

Competency Code	Competency Name	Book Title	Approx Cost
BSBITU306A	Design & produce business documents	<u>Design & Produce Business Documents 2010</u> By Price & Wix ISBN 9781921971037 (Software Publications)	\$47.00
BSBITU402A	Produce complex spreadsheets	<u>Develop & Use Complex Spreadsheets 2010</u> By Price & Wix ISBN 9781921780783 (Software Publications)	\$35.00
BSBFIA401A FNSACC405A	Prepare financial records Process financial transactions & extract interim reports	<u>VP Accounting for Business - An Introduction e2 + Workbook</u> by Marley & Pedersen ISBN 9314994240177 (Pearson)	\$126.00
FNSACC403A	Make decisions in a legal context	<u>Make Decisions in a Legal Context</u> By Baird ISBN 9781921579226 (Learn Now)	\$20.00
FNSACC404A FNSACC406A	Maintain inventory records Set up & operate a computerised accounting system	<u>Computerised Accounting Using MYOB e2</u> By Pazmandy ISBN 9780980526226 (Learn Now)	\$20.00
FNSBKG404A	Carry out business activity & instalment activity statement tasks	<u>BAS & IAS & Process Business Tax Requirements e9</u> by Lewis & Deaner ISBN 9781921579356 (Learn Now)	\$20.00
FNSBKG405A	Establish & maintain a payroll system	<u>Establish & Maintain a Payroll System v19</u> By Marian Brown ISBN 9781921885532 (Software Publications)	\$35.00
FNSINC401A	Apply principles of professional practice to work in the financial services industry	<u>Apply Principles of Professional Practice to Work in the Financial Services Industry</u> By Peter Bull ISBN 9781921885471 (Software Publications)	\$21.00
FNSACC404A	Prepare Financial Statements for Non-reporting entities	<u>Prepare Financial Statements for Non-Reporting Entities</u> By Dumbrell ISBN 9781921579189 (Learn Now)	\$20.00

Revised 15/02/2012

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