



National Certificate: Legal Secretary N4-6

Overview:

The purpose of this qualification is to provide qualifying learners with the skills and knowledge required to become competent marketing assistants or office clerics.

Duration:

18 months Theory (Semesters)

18 months Practical experience in workplace

Admission Requirements:

- Grade 12 or equivalent
- With English and Mathematics Literacy

1st Semester (Level: N4 ID Number: 5040414)

Code	Instructional Offering	Credits	Fields
4090304	Entrepreneurship and Business Management N4	0,125	3
4030054	Marketing Management N4	0,125	3
5140364	Management Communication N4	0,125	4
22020034	Economics N4	0,125	3

2nd Semester (Level: N5 ID Number: 50504012)

Code	Instructional Offering	Credits	Fields
4030065	Marketing Management Ns	0,125	3
4090325	Sales Management NS	0,125	3
6030204	Computer Practice N4	0,125	10
22020095	Economics NS	0,125	3



3rd Semester (Level: N6 - Optional ID Number: 50604015)

This qualifies the candidate for a Diploma

Code	Instructional Offering	Credits	Fields
4030086	Marketing Research N6	0,125	3
4090346	Sales Management N6	0,125	3
14030076	Marketing Management N6	0,125	3
1540296	Marketing Communication N6	0,125	3

Learning Methods & Delivery:

- All our training is delivered in a classroom environment. We have learning platform for those students in the working environment with a blended learning class.
- Referral and assistance to workplace.
- National examinations written at the exam center.

For additional information please contact info@jfa2training.co.za