

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

Title: BSBTEC302 Design and produce spreadsheets (Excel)	
Author/Publisher: LearnNow Publications	ISBN: 978-1-76073-087-1
Title: FNSACC323 Perform financial calculations 6th Ed	
Author/Publisher: LearnNow Publications	ISBN: 978-1-76073-287-5
Title: FNSACC321 Process financial transactions and extract interim reports	
FNSACC421 Prepare financial reports 14th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-266-0 (two book pack which covers both units)
Title: FNSACC322 Administer subsidiary accounts and ledgers using XERO 14th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-305-6
Title: FNSACC414 Prepare financial statements for non-reporting entities 9th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-313-1
Title: FNSACC412 Prepare Operational Budgets 8th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-288-2
Title: FNSACC426 Computerised accounting using XERO 1st Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-162-5
Title: FNSTPB412 Payroll accounting using XERO 2nd Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-329-2
Title: FNSTPB411 BAS & IAS Preparation using XERO 12th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-161-8
Title: FNSACC411 Process business tax requirements 16th Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-312-4
Title: FNSACC418 Work effectively in the accounting and bookkeeping industry	
FNSINC411 Conduct work according to professional practices in the financial services industry 3rd Ed	
Publisher: LearnNow Publications	ISBN: 978-1-76073-281-3 (1 book covers both units)

How to order:

Full time students who are studying all units can order the textbooks either Term by Term (to reduce the upfront cost), or order the complete set in one transaction, using the links below (all packs offer discounts on the full price):

Term Three Pack

<https://LNOnline.com.au/packs/albyt124pbde>

Term Four Pack

<https://LNOnline.com.au/packs/albt224pbde>

Complete Certificate IV Accounting and Bookkeeping pack

<https://LNOnline.com.au/packs/albc424pbde>

Part-time students (not studying all of the units at once or have already completed some units), use the link below to search and order the textbooks relevant to your units of study:

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