

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 IV in Accounting and Bookkeeping - 202320

Required resources*

Code	Subject/Text	Current Cost
ACCT 458	Process Financial Transactions and extract interim reports	
ACCT 459	Administer subsidiary accounts and ledgers Learnnow digital textbook resource available on elearn	
ACCT 460	Perform Financial Calculations <i>CIT created resources available on elearn</i> <i>SXIIMATRIX Scientific Calculator</i>	N/A \$39.50
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 474	Complete Business Activity & Instalment Activity Statement Learnnow digital textbook resource available on elearn	N/A
ACCT 462	Prepare Financial Reports Learnnow digital textbook resource available on elearn	N/A
ACCT 475	Establish and maintain payroll systems Learnnow digital textbook resource available on elearn	N/A

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 436	Prepare Financial Statements for Non-Reporting Entities Learnnow digital textbook resource available on elearn	N/A
ACCT 461	Work Effectively in the Accounting and Bookkeeping Industry <i>CIT created resources available on elearn</i>	N/A
ACCT 463	Set Up and Operate a Computerised Accounting System <i>Set up and Operate a computerised accounting system, OfficeLink Learning,</i> ISBN 978 1 92578 294 3	\$55.50
BUSN 551	Develop and Use Complex Spreadsheets <i>Design and Produce complex spreadsheets, excel 365, Software Publication</i> ISBN 978 1 92197 162 4	\$41.00
ACCT 435	Prepare Operational Budgets Learnnow digital textbook resource available on elearn	N/A
Total:		\$243.50

- 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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