

**School of Business Services**  
**Financial Services**  
**Certificate IV Financial Services (Accounting)**

**Textbook List for Semester 2 2010**

<b>Course:</b>			
<b>Competency Code</b>	<b>Competency Name</b>	<b>Book Title</b>	<b>Approx Cost</b>
FNSICACC304B FNSICACC306B BSBCMN308A	Manual Bookkeeping Cluster Prepare and bank receipts Process journal entries Maintain financial records	<i>VP Accounting for Business</i> <i>An introduction e2 (incl student workbook)</i> <i>Author: Marley &amp; Pedersen</i> <i>ISBN 9314994240177 Pearson</i>	\$112.00
FNSACCT401B	Process business tax requirements	<i>Office Tax procedures 8<sup>th</sup> ed + 2010 update</i> <i>Author: Bowers, Vinton &amp; Vidler</i> <i>ISBN 9781442527850 Pearson</i>	\$61.50
FNSACCT402B	Produce job costing information	<i>Management Accounting 4<sup>th</sup> ed</i> <i>Principles &amp; Applications</i> <i>Author: Hart, Wilson &amp; Fergus</i> <i>ISBN 9780733985843 Pearson</i>	\$75.00
FNSACCT403B	Prepare operational budgets	<i>Budgeting</i> <i>A practical approach</i> <i>Author: NIA</i> <i>ISBN 9780733973857 Pearson</i>	\$59.50
FNSACCT404B	Make decisions in a legal context	<i>Fundamentals of Business Law e6</i> <i>Author: M L Barron</i> <i>ISBN 9780070139008 McGraw Hill</i>	\$92.00
FNSACCT405B FNSACCT406B	Prepare financial statements Maintain asset and inventory records	<i>Financial accounting</i> <i>A practical approach</i> <i>Author: Freeman &amp; freeman</i>	\$73.00

<b>Course:</b>			
<b>Competency Code</b>	<b>Competency Name</b>	<b>Book Title</b>	<b>Approx Cost</b>
		<i>ISBN 9781442519749 Pearson</i>	
<b>FNSACCT407B</b>	<b>Setup and operate a computerised accounting system</b>	<i>Computer Accounting using MYOB business software V18 12<sup>th</sup> ed</i>  <i>Author: Neish, Kahwati</i>  <i>ISBN 9780070271906 McGraw-Hill</i>	\$85.00
FNSICIND401B	Apply principles of professional practice to work in the financial services industry	<i>IBSA Resources</i>	
FNSICGEN301B	Communicate in the workplace		
FNSICGEN302B	Use technology in the workplace		

**SUGGESTED BOOKSELLER:**

Queensland Textbook Warehouse  
PO Box 3220, BRACKEN RIDGE Q 4017  
Phone: 1800 611 300  
Email: [info@qtw.com.au](mailto:info@qtw.com.au)

Purchase online: [www.qtw.com.au](http://www.qtw.com.au)

Also located at

Sunshine Coast TAFE  
Mooloolaba Campus  
5444 6706

**NOTE: QTW will visit Maroochydore campus to sell books at start of semester – check with enrolments staff.**