

# Campbelltown TAFE – Accounting Section

## Book List for Semester 2 2014

Unit Number	Unit Title	Title	Author	ISBN	Publisher	Edition	Cover
<b>Certificate III in Accounts Administration</b>							
<b>Accounting Subjects</b>							
<b>FNSACC301A</b>	Process financial transactions and extract interim reports						
<b>FNSACC302A</b>	Administer subsidiary accounts and ledgers						
<b>Computer Subjects</b>							
<b>BSBWOR204A</b>	Use business technology						
<b>BSBITU304A</b>	Produce spreadsheets						
<b>BSBFIA302A</b>	Process payroll						
<b>BSBITU306A</b>	Design and produce business documents						
<b>BSBITU303A</b>	Design and produce text documents						
<b>BSBWRT301A</b>	Write simple documents						
<b>Other</b>							
<b>FNSACC303A</b>	Perform financial calculations						
<b>BSBOHS201A</b>	Participate in OHS processes						
<b>FNSINC301A</b>	Work effectively in the financial services industry						

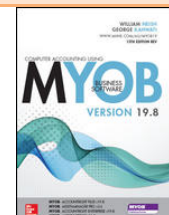
WORKBOOKS WILL BE AVAILABLE FOR PURCHASE ON  
 THURSDAY 17 JULY 2014 AFTER 10am  
 CAMPBELLTOWN COLLEGE  
 ACCOUNTING & FINANCE SECTION.

AVAILABILITY TIMES TO BE ADVISED THROUGH  
 FACEBOOK OR BY CONTACTING  
 MARINA THOMAS ON [marina.thomas2@det.nsw.edu.au](mailto:marina.thomas2@det.nsw.edu.au)

\*students must pay for books BEFORE they will receive them. Staff will provide you with a list of required books and cost for you to pay. Books range in price from \$4 to \$20.



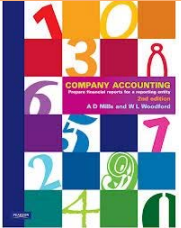

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<b>Certificate IV in Accounting - Returning &amp; Fast Tracked Students</b>							
<b>FNSACC301A</b>	Process Financial Transactions and Extract Interim Reports	<p>WORKBOOKS WILL BE AVAILABLE FOR PURCHASE ON THURSDAY 17 JULY 2014 AFTER 10am</p> <p>CAMPBELLTOWN COLLEGE ACCOUNTING &amp; FINANCE SECTION.</p> <p>AVAILABILITY TIMES TO BE ADVISED THROUGH FACEBOOK OR BY CONTACTING</p> <p>MARINA THOMAS ON <a href="mailto:marina.thomas2@det.nsw.edu.au">marina.thomas2@det.nsw.edu.au</a></p> <p>*students must pay for books BEFORE they will receive them. Staff will provide you with a list of required books and cost for you to pay. Books range in price from \$4 to \$20.</p>					
<b>BSBFIA401A</b>	Prepare Financial Reports						
<b>FNSACC403B</b>	Make Decisions in a Legal Context						
<b>FNSACC401A</b>	Process Business Tax Requirements						
<b>FNSBKG404A</b>	Carry out Business Activity and Instalment Activity Statement tasks						
<b>FNSACC404A</b>	Prepare Financial Statements for Non-Reporting Entities						
	<a href="http://www.learnnowbiz.com">www.learnnowbiz.com</a>						
<b>FNSACC406A</b>	Set Up and Operate a Computerised Accounting System	Computer Accounting using MYOB v19.8	William Neish & George Kahwati	9781743073315	McGraw Hill <a href="http://www.mcgraw-hill.com.au">www.mcgraw-hill.com.au</a>	13 <sup>th</sup> edition	
	<a href="http://www.mcgraw-hill.com.au">www.mcgraw-hill.com.au</a>						

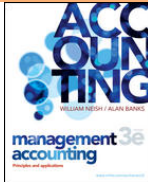

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<b>Diploma in Accounting</b>							
<b>FNSACC501A</b>	Provide Financial and Business Performance Information  <a href="http://www.pearson.com.au">www.pearson.com.au</a>  <b>You will also need a Financial Calculator Sharp EL-735S or EL738</b>	Financial Management Principles and Applications	Wilson, Keers, Medlen and Walters	978 1442 525 153	Pearson	5th edition	
<b>FNSACC503A</b>	Manage Budgets and Forecasts  <a href="http://www.mcgraw-hill.com.au">www.mcgraw-hill.com.au</a>	Budgeting	Banks and Giliberti	978 0070 172 555	McGraw Hill	3rd edition	
<b>FNSACC504A</b>	Prepare Financial Reports for Corporate Entities  <a href="http://www.pearson.com.au">www.pearson.com.au</a>	Company accounting	Mills and Woodford	978 1442 505 056	Pearson	2nd edition	
<b>FNSACC506A</b>	Implement and Maintain Internal Control Procedures	NO TEXT BOOK					
<b>BSBITU402A</b>	Complex Spreadsheets  <a href="http://www.softwarepublications.com.au">www.softwarepublications.com.au</a>	Develop and Use Complex Spreadsheets	Price and Wix	978 1921 780 783	Software Publications		

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<b>Diploma in Accounting (cont'd)</b>							
<b>FNSACC507A</b>	Provide Management Accounting Information	Management Accounting Principles and Applications	Neish and Banks	978 007027844-8	McGraw Hill	3e Revised	
<b>FNSACC502B</b>	Prepare Legally Compliant Income Tax Returns for Individuals	Prepare Legally Compliant Tax Returns for Individuals (January 2014)	Baker, Cliff & Deaner	9781 87612419-9	Learn Now	11th edition	
		Australian Master Tax Guide 54 <sup>TH</sup> EDITION (2014)		Expected release date is January 2014	CCH Australia	2014 edition	