

## 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 Business Administration – Flexible - 201920

Code	Subject/Text	Current Cost
CLER 172	<b>Organise Business Travel</b> <i>Available on eLearn</i>	N/A
COMP 360	<b>Design and Develop Complex Text Documents</b>  <i>Design and Develop Complex Text Documents Word 2016, Software Publications ISBN 9781925291292</i>	\$35.50
COMP 218	<b>Develop and Use Complex Spreadsheets</b>  <i>Develop and Use Complex Spreadsheets Excel 2016, Software Publications ISBN 9781925291308</i>	\$35.50
<b>Total:</b>		<u>\$71.00</u>

**PLEASE NOTE:**

Texts and resources can be purchased from the CITSA Bookshop on campus or online at [www.citsa-shop.com](http://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](mailto:citsa-shop@cit.edu.au)

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](mailto: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](http://www.cit.edu.au/assistance) for more information

**Publication date: Tuesday, 6 August 2019**

## Required resources for electives

Code	Subject/Text	Cost
COMP 361	<b>Design Databases</b> <i>Design Databases, Access 2016, Software Publications ISBN 9781925291285</i>	\$35.50
COMP 363	<b>Produce Complex Desktop Published Documents</b> <i>Produce Complex Desktop Published Documents Publisher 2016, Software Publications ISBN 9781925291315</i>	\$35.50
COMM 344	<b>Write Complex Documents</b> <i>Write Complex Documents Content Only, Aspire Learning, ISBN 9781760596057</i>	\$22.00
<b>Total:</b>		\$93.00

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