



## Text Book List

### FNS40215 : Certificate IV in Bookkeeping Semester 1, 2017

|   |   | Textbook<br>Approx<br>Cost |
|---|---|----------------------------|
| <i>Correct at 29/11/16</i>  |   |                            |
| <b>BSBITU306</b><br>Design and Produce Business Documents   | <a href="#"><u>Design and Produce Business Documents 2010</u></a><br><br>ISBN 9781921780721 (Software Publications)   | \$35.00                    |
| <b>FNSACC301</b><br>Process Financial Transactions and Extract Interim Reports<br><br><b>AND</b><br><b>FNSACC302</b><br>Administer Subsidiary Accounts and Ledgers<br><br><b>AND</b><br><b>BSBFIA401</b><br>Prepare Financial Reports | <a href="#"><u>SW Accounting and Bookkeeping: Principles and Practice</u></a><br><br>Textbook and Workbook Pack<br>Association of Accounting Technicians and David Willis<br><br>ISBN 9780071013932 (McGraw-Hill) | \$94.00                    |
| <b>FNSBKG404</b><br>Carry Out Business Activity and Instalment Activity Statement Tasks   | <a href="#"><u>Carry Out Business Activity and Instalment Activity Statement Tasks Using MYOB Account Right Plus v19.10</u></a><br><br>Marion Brown<br>ISBN 9781922241788 (Software Publications)                 | \$46.00                    |
| <b>FNSBKG405</b><br>Establish and Maintain a Payroll System   | <a href="#"><u>Establish and Maintain Payroll System v19.10 FNS10</u></a><br><br>Marion Brown<br><br>ISBN 9781922241764 (Software Publications)   | \$50.00                    |
| <b>FNSACC406</b><br>Set Up and Operate a Computerised Accounting System   | <a href="#"><u>Computer Accounting: Systematic Approach Using MYOB v19.8</u></a><br><br>Sutherland<br><br>ISBN 9781486003952 (McGraw-Hill)  | \$111.00                   |
| <b>BSBITU402</b><br>Develop & Use Complex Spreadsheets  | <a href="#"><u>Develop &amp; Use Complex Spreadsheets 2010</u></a><br><br>ISBN 9781921721854(Watsonia Publishing)   | \$37.00                    |

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| <b>FNSINC401</b><br>Apply Principles of Professional Practice  | <a href="#"><u>Apply Principles of Professional Practice to Work in the Financial Services e3</u></a><br>Peter Bull<br>ISBN 9781921971488 (Software Publications)  | \$23.00 |
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