

Booklist

FNS40611 Certificate IV in Accounting (Online)

Competency Code	Competency Name	Text Book Title	Approx Cost
FNSACC403B	<i>Make decisions in a legal context</i>	Australian Business Law e7 By Roger, Vickery and Maryanne Flood ISBN: 9781442537859 (Pearson)	\$104.00
Books can be purchased from the Qld Textbook Warehouse www.qtw.com.au or 1800 611 300			
Competency Code	Competency Name	Resource	
*BSBFIA401A	<i>Prepare financial reports</i>	Electronic resources for these units have been provided in your course costs. *Units: FNSACC302A, FNSACC406A & FNSBKG405A a CD (MYOB) will be mailed once your enrolment is processed, please allow up to 10 days to arrive.	
BSBITU306A	<i>Design and produce business documents</i>		
BSBOHS201A	<i>Participate in OHS processes (* all content is online)</i>		
BSBWRT301A	<i>Write simple documents</i>		
FNSACC301A	<i>Process financial transactions and extract interim reports</i>		
*FNSACC302A	<i>Administer subsidiary accounts and ledgers</i>		
FNSACC303A	<i>Perform financial calculations</i>		
*FNSACC404A	<i>Prepare financial statements for non-reporting entities</i>		
*FNSACC406A	<i>Set up and operate a computerised accounting system</i>		
*FNSBKG404A	<i>Carry out business activity and instalment activity statement tasks</i>		
*FNSBKG405A	<i>Establish and maintain a payroll system</i>		
*BSBFIA401A	<i>Prepare financial reports</i>		
Please note: If you wish to purchase a hard copy of these workbooks, you can order online from Qld Textbook Warehouse www.qtw.com.au , or purchase from the Campus Bookshop at Bracken Ridge (07-3261 1300), Caboolture (5428 0066), or Mooloolaba (5444 6706).			

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