Office Practice N4

Communication N4

Information Processing N4

Mercantile Law N4

First Semester N4: Information Processing; Entrepreneurship and Business Management; Communication; Office Practice.

Second Semester N5: Information Processing; Legal Practice; Communication; Office Practice.

Third Semester N6: Information Processing; Legal Practice; Computer Practice

#### N4 Legal Secretary Course

The N4 Legal Secretary Course is the first level. As this course serves as an introduction, you will gain a variety of skills and knowledge such as:

- Working in a team and with clients
- Use and manage office resources
- Interpersonal skills
- Process and record information and data analysis
- Understanding law, rules and regulations within a business environment

#### N5 Legal Secretary Course

Our N5 Legal Secretary Course is the next level in this NATED programme. Since it follows the first level, you will get an in-depth look into skills like:

- Managing various office duties
- Verbal, non-verbal and face-to-face communication
- Completing admin duties using systems and programs
- Basic legal matter and practices



# IMPACT AFRICA EDUCATION FOUNDATION

IMPACT AFRICA TECHNICAL UNIVERSITY U.S.A

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## N6 Legal Secretary Course

Get your national diploma after completing our N6 Legal Secretary Course.

Below are some of the skills this advanced course will teach you:

- Office management through administrative duties
- Knowledge of our legal system
- Compiling paperwork and storing documents using computer programs
- The use of laws in different cases and scenarios

