# MODULE DESCRIPTIONS

### DEBT RECOVERY

The purpose of this module is to instil an awareness of the principles of Debt Recovery that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action successfully in the legal arena.

### END-USER COMPUTING

End-User Computing includes an online training component which allows students to practice simulated MS Office tasks at their own pace, supported by integrated feedback which helps them to identify and remedy their mistakes; and an assessment component which will count towards their overall module result. Students will also complete several assignments in which they will be expected to apply the MS Office tools that they have practiced in the online environment. The module is aimed at learning and practicing skills required by law students and prospective practitioners.

### INTRODUCTION TO BUSINESS LAW

The purpose of Introduction to Business Law is to provide students with a general understanding of the South African legal system and law related to business, and to equip students with knowledge, skills, and competencies to analyse and solve basic problems relating to the general principles of business law.

### INTRODUCTION TO FAMILY LAW

The purpose of this module is to instil an awareness of the principles of South African Family Law that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action to represent clients successfully.

### INTRODUCTION TO LABOUR LAW

The purpose of this module is to instil an awareness of the principles of Labour Law that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and action to represent clients successfully.

### INTRODUCTION TO LAW

In this foundational module, first-time law students are introduced to the law as it stands, in accessible terms, with reference to the different sources of law and the classification of the law. In this module, it is demonstrated to students how the law affects the everyday lives of individuals and groups in South Africa. The module exposes students to the complexities of law, the contestability of the law and uncertainties that may exist in the law. Students are further exposed to human rights, legal comparison, aspects of legal language, and critical voices on existing law in order for them to form informed opinions about the law and legal systems. The module also exposes students to the courts, legal profession and the implications of the transformative Constitution of the Republic of South Africa, 1996.

### LEGAL PRACTICE MANAGEMENT

The purpose of Legal Practice Management is to provide students with basic knowledge of South African law and its procedures, equipping them with essential managerial skills required within the context of an organisation. The subject blends the theory and office management and administration with practical application tools and techniques. The module guides students through the process of improving their office management and administration skills.

### LEGAL SKILLS

In this foundational module first-time law students are equipped with basic legal skills they will need in their studies and in practice. This module exposes students to study skills needed to complete a qualification in law. The module equips students with basic numeracy skills, research skills, readings skills, writing skills, interviewing skills and advocacy skills.



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