

# Course Requirements & Timetable

## FNS20120 – Certificate II Financial Services

### Stationery Requirements

- USB
- Notepad
- Pens (Black, Blue & Red)
- Pencils
- Eraser
- Display Book A4 20 Pockets
- Calculator
- USB Headset (headphones)

*Note: Please label all personal equipment. If you do not have this stationery when attending class, you may not be able to commence your unit.*

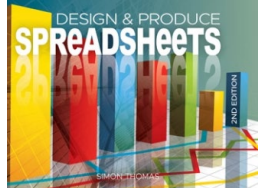
### Uniform

- Smart casual attire

### Textbook/s

Ordered online.

Purchase the required resource for the unit/s on your current enrolment only. See individual unit resource details below. The following resources may be ordered online from Learn Now Publications <https://lnonline.com.au>

<b>Unit/s: BSBTEC302 Design and produce spreadsheets and BSBTEC201 Use business software.</b>		
<b>Text: Design and produce spreadsheets</b>		
Author: Simon Thomas	Resource book may be purchased online from: <a href="https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&amp;_sid=6b4d318c1&amp;_ss=r">https://lnonline.com.au/products/2023-prepare-financial-statements-for-non-reporting-entities-9?_pos=3&amp;_sid=6b4d318c1&amp;_ss=r</a>	ISBN: 978-1-76073-256-1 

**Please note:**

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 and is 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 materials.

**Indicative Timetable**

Your timetable is subject to change, your official timetable will be emailed to you prior to class commencing. Please use the below as an indication only. Classes are due to commence week commencing 3 February 2025.

Day	Time	Room	Lecturer
Monday	8:30am – 4pm	B Block	TBC