

## 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 Accounting and Bookkeeping - 201920

#### Required resources\*

Code	Subject/Text	Current Cost
ACCT 431	Process Financial Transactions & Extract Interim Reports	
ACCT 230	Prepare Financial Reports	
ACCT 432	Administer Accounts & Subsidiary Ledgers <i>Introductory Accounting 13ed Bundle, Andrew Duncan, Learn Now Publications, ISBN 9781760730543</i>	\$135.00
ACCT 433	Perform Financial Calculations <i>Available on eLearn</i> <i>Casio FX82AU Plus Calculator</i>	N/A \$40.00
COMM 343	Write Simple Documents <i>No text required</i>	
MGNT 384	Design and Produce Business Documents <i>Getting Results when Designing and Producing Business Documents, Office 2016, DJK Printing</i>	\$39.50
COMP 383	Introduce Cloud Computing into Business Operations <i>Introduce Cloud Computing into Business Operations, SKU 5213, Smallprint Publications</i>	\$28.50
ACCT 444	Complete Business Activity & Instalment Activity Statement <i>Complete Business Activity and Instalment Activity Statements 10th Edition. Phillip Palmer &amp; Sonia Deaner, Better Teams Publications ISBN 9781760730864</i>	\$75.00
ACCT 445	Establish & Maintain a Payroll System <i>Establish and Maintain Payroll Systems 10ed, Anne Collins &amp; Judith Mulley, Better Teams Publications ISBN 9781760730451</i>	\$75.00

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

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<b>ACCT 436</b>	<b>Prepare Financial Statements for Non-Reporting Entities</b> <i>Prepare Financial Statements for Non-Reporting Entities 7th edition, Gavin Dumbrell and Rex Walsh, National Core Accounting Publications, ISBN 9781760730741</i>	\$88.00
<b>ACCT 446</b>	<b>Work Effectively in the Accounting and Bookkeeping Industry</b> <i>Available on eLearn</i>	N/A
<b>COMP 386</b>	<b>Set Up and Operate a Computerised Accounting System</b> <i>Set Up and Operate a Computerised Accounting System, Microstar Publishing, ISBN 9781925782943</i>	\$41.00
<b>COMP 222</b>	<b>Develop and Use Complex Spreadsheets</b> <i>Develop &amp; Use Complex Spreadsheets - Excel 2016, Software Publication, ISBN 9781922241184</i>	\$35.50
<b>Total:</b>		\$557.50

- 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](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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