

Course Requirements

FNS40222 Certificate IV in Accounting and Bookkeeping

Stationery requirements

- Note paper.
- Black, Blue and red pens
- Pencils
- Plastic sleeves
- Lever arch file
- USB Memory Stick
- 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 students:

If you are an online 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.

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


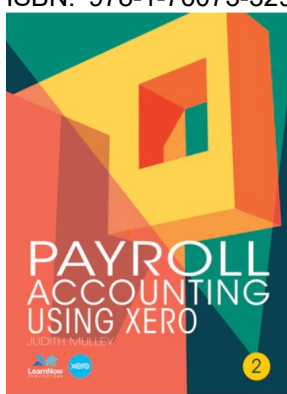
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<https://lnonline.com.au/packs/srtconc424>

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

<p>Title: FNSTPB411 Complete business Activity and Instalment Activity Statements BAS & IAS Preparation Using Xero 12th Edition (January, 2023) – Required Term 1</p>		
<p>Author: Phillip Palmer, Sonia Deaner & Antonella Todaro</p>	<p>Publisher:</p> <p>Resource book may be purchased online from: https://lnonline.com.au/collections/xero-textbooks/products/2023-bas-ias-preparation-using-xero-12?_pos=1&_sid=a5102d593&_ss=r</p> <p>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.</p>	<p>ISBN: 978-1-76073-161-8</p> 
<p>Title: FNSTPB412 Establish and Maintain Payroll Systems Payroll Accounting Using Xero 2nd Edition (December, 2023) – Required Term 2</p>		
<p>Author: Judith Mulley</p>	<p>Publisher:</p> <p>"Resource book may be purchased online from: https://lnonline.com.au/products/2023-payroll-accounting-using-xero-2?syclid=clnspnm5ji7s73a97io0&utm_campaign=emailmarketing_135611187243&utm_medium=email&utm_source=shopify_email</p> <p>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.</p> <p>"</p>	<p>ISBN: 978-1-76073-329-2</p> 

**Title: FNSACC412 Prepare Operational Budgets 8th Edition (January 2023) –
Required Term 2**

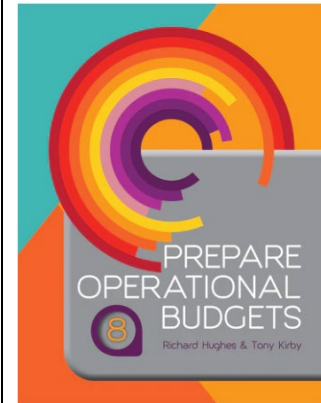
Author: Richard
Hughes and Tony Kirby

Publisher:

Resource book may be purchased online from:
https://lnonline.com.au/collections/digital-editions/products/2023-prepare-operational-budgets-8?_pos=1&_sid=bddc60eef&_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.

ISBN: 978-1-76073-288-2



**Title: FNSACC411 Process Business Tax Requirements 16th Edition (October 2023)
– Required Term 1**

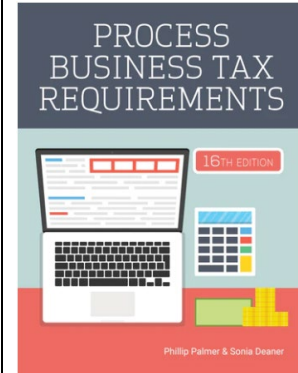
Author: Phillip
Palmer & Sonia
Deaner

Publisher:

Resource book may be purchased online from:
https://lnonline.com.au/products/2023-process-business-tax-requirements-16?_pos=2&_sid=a05b47a9a&_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.

ISBN: 978-1-76073-312-4



Title: FNSACC426 Set Up and Operate Computersied Accounting Systems
Computerised Accounting Using Xero 2nd Edition (December 2023)– *Required Term 1*

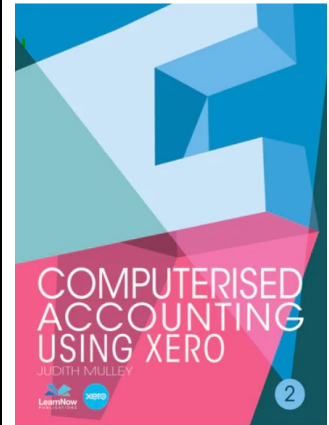
Author: Judith Mulley

Publisher:

ISBN: 978-1-76073-330-8

Resource book may be purchased online from:
https://lnonline.com.au/products/2023-computerised-accounting-using-xero-2?syclid=clnsiou5ji7s73epili0&utm_campaign=emailmarketing_135611187243&utm_medium=email&utm_source=shopify_email

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Title: FNSACC414 Prepare financial Statements for Non-Reporting Entities Prepare Financial Statements for Non-Reporting Entite 9th Edition (July, 2023) – *Required Term 2*

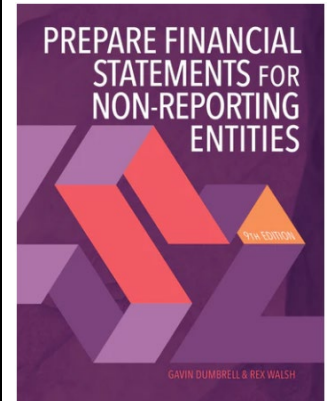
Author: Gavin Dumbrell & Rex Walsh

Publisher:

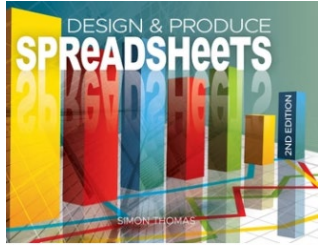
ISBN: 978-1-76073-313-1

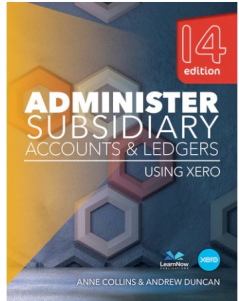
Resource book may be purchased online from:
https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&_sid=6b4d318c1&_ss=r

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.



If you have not completed the Certificate III in Accounts Administration, then you will also need to purchase the following resources:

<p>Title: BSBTEC302 Design and Produce Spreadsheets – <i>Required Term 1</i></p>		
<p>Author: Simon Thomas</p>	<p>Publisher:</p> <p>Resource book may be purchased online from: https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&_sid=6b4d318c1&_ss=r</p> <p>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.</p>	<p>ISBN: 978-1-76073-256-1</p> 

<p>Title: FNSACC322 Administer Subsidiary Accounts and Ledgers Text: Administer Subsidiary Accounts and Ledgers using XERO 14th edition – <i>Required Term 1</i></p>		
<p>Author: Anne Collins & Andrew Duncan</p>	<p>Publisher:</p> <p>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</p> <p>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.</p>	<p>ISBN: 978-1-76073-305-6</p> 

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*

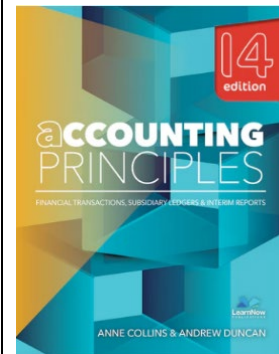
Author: Anne Collins &
Andrew Duncan

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*

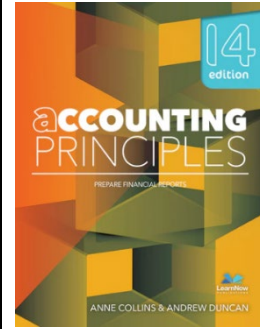
Author: Anne Collins &
Andrew Duncan

Publisher:

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.

ISBN: 978-1-76073-267-7



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

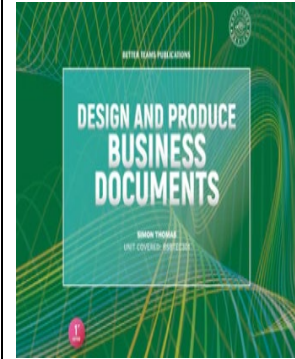
Author: Simon
Thomas

Publisher:

ISBN: 978-1-76073-122-9

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

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No resources are required for the following:

FNSACC418 Work effectively in the accounting and bookkeeping industry.

FNSINC411 Conduct work according to professional practices in the financial services industry.