

Additional Fees for Corporate Dress, Learner Guides and Textbook

For female students the mandatory uniform is below. Our supplier is Kelly Country and their details are also below, however students can choose their own supplier as long as the requirements are met. Please be aware that the pricing from a different supplier may vary.

- Navy skirt (knee length) or tailored slacks
- Navy jacket
- A corporate style blouse with sleeves and collar (see Corporate Wardrobe information sheet)
- Navy court style shoes (with a heel) are to be worn with the suit
- Navy pantyhose are compulsory with the corporate dress code. Make-up and jewellery may be worn in moderation
- An Executive Business type bag is required. No back packs or carry bags are permitted.

Male students are required to wear a black business suit with collared shirt and tie. A pair of appropriate well-maintained black business shoes is required. The costs, as advised by Kelly Country, are listed below:

Female Students	Style No	Colour	Price
Ladies poly/viscose 2 x Piece Suit	M9440	Navy	\$199
Matching pant/skirt	M9940/M9471	Navy	\$59
Ladies ¾ sleeve shirt	S29521	Silver Grey	\$59
Ladies cotton rich stretch ¾ sleeve shirt	LB7300	Cherry	\$49
Ladies Micro check ¾ sleeve shirt	LB8200	Sky	\$49
Ladies navy shoes			
Executive bag		Black	
Male Students	Style No	Colour	Price
Black corporate suit	3232	Black	\$99
Langford & Co Business Shirt	1746	Sky	\$30
Ambassador Long Sleeve Shirt	S29510	Silver Grey	\$30
Tie (Not black)			\$5

Kelly Country- Unit 5 Unit 5, 19-21 Bourke Road, ALEXANDRIA NSW 2015

Kelly Country- Unit 2/3, Sutherland Street, GRANVILLE NSW 2142

Kelly Country- Shop 9, 8 Karalta Lane, ERINA NSW 2250

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Additional Fees for Learner Guides and Textbooks

Diploma of Business Administration- Classroom 40 week

There are additional costs for Learner Guides in this course, as per below. Students can choose either an e-book or hardcopy version. PCA will order these for each student in the first week of class and invoice accordingly.

Learner Guide	Price	E-book Price
Create electronic presentations	\$34.95	\$24.95
Design and produce text documents	\$34.95	\$24.95
Design and develop complex text documents	\$36.95	\$24.95
Develop and use complex spreadsheets	\$36.96	\$24.95
Design databases	\$39.95	\$24.95
Create and use databases	\$34.95	\$24.95
Produce desktop published documents	\$34.95	\$24.95
	\$253.20	\$174.65

Textbook

The textbook used for this course is **The Business Communication Handbook by Judith Dwyer** – currently retailing from around \$90.00 or may be found cheaper on ebay. Please check with the college for current edition information.