

Course Requirements

FNS30322 Certificate III Accounts Administration

Bunbury Campus

Stationery requirements

- Note paper.
- Black, Blue and red pens
- Pencils & Eraser
- Plastic sleeves
- Lever arch file
- Calculator
- USB Headset (Headphones) with a Microphone for computer or laptop
- Smartphone to download authenticator apps for MYOB & Xero, and to complete multi-factor authentication.

Uniform requirements / PPE

Smart casual attire

Important information regarding Booklist

Classroom full time students:

- If you are enrolling as a full-time student, you will be required to purchase all resources at the start of your studies.

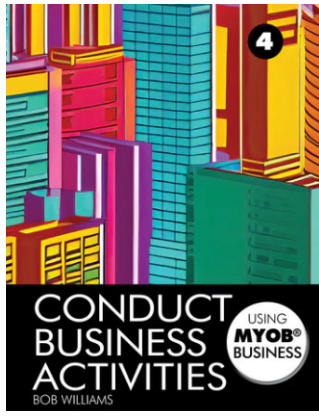
Discount Code - A discount code is available if you purchase all books at one time. Use the following discount code link to purchase all your resources at once:

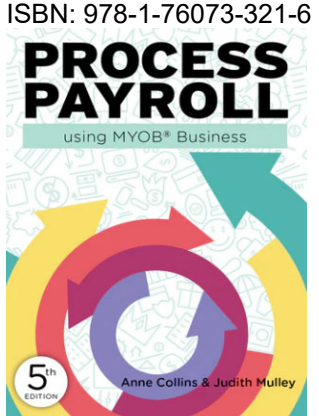
<https://lnonline.com.au/packs/srtc324>

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/s you enrol in as student editions continually change.

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

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|---|--|---|
| <p>Title: FNSACC314 Conduct business activities using a computerised accounting system Conduct Business Activities using MYOB Business 4th edition (July 2023)</p> | | |
| <p>Author: Bob Williams</p> | <p>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</p> <p>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.</p> | <p>ISBN: 978-1-76073-320-9</p>  |

| | | |
|--|---|--|
| <p>Title: BSBHRM416 Process Payroll using MYOB Business Process Payroll 5th Edition (July 2023)</p> | | |
| <p>Author: Anne Collins and Judith Mulley</p> | <p>Publisher: Resource book may be purchased online from: https://lnonline.com.au/collections/certificate-iii/products/2023-process-payroll-using-myob-business-5</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: 978-1-76073-321-6</p>  |

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

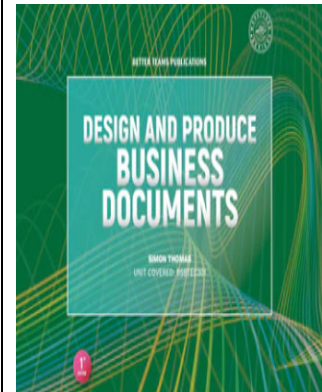
Author: Simon
Thomas

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>

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

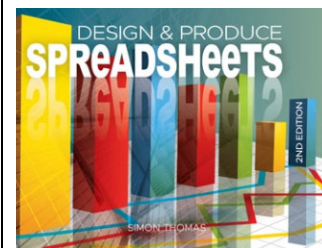
Author: Simon
Thomas

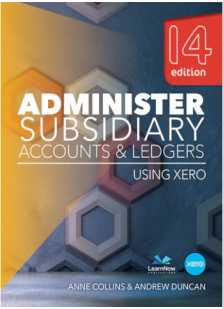
Publisher:

ISBN: 978-1-76073-256-1

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.



| | | |
|---|---|--|
| <p>Title: FNSACC322 Administer Subsidiary Accounts and Ledgers Text: Administer Subsidiary Accounts & Ledgers using XERO 14th edition</p> | | |
| <p>Author: Anne Collins and 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: ISBN: 978-1-76073-305-6</p>  |

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

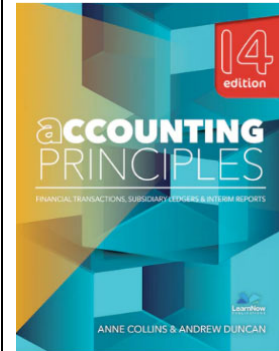
Author: Anne Collins & Andrew Duncan

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-subsiary-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>)



FNSACC421 Prepare financial reports

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

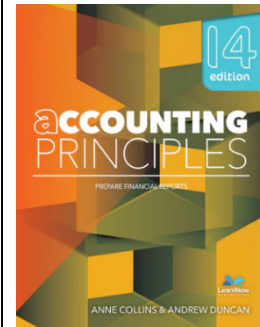
Author: Anne Collins &
Andrew Duncan

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>

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