

## Textbook List

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### FNS30315 Certificate III in Accounts Admin

#### Semester 1 2016

#### Southbank, Caboolture, Logan & Mt Gravatt Campuses

Competency Code	Competency Name	Text Book Title	Approx Cost for Classroom Based students only
FNSACC301 FNSACC302 BSBFIA401	Process financial transactions and extract interim reports	<b>Accounting Principles e12</b> by Collins & Duncan ISBN: 9781876124922	N/A
BSBWOR204 BSBWRT301 BSBITU304 BSBITU306 BSBITU402	Use business technology Write Simple Docs Produce Spreadsheets Design & produce business docs Develop & use complex spreadsheets	<b>Business Computing e5 using Office 2013</b> By Pazmandy ISBN: 9780987403209	N/A

**Costs are correct as at time of printing and are subject to change. TAFE Queensland Brisbane accepts no liability for changes to textbook pricing.**

#### **Books can be purchased**

1. online via [www.qtw.com.au](http://www.qtw.com.au)
2. by phoning 1800 611 300 or
3. in person from the campus bookshop, at the following locations:
  - Bracken Ridge Campus - Block D, 157 Norris Rd, Bracken Ridge or
  - Caboolture Campus - Block B, Tallon Street.

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