



Business



Certificate III in Business Administration (Legal) BSB31007

The knowledge and skills gained from studying this course will lead to employment opportunities in the legal specialist fields. The course covers terminology of specialist legal areas, provides greater understanding and awareness of the legal system and develops advanced skills to produce documents relevant to the legal industry.

Job opportunities

Legal secretary, conveyancing clerk, lodgement clerk or paralegal.

Features

- One day per week, 3 hour session at *Redcliffe and Bracken Ridge campuses*
- Flexibility – Students can join the program at the beginning of each term
- Gain credits towards the Certificate IV in Justice Administration
- Approximately \$15 material fee per unit



Semester one

Who's who in the legal zoo

BSBITU307A	Develop keyboarding speed and accuracy
BSBITU303A	Design and produce text documents
BSBWRT301A	Write simple documents
BSBLEG301A	Apply knowledge of the legal system to complete tasks
BSBLEG304A	Apply the principles of confidentiality and security within the legal environment



Semester two

DIY Law

BSBOHS201A	Participate in OHS processes
BSBLEG302A	Carry out a search of the public record
BSBLEG303A	Deliver court documentation
BSBLEG404A	Provide support in property law matters

Semester three

The in's and out's of the legal office

BSBLEG306A	Maintain records for time and disbursements in a legal practice
BSBLEG308A	Assist in prioritising and planning activities in a legal practice
BSBADM307B	Organise schedules
BSBITU302A	Create electronic presentations