

# Certificate III in Business Administration (Legal) BSB31007

This program will equip you with the essential skills and knowledge required to perform a broad range of administration roles within a legal environment.

Working within the legal field will offer you a diverse range of challenging and rewarding opportunities. Whether it's working in the front office as a legal receptionist, providing essential legal support as a legal secretary or administration officer, this qualification will help launch your legal career.

The program covers terminology of specialist legal areas, provides greater understanding and awareness of the legal system and develops solid skills to produce documents relevant to the legal industry.

Upon successful completion, you will graduate with the confidence of being job-ready and competent in providing support to a range of legal professionals.

**Delivery:** This program is delivered face-to-face, one day per week from 9:00 am – 4:00 pm.

**Campus:** Bracken Ridge, Caboolture.

**Duration:** 18 months (3 semesters).

**Fees:** \$100 per semester, \$300 full program, plus \$40 administration fee per year.

## Semester 1, 2013

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes
BSBLEG301A	Apply knowledge of the legal system to complete tasks
BSBLEG304A	Apply the principles of confidentiality and security in a legal environment
BSBITU302B	Create electronic presentations

## Semester 2, 2013

BSBITU303A	Design and produce text documents
BSBWRT301A	Write simple documents
BSBLEG303A	Deliver court documentation
QLD594JUS02A	Prepare documentation for court process

## Semester 3, 2014

BSBLEG306A	Maintain records for time and disbursement in a legal practice
BSBLEG302A	Carry out search of a public record
BSBADM307B	Organise schedules
BSBUS301A	Implement and monitor environmentally sustainable work practices

*Units are subject to change.*

## Pathways:

