

Course Requirements & Timetable

FNS30322 – Certificate III Accounts Administration

Stationery Requirements

- USB
- Notepad
- Pens (Black, Blue & Red)
- Pencils
- Eraser
- Display Book A4 20 Pockets
- Calculator
- Smart phone to download authenticator apps for MYOB & Xero and complete multi-factor authentication
- USB Headset (headphones with microphone)



Note: Please label all personal equipment

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.

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
Tuesday	8:30am – 4pm	B Block	TBC

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.

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.

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 accounting software programs is not available from the publisher. It is important for students to have access to these online solutions and programs. 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.

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

Unit: FNSACC314 Conduct business activities using a computerised accounting system		
Author: Bob Williams	Resource book may be purchased online from: https://lnonline.com.au/products/2025-conduct-business-activities-using-myob-business-5?_pos=7&_sid=7e761b18f&_ss=r&variant=41226098933803	ISBN: 978-1-76073-350-6 
Unit: BSBHRM416 Process payroll		
Author: Process Payroll using MYOB Business	Resource book may be purchased online from: https://lnonline.com.au/products/2025-process-payroll-using-myob-business-6?_pos=8&_sid=796589fd7&_ss=r&variant=41226103947307	ISBN: 978-1-76073-349-0 
Unit/s: BSBTEC302 Design and produce spreadsheets and BSBTEC301 Design and produce business document.		
Text: Design and produce spreadsheets		
Author: Simon Thomas	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	ISBN: 978-1-76073-256-1 
Unit: FNSACC322 Administer subsidiary accounts and ledgers		
Text: Administer subsidiary accounts & ledgers using XERO 14th edition		
Author: Anne Collins and Andrew Duncan	Resource may be purchased from LearnNow Publications: https://lnonline.com.au/collections/certificate-iv-accounting-and-bookkeeping/products/2023-administer-subsiary-accounts-and-ledgers-using-xero-14 . PLEASE PURCHASE A HARD COPY OF THIS BOOK	ISBN: ISBN: 978-1-76073-305-6 

Unit/s: FNSACC321 Process financial transactions and extract interim reports AND FNSACC421 Prepare financial reports
Title: Accounting Principles (Book 1) – Financial transactions, subsidiary ledgers and interim reports, 14th Edition (January, 2023)
Title: Prepare Financial Reports (Accounting Principles Book 2), 14th Edition (January, 2023)

Author: Anne Collins & Andrew Duncan

Resource may be purchased from LearnNow Publications: Please 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>) **PLEASE PURCHASE A HARD COPY OF THIS BOOK**

ISBN: 978-1-76073-268-4

