

Booklist/CITSA Quote

CITSA has produced this document based on the information provided to us by the college or teaching area. Whilst we make every effort to maintain the accuracy of prices of textbooks and resources, prices are subject to change without notice.

Certificate IV in Legal Services - 202120

Required resources*

Code	Subject/Resources	Current Cost
COMM 473	Implement effective communication strategies	
MGNT 698	Conduct Work Within a Compliance Framework	
LEGL 176	Identify and Apply Legal Framework	
LEGL 167	Establish and Maintain a File in Legal Services	
LEGL 157	Produce Complex Legal Documents	
LEGL 193	Apply the Principles of Contract Law	
LEGL 194	Apply the Principles of the Law of Torts	
LEGL 175	Research Legal Information Using Primary Sources <i>Fundamentals of Business Law, 7th Edition, Margaret Barron, McGraw Hill, ISBN 9781743079836</i>	\$107.50
	* All the above subjects use the same Textbook	
COMM 344	Write Complex Documents <i>Write Complex Documents, Aspire Learning Resources Content Only, ISBN 9781760596057</i>	\$22.00
COMP 360	Design and Develop Complex Text Documents <i>Resources available on elearn</i>	
LEGL 112	Use Legal Terminology in Order to Carry Out Tasks <i>Resources available on eLearn</i>	
ADMN 197	Implement and monitor environmentally sustainable work practices <i>Implement and Monitor Environmentally Sustainable Work Practices Content Only, Aspire Learning Resources, ISBN 9781760595609</i>	\$22.00
Total:		\$151.50

For advice on financial options regarding payment of fees and other study-related costs, please contact the CIT Student Association (CITSA) on 02 6207 3600 or email citsa@cit.edu.au. Please note that textbooks and resources must be identified as **Required resources*** and not **Recommended resources**** to qualify for Fee Assistance. See www.cit.edu.au/assistance for more information

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* If the same title/item is listed in more than one course, the text/item only needs to be purchased once.

PLEASE NOTE:

Texts and resources can be purchased from the CITSA Bookshop on campus or online at www.citsa-shop.com. If you have any enquiries regarding your Booklist please contact us on (02) 6207 3301 or email citsa-shop@cit.edu.au

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