

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 - 202320

Required resources*

Code	Subject/Text	Current Cost
BUSN 548	Design and Produce Spreadsheets <i>Design and Produce Spreadsheets, —Software Publications</i> (ISBN978 1 92197 167 9)	\$41.00
BUSN 547	Design and Produce Business Documents <i>Office Link Learning. Design and produce business documents</i> <i>Office365</i> (ISBN 978 1 92578 218 9)	\$66.50
ACCT 460	Perform Financial Calculations <i>SXIIIMATRIX Scientific Calculator</i> <i>CIT created resources available on elearn</i>	\$39.50
ACCT 364	Maintain Inventory Records <i>CIT created resources available on elearn</i>	N/A
BUSN 558	Engage in workplace communication <i>CIT created resources available on elearn</i>	N/A
ACCT 471	Work together in the financial services industry <i>CIT created resources available on elearn</i>	N/A
ACCT 458	Process Financial Transactions and extract interim reports	N/A
ACCT 459	Administer subsidiary accounts and ledgers	
BUSN 350	Maintain Business Records <i>Learnnow digital textbook resource available on elearn</i>	

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. 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 for more information

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ACCT 377	Administer Fixed asset register <i>CIT created resources available on elearn</i>	N/A
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ACCT 457	Conduct Business activities using a computerised accounting system <i>Learnnow digital textbook resource available on elearn</i>	N/A
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Total:	<u>\$147.00</u>
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* 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. 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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