

Course Requirements

FNS30322 Certificate III Accounts Administration

Bunbury Campus

Stationery requirements

- Note paper.
- Black, Blue and red pens
- Pencils
- Plastic sleeves
- Lever arch file
- Calculator
- Earphones/Headphones (please note, that Bluetooth ear pods do not work with the TAFE computers)

Uniform requirements / PPE

Smart casual attire

Important information regarding Booklist

Classroom full time students:

- Discount code: If you are enrolling as a full-time student you will be required to purchase all resources at the start of your studies
- You can use the following discount code for the purchase of your resources if you have not completed the Certificate III in Accounts Administration:
<https://lnonline.com.au/packs/srtnewc424>
- You can use the following discount code for the purchase of your resources if you have already completed the Certificate III in Accounts Administration:
<https://lnonline.com.au/packs/srtconc424>

External online and Part-time students:

If you are an online or part-time student **PLEASE DO NOT** purchase all the resource at once. You will only purchase resources for the unit you enrol in as student editions continually change.

The following resources may be ordered online from Learn Now Publications:
<https://lnonline.com.au>

DISCOUNT Link use this link <https://lnonline.com.au/packs/srtc324> to purchase all books in one transaction for a discounted price.

Textbook/s – The following resources may be ordered online from Learn Now Publications <https://lnonline.com.au>

Title: FNSACC314 Conduct business activities using a computerised accounting system

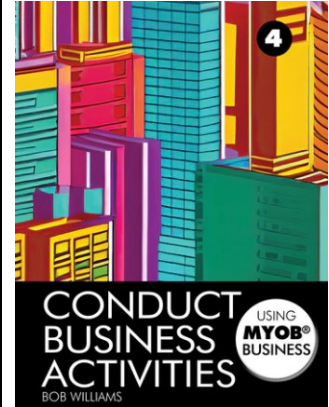
Conduct Business Activities using MYOB Business 4th edition (July 2023)

Author: Bob Williams

Publisher:

Resource book may be purchased online from:
https://lnonline.com.au/collections/digital-editions/products/2023-conduct-business-activities-using-myob-business-9?_pos=4&_sid=2856aa7bd&_ss=r

ISBN: 978-1-76073-320-9



PLEASE NOTE: Please do not purchase the book second hand. If second handbooks are purchased then access to the online solutions and other working files are not available from the publisher. It is important for students to have access to these online materials. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.

Title: BSBHRM416 Process Payroll using MYOB Business Process Payroll 5th Edition (July 2023)

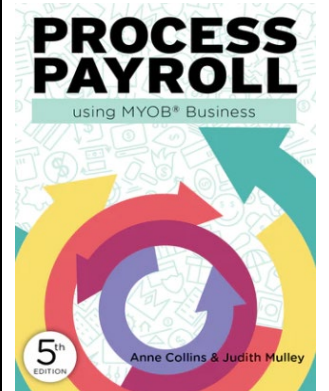
Author: Anne Collins and Judith Mulley

Publisher:

Resource book may be purchased online from:

<https://lnonline.com.au/collections/certificate-iii/products/2023-process-payroll-using-myob-business-5>

ISBN: 978-1-76073-321-6



Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.

Title: BSBTEC301 Design and Produce Business Document Design and Produce Business Documents 1st Edition (2021) – Required Term

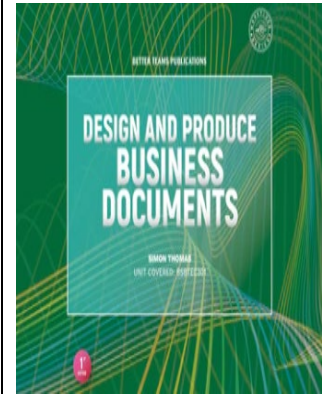
Author: Simon
Thomas

Publisher:

ISBN: 978-1-76073-122-9

Resource book may be purchased online from:
<https://lonline.com.au/collections/certificate-iii/products/2021-design-and-produce-business-documents-1>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Title: BSBTEC302 Design and Produce Spreadsheets – Required Term 1

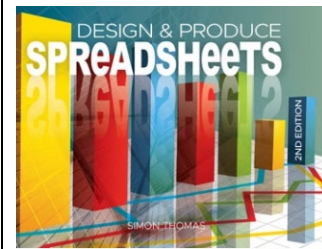
Author: Simon
Thomas

Publisher:

ISBN: 978-1-76073-256-1

Resource book may be purchased online from:
https://lonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&_sid=6b4d318c1&_ss=r

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Title: FNSACC322 Administer Subsidiary Accounts and Ledgers
Text: Administer Subsidiary Accounts & Ledgers using XERO 14th edition

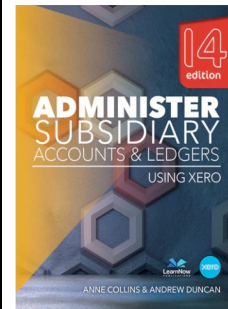
Author: Anne Collins
and Andrew Duncan

Publisher:

ISBN: ISBN: 978-1-
76073-305-6

Resource may be purchased from LearnNow Publications:
<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-administer-subsidiary-accounts-and-ledgers-using-xero-14>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Title: FNSACC321 Process Financial Transactions and Extract Interim Reports Accounting Principles – Financial transactions, subsidiary ledgers and interim reports, 14th Edition (January, 2023) – Required Term 1

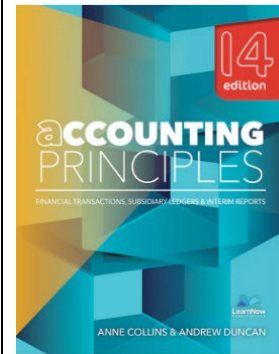
Author: Anne Collins & Andrew Duncan

Publisher:

ISBN: 978-1-76073-268-4

Resource may be purchased from LearnNow Publications:
<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-accounting-principles-financial-transactions-subsidiary-ledgers-interim-reports-14>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Please note: you can purchase the resource for FNSACC321 Process Financial Transactions and Extract Interim Reports as a pack with the book for FNSACC421 Prepare Financial Reports if you would like to save money (<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2022-accounting-principles-14>)



Title: Prepare Financial Reports (Accounting Principles Book 2), 14th Edition
(January, 2023)
– *Required Term 2*

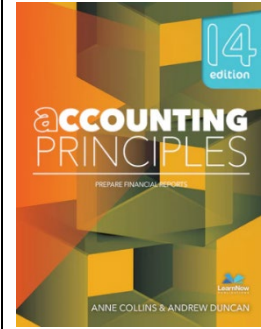
Author: Anne Collins &
Andrew Duncan

Publisher:

ISBN: 978-1-76073-267-7

Resource may be purchased from LearnNow Publications:
<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-accounting-principles-financial-transactions-subsidiary-ledgers-interim-reports-14>

Please do not purchase the book second hand. If second hand books are purchased then access to the online solutions for the Chapter Review questions are not available from the publisher. It is important for students to have access to these online solutions. You will need to create an account with the Publisher when you purchase your resources and it is through this account and email that you assign to it that you will then have access to the solutions.



Please note: you can purchase the resource for FNSACC321 Process Financial Transactions and Extract Interim Reports as a pack with the book for FNSACC421 Prepare Financial Reports if you would like to save money (<https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2022-accounting-principles-14>)

