

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 II in Business – Full Time –202020

Required*

| Code | Subject/Text | Current Cost |
|---------------|--|--------------|
| WORD 103 | Develop Keyboard Skills <i>Develop Keyboard Skills 2008, 2nd Edn, CIT Publications</i> | \$14.40 |
| WORD 109 | Produce Digital Text Documents <i>Produce Simple Word-Processed Documents Word 2016, Software Publications ISBN 9781925291179</i> | \$33.50 |
| COMP 214 | Create and Use Spreadsheets <i>Create and Use Spreadsheets Excel 2016, Software Publications ISBN 9781925291230</i> | \$31.50 |
| COMP 345 | Operate a Personal Digital Device <i>Operate a Personal Computer Content Only, Aspire Learning. This is an eBook which is not available through the bookshop</i> | N/A |
| Total: | | \$79.40 |

Stationery Required

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. 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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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. If you have any enquiries regarding your Booklist please contact us on (02) 6207 3301 or email citsa-shop@cit.edu.au

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