

Course requirements

FNS40222 – Certificate IV in Bookkeeping and Accounting

Dress requirements

- Comfortable clothing acceptable for an office environment
- Suitable footwear acceptable for an office environment

Stationery requirements

Please ensure all personal items are labelled.

- A4 Notebook
- Paper
- Pen
- Standard Calculator
- MS Office 2016/2019 (Office 365)
- Access to Internet and email
- Students are encouraged to use a cloud-based account such as Microsoft One Drive to store, share and protect work files

Text Books

To be advised by lecturer