



Certificate III in Business Administration (Legal)

BSB31015

START YOUR LEGAL ADMINISTRATIVE CAREER AND WORK TOWARDS A RESPONSIBLE ROLE AS A LEGAL SECRETARY

The Certificate III in Business Administration (Legal) is the ideal course to kick start your legal administration career towards that ideal Legal Secretary role. This qualification provides an essential background into how the legal sector operates and ensures that you are aware of the etiquette and legal terminology needed to carry out legal administration tasks.

Learn the Essentials

The specialist legal studies subjects will skill you to undertake legal searches and complete legal documents. Learning will be enhanced through administrative electives in Microsoft Office applications. Accounts clerical electives are also available. You will also learn how to apply the principles of client confidentiality and privacy, essential skills in a legal support role.

Subject Choices 1 - 2 electives are required (depending on subjects chosen)

- Legal Receptionist
- Keyboarding Skills
- Contribute to Safety in Law Firms
- Legal Forms and Searches
- Write Legal Documents
- Word Processing Skills (E)
- PowerPoint Presentations (E)
- Spreadsheets - An Introduction (E)
- Desktop Publishing Introduction (E)
- Accounts Receivable (E)

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business Administration \(Legal\)](#) page.