

## 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 III in Business Administration – Flexible - 201920

#### Required\*

Code	Subject/Text	Current Cost
COMP362	<b>Develop keyboarding speed and accuracy</b> <i>CIT Publications: KDP Building Skill in Keyboarding; Holden, Read and Zulian SKU:16607</i>	\$18.00
COMP366	<b>Design and produce text documents</b> <i>Design and Produce Text Documents, Word 2016 by Software Publications. ISBN9781925291209</i>	\$33.50
COMP 217	<b>Create and use databases</b> <i>Create and Use Databases, Access 2016, Software Publications ISBN 9781925291247</i>	\$33.50
COMP218	<b>Create Electronic Presentations</b> <i>Create Electronic Presentations PowerPoint 2016, Software Publications, ISBN 9781925291254</i>	\$33.50
COMP 365	<b>Design and Produce Spreadsheets</b> <i>Produce Spreadsheets Excel 2016, Software Publications ISBN 9781925291261</i>	\$35.50
ACCT 231	<b>Maintain a general ledger</b> <i>Maintain a General Ledger, CIT Publication, SKU5732</i> <i>MYOB 19.8 Student edition DVD</i>	\$8.00 \$11.00
ACCT 228	<b>Process Payroll</b> <i>TBA</i>	TBA
ACCT 229	<b>Maintain Financial Records</b> <i>Maintain Financial Records, Software publications, ISBN 9781922012968</i>	\$33.50

For advise on financial support 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\*** and not **Recommended\*\*** to qualify for ACT Government Fee Assistance

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<b>ACCT 232</b>	<b>Process Accounts payable and receivable</b> <i>Step by Step Approach to Process Accounts Payable and Receivable using MYOB AccountRight V19.8, Software Publications, ISBN 9781922241603</i>	\$45.00
<b>MGNT 384</b>	<b>Design and produce business documents</b> <i>Design and Produce Business Documents 2016, Software Publications ISBN 9781925291193</i>	\$35.50
<b>COMP 364</b>	<b>Produce desktop published documents</b> <i>Produce Desktop Published Documents Publisher 2016, Software Publications ISBN 9781925291278</i>	\$33.50
<b>COMM 343</b>	<b>Write simple documents</b> <i>Write Simple Documents, Content Only, Aspire Learning ISBN 9781760596026</i>	\$22.00
<b>Total:</b>		\$342.50

## Stationery Required

You will need:

- A calculator
- Pens and highlighters, etc.
- USB drive for storage of exercise files
- Lined paper/note-taking equipment for every class
- Binding material/presentation folder for major report(s)

**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)

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