

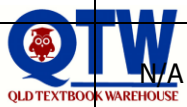


# Textbook List

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## FNS40615 Certificate IV in Accounting Semester 1 – 2016

### Mt Gravatt, Southbank, Bracken Ridge Campuses

Competency Code	Competency Name	Text Book Title	Approx Cost
BSBFIA401	<b>Prepare Financial Reports</b>	<b>Accounting Principles e12</b> By Collins & Duncan	N/A
FNSACC301	<b>Process Financial Transactions &amp; Extract Interim Reports</b>	ISBN: 9781876124922 (Learn Now Publications)	
FNSACC302	<b>Administer Subsidiary Accounts &amp; Ledgers</b>		
BSBITU306	<b>Design &amp; Produce Business Documents</b>	<a href="#"><u>Business Computing e5 using Office 2013</u></a> By Pazmandy	\$77.00
BSBIUT402	<b>Develop &amp; Use Complex Spreadsheets</b>	ISBN: 9780987403209	
FNSACC402	<b>Prepare Operational Budgets</b>	<a href="#"><u>Prepare Operational Budgets e6</u></a> By Hughes & Kirby ISBN: 9781876124489 (Learn Now Publications)	\$49.00
FNSACC404	<b>Prepare Financial Statements for Non-Reporting Entities</b>	<a href="#"><u>Prepare Financial Statements for Non-Reporting Entities e5</u></a> By Dumbrell & Walsh ISBN: 9781876124502 (Learn Now Publications)	\$77.00
FNSACC406	<b>Set Up and Operate a Computerised Accounting System</b>	<a href="#"><u>Computerised Accounting using MYOB 2014.03/2015.04</u></a> By Pazmandy ISBN: 9781876124694 (Learn Now Publications)	\$77.00
FNSBKG404	<b>Carry Out Business Activity &amp; Instalment Activity Tasks</b>	<a href="#"><u>Carry Out BAS &amp; IAS Tasks e7</u></a> By Charles & Deaner ISBN: 9781876124915 (Learn Now Publications)	\$60.00
FNSBKG405	<b>Establish &amp; Maintain a Payroll System</b>	<b>Payroll Accounting e7</b> By Collins & Pazmandy ISBN: 9781876124939 (Learn Now Publications)	N/A
FNSINC401	<b>Apply Principles of Professional Practice to Work in the F.S.I</b>	<a href="#"><u>Principles of Professional Practice e7</u></a> By Long, Aitken, Seddon & Torres ISBN: 9781925433005 (Learn Now Publications)	\$44.00
FNSBKG401	<b>Develop &amp; Implement Policies &amp; Procedures Relevant to Bookkeeping Activities</b>	<b>Bookkeeping Policies &amp; Procedures e4</b> By Collins & Rowden ISBN: 9781876124458 (Learn Now Publications)	

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FNSACC303	<b>Perform Financial Calculations</b>	<a href="#"><u>Perform Financial Calculations e4</u></a> By Lynch & Collins ISBN: 9781876124908	\$39.00
All of these 11 books are available as a special cost-saving price in a bundle as follows:  <b>TQBACCIV161 - TQB ACCOUNTING CERT IV BUNDLE</b>			N/A

***Revised 11/04/2016 - Costs are correct as at time of printing and are subject to change by publishers. TAFE Queensland accepts no liability for changes to textbook pricing.***

**Books can be purchased**

1. Online via <http://www.qtw.com.au> or
2. By phoning 1800 611 300 or
3. In person from the campus bookshop, at the Brisbane North Institute of TAFE either Bracken Ridge Campus - Block D, 157 Norris Rd, Bracken Ridge or Caboolture Campus - Block B, Tallon Street, Caboolture.

