

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 – Full Time - 202010

Required resources*

Code	Subject/Text	Current Cost
CLER 172	Organise Business Travel <i>eBook available on eLearn</i>	N/A
CLER 171	Organise Meetings <i>eBook available on eLearn</i>	n/a
COMP 360	Design and Develop Complex Text Documents <i>Design and Develop Complex Text Documents Word 2016, Software Publications ISBN 9781925291292</i>	\$35.50
COMP 218	Develop and Use Complex Spreadsheets <i>Develop and Use Complex Spreadsheets Excel 2016, Software Publications ISBN 9781925291308</i>	\$35.50
COMM 344	Write Complex Documents <i>Write Complex Documents Content Only, Aspire Learning, ISBN 9781760596057</i>	\$22.00
Total:		<u>\$93.00</u>

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

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

Publication date: Friday, 13 December 2019

Required resources for electives

Code	Subject/Text	Cost
COMP 361	Design and Develop Relational Databases <i>Design Databases, Access 2016, Software Publications ISBN 9781925291285</i>	\$35.50
COMP 363	Produce Complex Desktop Published Documents <i>Produce Complex Desktop Published Documents Publisher 2016, Software Publications ISBN 9781925291315</i>	\$35.50
Total:		<u>\$71.00</u>

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