

TAFE School of Business

**TAFE Accounting Online**

2012 January - July

**Textbook Requirements**



Text books are available from Swinburne Bookshop Co-operative Ltd at the HAWTORN campus. If you would like to purchase the text from another campus eg Lilydale Croydon, Prahran or Wantirna it is essential that you contact the bookshop at [bookshop@swin.edu.au](mailto:bookshop@swin.edu.au) or (03) 9214 5484 and organise for the text to be transported to that particular campus and check business hours. Otherwise texts maybe purchased online from <http://bookshop.su.swin.edu.au/> and forwarded to you at a small additional charge.

For those of you who would like to get a head start, suggested pre-reading for any of the following units could include chapters 1 & 2 plus associated exercises.

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**Summer Text Book List for;**

- **FFNS40207 Certificate IV in Financial Services Bookkeeping**

Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
FNSICGEN302B	Apply health & safety practices	<b>Working in the Financial Services Industry 3<sup>rd</sup> Edition</b> by: Kay Waters <i>Publisher: Pearson Education</i> ISBN: 1442510242	\$50.95
FNSBKPG404A	Carry out BAS tasks	<b>FNSBKPG404A Carry out business activity and instalment activity statement tasks</b> <i>Publisher: Pearson</i> ISBN: 9781442516519	\$55.00
FNSBKPG402A	Establish & maintain cash accounting system	<b>QuickBooks Plus 2009/10 Module 1</b> <i>Watsonia Publishing</i> ISBN: 1921341181	\$31.00
FNSBKPG403A	Establish & maintain accrual accounting system		
FNSBKPG405A	Establish and maintain payroll system	<b>Establish and Maintain a Payroll System</b> <i>Publisher: Office Link Learning</i> ISBN: 9780980827392	\$45.00
BSBITU402A	Develop complex spreadsheets	<b>Develop and Use Complex Spreadsheets – Excel 2007</b> By: Cheryl Price & Julia Wix <i>Publisher: Software Publications</i> ISBN: 1741238382	\$36.95

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**Text Book List for:**

- **FFNS40210 Certificate IV in Bookkeeping**
- **FFNS40610 Certificate IV in Accounting**
- **FFNS50210 Diploma in Accounting**

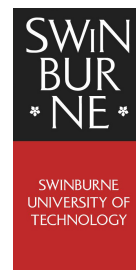
Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
FNSACC301A BSBFIA401A	Process financial transactions & extract interim reports	Text book :TAFE Accounting Basic Reports 10 <sup>th</sup> Edition By: Mroczkowski, Fleay & Poustie Publisher: Cengage Learning ISBN: 978-0170187909 Plus Workbook: Tafe Accounting Workbook 5 <sup>th</sup> Edition By: Fleay & Poustie Publisher: Cengage Learning ISBN 978-0170187930	\$149.95
BSBITU306A	Design & produce business doc	No text required All material available online via BlackBoard Learn.	
FNSINC401A	Apply principles professional practice financial services industry.		
BSBOHS303B	Contribute to OHS identification and assessment		
BSBRES401A	Analyse and present research information		
FNSACC403A	Make decisions in a legal context	Make Decisions in a Legal Context By: Ainslie Baird, Costa Avgoustinos & Penelope McCann Publisher: Better Teams Publications ISBN: 9781921579226	\$88.00
FSACC404A	Prepare financial statements for non-reporting entities <b>This can be purchased in E-chapters from the publisher's website.</b> <b>You will need chapters 1,2,3</b> <a href="http://www.cengagebrain.com.au/shop/en/AU/storefront/australia?cmd=CLHeaderSearch&amp;fieldValue=9780170193412">http://www.cengagebrain.com.au/shop/en/AU/storefront/australia?cmd=CLHeaderSearch&amp;fieldValue=9780170193412</a>	<b>Students do not need to purchase the whole book, you only need chapters 1,2,3</b> TAFE Accounting Financial Accounting Applications + Workbook Student Pack 3 <sup>rd</sup> Edition By: Fleay and Poustie Publisher: Cengage learning ISBN: 0-17-016580-9, ISBN13: 978-0-17-016580-8	\$99.95

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FNSACCT407B FNSACC406A	Set up & operate computerised accounting system	<b>Computer Accounting a Systematic Approach MYOB Business Management Software Version 19.6</b> By: Euan Sutherland Publisher: Pearson ISBN: 9781442554016	<b>\$105.95</b>
FNSBKPG404A	Carry out BAS tasks	<b>Carry out business activity and instalment activity statement tasks</b> By: Phillip Charles & Sonia Deaner Publisher: National Core Accounting ISBN: 9781921579202	<b>\$55.00</b>
FNSBKPG401A	Develop & implement policies & practices relevant to bookkeeping activities	<b>Develop and implement polices and practices relevant to bookkeeping activities</b> by: Haylee D Walmsley & Brian L Walmsley Publisher: Software Publications ISBN: 978-1-921885-44-0	<b>\$24.95</b>
FNSBKPG402A FNSBKPG403A	Establish & maintain cash accounting system Establish & maintain accrual accounting system	<b>QuickBooks Plus 2010/11</b> Watsonia Publishing ISBN 9781921721687	<b>\$34.10</b>
FNSBKPG405A	Establish and maintain payroll system	<b>Establish and Maintain a Payroll System</b> Publisher: Office Link Learning ISBN: 9780980827392	<b>\$45.00</b>

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Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
BSBITU402A	Develop complex spreadsheets	<b>Develop and Use Complex Spreadsheets – Excel 2007</b> By: Cheryl Price & Julia Wix <i>Publisher: Software Publications</i> ISBN: 1741238382	<b>\$36.95</b>
FNSACCT502B	Prepare income tax returns	<b>Income Tax Law Compliance &amp; Planning – 2012</b> By: Peter Baker, Geoff Cliff & Sonia Deaner <i>Publisher: National Core Accounting Publications</i> ISBN: 9781921579370	<b>\$99.00</b>
FNSACC503B	Manage budgets and forecasts	<b>Introduction to Budgeting 4th Edition</b> By: Bear, Blythe and Flanders <i>Publisher: Cengage learning</i> ISBN: 9780170119108	<b>\$87.95</b>
FNSACC504B	Prepare financial reports for a reporting entity	<b>Company Accounting and Financial Statements 5<sup>th</sup> Edition plus Workbook</b> By: De Lange, Rogers <i>Publisher: Cengage</i> ISBN: 9780170182096	<b>\$124.95</b>
FNSACC506B	Implement and maintain internal control procedures	<b>No text requirements</b>	
FNSACC507B	Provide management accounting information	<b>Management Accounting: Principles and Applications, 4th Edition</b> By: Hart, Wilson and Furgus <i>Publisher: Prentice-Hall</i> ISBN: 9780733985843	<b>\$90.95</b>
FNSACC501B	Provide financial and business performance information	<b>No text required</b> <b>All material available online via BlackBoard Learn.</b>	
FNSORG506A	Prepare financial forecasts and projections	<b>Financial Management and Data Analysis 2<sup>nd</sup> Edition 2009</b> By: Richard Hughes and Godfrey Senaratne <i>Publisher: National Core Accounting Publications</i> ISBN:9781921579073	<b>\$74.95</b>