

## 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 Accounts Administration - 202110

#### Required resources\*

Code	Subject/Text	Current Cost
<b>Accounting Essentials</b>		
ACCT 431	<b>Process Financial Transactions &amp; Extract Interim Reports</b>	
ACCT 432	<b>Administer Accounts &amp; Subsidiary Ledgers</b>	
ACCT 387	<b>Maintain Main Bank Account</b>	
ACCT 377	<b>Administer Fixed Asset register</b>	
	<i>Introductory Accounting 13ed Pack of 2, Andrew Duncan, Learn Now Publications, ISBN 9781760730543</i>	\$135.00
ACCT 447	<b>Conduct Business Activities Using a Computerised Accounting System</b>	
	<i>Conduct Business Activities using a Computerised Accounting System 2ed, Greg Pazmandy, Learn Now Publications, ISBN 9781760731601</i>	\$48.50
COMP 365	<b>Produce Spreadsheets</b>	
	<i>Produce Spreadsheets Excel 2016, Software Publications, ISBN 9781925291261</i>	\$35.50
MGNT 384	<b>Design and Produce Business Documents</b>	
	<i>Getting Results when Designing and Producing Business Documents Office 2016, Tilde Group, ISBN 9780734608895</i>	\$39.50
ACCT 373	<b>Work effectively in the financial services industry</b>	
	<i>Available on eLearn</i>	N/A
COMM 343	<b>Write Simple Documents</b>	
ACCT 391	<b>Manage Overdue Customer Accounts</b>	
	<i>Manage Overdue Customer Accounts, Smallprint, SKU5069</i>	\$25.50

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 433</b>	<b>Perform Financial Calculations</b>	
	<i>SXIIIMATRIX Scientific Calculator</i>	\$30.00
	<i>Text available on elearn</i>	N/A
	<b>Total:</b>	<u>\$314.00</u>

\* 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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