

DIPLOMA IN LEGAL SECRETARY.

PURPOSE OF THE COURSE

Any individuals who are or wish to be involved in Secretarial and Administrative duties will access this qualification.

This course allows students to develop the skills required to enter the arena of Administration and Secretarial. The course provide general business skills and practical approaches to all aspects of secretarial and Administration.

This course in Legal Secretary is designed to meet the needs of those learners who enter the field of Secretarial and Administration. The whole Secretarial and Administration field per se is a key business function necessary for the success of any organization,

both strategically and operationally.

The Legal Secretary course will provide a broad knowledge and skills needed in the industry and to progress along a career path for learners. Many different roles and careers are linked to and affected by this course. They include, but are not limited to:

- Secretaries
- Administrative Secretaries
- Administrative Managers
- Receptionists
- Managers

The course in Legal Secretary should produce knowledgeable, skilled Administrative Secretaries who are able to contribute to improved productivity and efficiency within the industry. It should provide the means for current individuals in the

Secretarial and Administrative field to receive recognition of prior learning and to upgrade their skills and knowledge base.

COURSE DURATION : (N4 – N6) 18 months

AWARD :

A student will qualify for a National N Diploma in in Legal Secretary on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

Certification Body :

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry.

SYLLABUS :

Subjects in N4 (6Months)

- Introduction to computer practice
- Communication
- Public Administration
- Office Practice

Subjects in N5 (6Months)

- Information processing
- Office Practice
- Communication
- Legal Practice

Subjects in N6 (6Months)

- Information processing
- Office Practice
- Communication
- Legal Practice

Information on registration and fees please click on Registration see previous page.