



LEGAL SECRETARIAL STUDIES

COURSE LIST

CODE	STATEMENT OF COMPETENCY	HOURS	UNITS
944-232	Carry out activities relating to the preparation of civil pleadings	30	2
948-201	Determine their suitability for the occupation and the training process	15	1
948-212	Use legal terms and technical vocabulary	30	2
948-222	Produce business law forms and documents	30	2
948-244	Prepare contentious pleadings	60	4
948-252	Prepare applications in the course of proceeding, requests for setting down and applications for execution	30	2
948-261	Interact in a legal context	15	1
948-275	Produce notarial practice files	75	5
948-282	Prepare civil pleadings in contentious family matters	30	2
948-292	Prepare non-contentious applications	30	2
948-307	Enter the workforce	105	7
		450	30