Business Online
Certificate III in Business Administration (Legal)

This course provides you with the opportunity to develop the knowledge and skills to be able to attain an entry level job in a legal office. You develop a broad range of administrative skills and the knowledge to provide technical advice and support to a team.

Course delivery
This online program allows you to complete your Certificate III in Business Administration (Legal) within a year. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. We advise students work about ten hours per week (guideline only) in order to complete the qualification. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires thirteen (13) units of competency. The units delivered in this course are:

- **BSBITU307A** Develop keyboarding speed and accuracy
- **BSBWHS201A** Contribute to the health and safety of self and others
- **BSBITU302B** Create electronic presentations
- **BSBITU303A** Design and produce text documents
- **BSBITU304A** Produce spreadsheets
- **BSBITU306A** Design and produce business documents*
- **BSBITU309A** Produce desktop published documents
- **BSBADM307B** Organise schedules
- **BSBWRIT301A** Write simple documents
- **BSBWOR204A** Use business technology*
- **BSBLEG301A** Apply knowledge of the legal system to complete tasks
- **BSBLEG302A** Carry out search of the public record
- **BSBLEG304A** Apply the principles of confidentiality and security within a legal environment
- **BSBLEG305A** Use legal terminology to carry out tasks
- **BSBLEG308A** Assist in prioritising and planning activities in a legal practice

* Students will be given Recognised Prior Learning (RPL) for those units marked with an asterisk on successful completion.
Career Opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as a legal receptionist, legal secretary or legal administrator, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to an Advanced Diploma course from the BSB07 Business Services Training Package. After achieving this qualification candidates may undertake BSB40110 Certificate IV in Legal Services. Students who complete a Diploma or Advanced Diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at the Northern Sydney Institute's Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degreeprograms.

After achieving this qualification candidates may undertake BSB40110 Certificate IV in Legal Services.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 12 July 2013. Changes may have taken place since that time.

Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

For further information:
Phone: 131 674
Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW
Crows Nest Campus
149 West Street Crows Nest NSW 2065