

Certificate 4 in Business Admin (Legal Secretarial Practice)



Course duration: 38 Weeks

Study areas include:

- Advanced Shorthand Transcription
- Keyboarding
- Advanced Word Processing
- Text Production
- Law Studies
- Audio Transcription
- Spreadsheet Operations
- Database Operations
- Business Calculations
- Advanced Business Correspondence
- Office Theory
- Office Practice
- Shorthand Speed
- Information Handling Processing and Maintenance
- Time Management
- Occupational Health and Safety
- Accounting
- Legal Document Production
- Petty Cash
- Payroll
- Meeting Organisation
- Telephone and Reception
- Conference Organisation
- Travel Organisation
- Human Resource Management
- Customer Service
- Team and Organisational Goal Achievement
- Job Seeking Skills

Provider Options

- Advanced Audio Transcription
- Computerised Accounting

Diploma of Business Administration (Legal Secretary)



Course duration: 44 Weeks including above course information

Study areas include:

- Advanced Shorthand Transcription
- Keyboarding
- Advanced Word Processing
- Advanced Text Production
- Law Studies
- Advanced Audio Transcription
- Spreadsheet Operations
- Database Operations
- Business Calculations
- Advanced Business Correspondence
- Office Theory
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- Information Handling Processing and Maintenance
- Shorthand Speed
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- Advanced Accounting
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Provider Options

- Computerised Accounting