

Text Book List		
FNS40215 : Certificate IV in Bookkeeping		
Semester 1, 2016		
Unit Code	Book Title	Approx Cost
<b>FNSINC401</b> Apply Principles of Professional Practice to work in the F.S.I	<a href="#"><u>Principles of Professional Practice e7</u></a> By Long, Aitken, Seddon & Torres ISBN: 9781925433005 (Learn Now)	\$44.00
<b>FNSBKG401</b> Develop & Implement Policies & Procedures Relevant to Bookkeeping Activities	<a href="#"><u>Bookkeeping Policies &amp; Procedures e4</u></a> By Collins & Rowden ISBN: 9781876124458 (Learn Now)	\$33.00
<b>BSBITU402</b> Develop & Use Complex Spreadsheets	<a href="#"><u>Develop &amp; Use Complex Spreadsheets Excel 2010</u></a> By Software Publications ISBN: 9781921780783	\$35.00
<b>BSBITU306</b> Design & Produce Business Documents	<a href="#"><u>Design &amp; Produce Business Documents Office 2010</u></a> By Software Publications ISBN: 9781921971037	\$46.00
<b>FNSACC301</b> Process Financial Transactions & Extract Interim Reports  <b>BSBFIA401</b> Prepare Financial Reports  <b>FNSACC405</b> Maintain Inventory Records	<a href="#"><u>Accounting Principles e12</u></a> By Collins & Duncan ISBN: 9781876124922	\$99.00
<b>FNSACC401</b> Process Business Tax Requirements	<a href="#"><u>Process Business Tax Requirements e12</u></a> By Charles & Deaner ISBN: 9781876124953	\$49.00

<p><b>FNSBKG402/ FNSBKG403</b> Establish &amp; Maintain an Accrual Accounting System</p> <p><b>FNSACC302</b> Administer Subsidiary Accounts &amp; Ledgers</p>	<p><a href="#"><u>Establish &amp; Maintain Cash &amp; Accrual Accounting Systems usbin MYOB v19.8</u></a></p> <p>By Brown ISBN: 978192012807 (Software Publications)</p>	<p>\$45.00</p>
<p><b>FNSBKG404</b> Carry Out BAS &amp; IAS Tasks</p>	<p><a href="#"><u>Carry Out BAS &amp; IAS Tasks e7</u></a></p> <p>By Charles &amp; Deaner ISBN: 9781876124915 (Learn Now)</p>	<p>\$66.00</p>
<p><b>FNSBKG405</b> Establish &amp; Maintain a Payroll System</p>	<p><a href="#"><u>Payroll Accounting e7</u></a></p> <p>By Pazmandy ISBN: 9781876124939 (Learn Now)</p>	<p>\$59.00</p>

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