

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 - 202020

Required*

Code	Subject/Text	Current Cost
COMP362	Develop keyboarding speed and accuracy <i>CIT Publications: KDP Building Skill in Keyboarding; Holden, Read and Zulian SKU:16607</i>	\$18.00
COMP366	Design and Produce Digital Text Documents <i>Design and Produce Text Documents, Word 2016 by Software Publications. ISBN9781925291209</i>	\$33.50
COMP 217	Use Simple Relational Databases <i>Create and Use Databases, Access 2016, Software Publications ISBN 9781925291247</i>	\$33.50
COMP218	Create Electronic Presentations <i>Create Electronic Presentations PowerPoint 2016, Software Publications, ISBN 9781925291254</i>	\$33.50
COMP 365	Design and Produce Spreadsheets <i>Produce Spreadsheets Excel 2016, Software Publications ISBN 9781925291261</i>	\$35.50
ACCT 231	Maintain a general ledger <i>Available on eLearn</i>	n/a
ACCT 228	Process Payroll <i>Process Payroll With MYOB, Microstar Publishing, ISBN 9781925527940</i>	\$41.00
ACCT 229	Maintain Financial Records <i>Maintain Financial Records (Manually), 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. 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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ACCT 232	Process Accounts Payable and Receivable <i>Process Accounts Payable and Receivable MYOB, Microstar Publishing, ISBN 9781925527957</i>	\$51.00
MGNT 384	Design and Produce Business Documents <i>Design and Produce Business Documents 2016, Software Publications ISBN 9781925291193</i>	\$35.50
COMP 364	Produce desktop published documents <i>Produce Desktop Published Documents Publisher 2016, Software Publications ISBN 9781925291278</i>	\$33.50
COMM 343	Write Simple Documents <i>Write Simple Documents, Content Only, Aspire Learning ISBN 9781760596026</i>	\$22.00
Total:		\$370.50

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. 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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