

**FNS40210 Certificate IV in Accounting
FNS50210 Diploma of Accounting
Semester 1 2012 (NEW STUDENTS)**

Competency Code	Competency Name	Text Book Title	Approx Cost
FNSACC301A FNSACC303A BSBFIA401A	Process Financial Transactions & Extract Interim Reports Perform Financial Calculations Prepare Financial Reports	<u>VP Accounting for Business: An Introduction e2 + Workbook (2009)</u> By Marley & Pedersen ISBN 9314994240177 (Pearson Education)	\$126.00
FNSACC406A	Set up & Operate a Computerised Accounting System	<u>Set up & Operate a Computerised Accounting System using MYOB v19</u> By Brown ISBN 9781921885518 (Software Publications)	\$47.00
FNSACC403A	Make Decisions in a Legal context	<u>Fundamentals of Business Law e7</u> By Barron ISBN 9780071013956 (McGraw & Hill)	\$90.00
BSBITU306B	Design & Produce Business documents	<u>Design & Produce Business Documents Word 2010</u> ISBN 9781921971037 (Software Publications)	\$47.00
FNSINC401A	Apply Principles of Professional Practice	<u>Apply Principles of Professional Practice To Work In the Financial Services Industry</u> ISBN 9781921885471 (Software Publications)	\$18.50
BSBITU402A	Develop & Use Complex Spreadsheets	<u>Develop & Use Complex Spreadsheets Excel 2010</u> ISBN 9781921780783 (Software Publications)	\$35.00
BSBOHS303B	Contribute to OHS Hazard Identification & Risk Assessment	<i>Students have paid for these resources in their enrolment fees.</i>	
FNSACC502B	Prepare Income Tax Returns	<u>Core Student Tax Pack # 1 2012 (Australian Core Tax Legislation 2012 + Study Guide - REQUIRED plus Australian Master Tax Guide 2012 – OPTIONAL)</u> ISBN 9781922010513 (CCH Australia)	\$184.00
FNSACCT504B	Prepare Financial Reports for a Reporting Entity	<u>Company Accounting & Financial Statements e5</u> By DeLange ISBN 9780170182096 (Cengage Learning)	\$106.00
FNSACC506B	Implement & Maintain Internal Control Procedures	<u>Internal Controls and Corporate Governance e3</u> By Leeson & Di Sisto ISBN 9781442504660 (Pearson)	\$71.00
FNSACC507B	Provide Management Accounting Information	<u>Management Accounting Principles & Applications e4</u> By Hart & Wilson ISBN 9780733985843 (Pearson Education)	\$82.00
FNSACC501B	Provide Financial & Business Performance Information	<u>Financial Management: Principles & Applications e5 Rev</u> By Wilson & Keers ISBN 9781442525153 (Pearson Education)	\$84.00

FNSACC404A	Prepare Financial Statements for Non-Reporting Entities	<u>Prepare Financial Reporting for a Non-Reporting Entity e3</u> by Dumbrell & Walsh (Learn Now Publications) ISBN 9781921579189	\$61.00
FNSACC503B	Maintain Budgets & Forecasts	<u>Budgeting: A Practical Approach e2</u> By NIA ISBN 9781442517035 (Pearson Education)	\$66.00
FNSACC505B	Establish & Maintain Accounting Information Systems	<u>Accounting Information Reporting System</u> By Aseervatham ISBN 9780070286733 (McGraw-Hill)	\$76.00
FNSBKG404A	Carry Out Business Activity & Instalment Activity Tasks	<u>Carry Out BAS & IAS Tasks MYOB v19</u> by Marion Brown ISBN 9781921885327 (Software Publications)	\$33.00
FNSBKG405A	Establish & Maintain a Payroll System	<u>Establish & Maintain A Payroll System MYOB v19</u> by Marion Brown ISBN 9781921885532 (Software Publications)	\$35.00

ADVANCED DIPLOMA STUDENTS ONLY

FNSACC601B	Prepare Complex Tax Returns & Lodgements Implement Tax Plans & evaluate Tax Compliance	<u>Income Tax Law Compliance & Planning e9</u> By Baker, Cliff & Deaner ISBN 9781921579370 (Learn Now)	\$90.00
FNSACC603B			
FNSACC602B	Audit & report on Financial Systems & Records Conduct Internal Audit	<u>Auditing Assurance Services & Ethics in Australia (Clarity update) e8</u> by Arens, Best, Shailer, Fiedler, Elder & Beasley ISBN 9781442541191 (Pearson Education)	\$135.00
FNSACC606B			
FNSACC604B	Monitor Corporate Governance	<u>Internal Controls and Corporate Governance e3</u> By Leeson & Di Sisto ISBN 9781442504660 (Pearson)	\$71.00
FNSACC608B	Evaluate Organisation's Financial Performance	No Text Required	
FNSACC609B	Evaluate Risk	<u>Financial Management: Principles & Applications e5 Rev</u> By Wilson & Keers (Pearson Education) ISBN 9781442525153	\$84.00

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Books can be purchased

1. Online via 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.