

(ACCREDITED)

Apply knowledge of the legal system to complete tasks (BSALPP301A)

Source: Certificate III in Business (Legal Administration) (BSA30200)

Course Description: This unit covers the completion of a range of common legal administrative duties and the knowledge of the legal system that is required to carry them out.

Underpinning Skills: None

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSALPP301A workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 10 sessions

1 session = 3 hours

Total Course = 30 hours

(Can be completed over 5 days or up to 10 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

Additional Materials:

None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS