

Certificate III in Financial Services (FNS30304)

BOOKLIST

Gympie College

SEMESTER 1 2008

Computing

A textbook is included in the price of each competency. A textbook will be handed to you at the start of each competency. You will need to sign for the textbook.

Management

Working in the Financial Services Industry E2 **\$45.80**
by Kay Waters ISBN 9780864587404
Dictionary

Accounting

Accounting for Business: an Introduction Rev Ed **\$91.50**
by Marley & Pedersen ISBN 9780733977428

Computer Accounting using MYOB v16 **\$78.50**
by Neish & Kahwati ISBN 9780074717844

*Please do not purchase earlier (or later) versions of the textbooks.
Please ensure that the textbooks you receive are as per the book list.*

ALL text books can be purchased from:

QLD TEXTBOOK WAREHOUSE

FREECALL 1800 611 300
FAX (07) 3261 1966
PHONE (07) 3261 1300
POSTAL ADDRESS P O Box 3220
BRACKEN RIDGE QLD 4017
EMAIL ADDRESS info@qtw.com.au
WEB SITE www.qtw.com.au

Students can PRE PAY their orders using the following options:

- (a) Ring the FREECALL number with CREDIT CARD details.
- (b) Access order form from our website.
- (c) Send Cheque/Money Order with order to the above address.
- (d) Direct Deposit with Netbanking – ring for details.

Stationery

Computing

2 x A4 Display Folders (minimum 20 pockets)
2 x 'pocket' Manilla Folders

Management

2 x 'pocket' Manilla Folders

Accounting

2 x Loose Leaf A4 Treble Cash Paper

All Subjects

A4 Loose Leaf Writing Paper
Document Protectors (plastic pockets)
4 x RW-CDs (unused) (*please do not purchase R-CD*)

OR

2 x USB/Thumb Drives (*any size*)