

## 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 – Full Time –202120

#### Required\*

Code	Subject/Text	Current Cost
COMP 366	<b>Design and Produce Digital Text Documents</b> <i>Design and Produce Text Documents, Word 2016, by Software Publications. ISBN 9781925291209</i>	\$33.50
COMP 217	<b>Use Simple Relational Databases</b> <i>Create and Use Databases, Access 2016, Software Publications ISBN 9781925291247</i>	\$33.50
COMP 218	<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 229	<b>Maintain Financial Records</b> <i>Maintain Financial Records (Manually), Software Publications, ISBN 9781922012968</i>	\$33.50
MGNT 384	<b>Design and Produce Business Documents</b> <i>Design and Produce Business Documents Office 2016, Software Publications ISBN 9781925291193</i>	\$35.50
<b>Total:</b>		<u>\$205.00</u>

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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## 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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