Qualification Name	Unit Of Competency	Required Textbooks
Certificate II in Financial Services		No Text Books required (TAFE SA Learn online resources)
Certificate III in Financial Services		No Text Books required (TAFE SA Learn online resources)
Certificate III in Accounts	Process financial transactions & extract interim reports AND	NO Text Books required (TAFE SA LEART Online resources)
Administration	Administer subsidiary accounts & ledgers	Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th edition, Anne Collins & Andrew Duncan
	Prepare financial reports	Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan
	Design & produce business documents	BUSINESS COMPUTING, Using Microsoft Office 2013, 5th Edition, by: Pazmandy, Bedford & Govendir
Certificate IV in Accounting and	Process financial transactions & extract interim reports AND	
Bookkeeping	Administer subsidiary accounts & ledgers	Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th edition, Anne Collins & Andrew Duncan
	Prepare financial reports	Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan
	Design & produce business documents	BUSINESS COMPUTING, Using Microsoft Office 2013, 5th Edition, by: Pazmandy, Bedford &Govendir
	Develop & use complex spreadsheets	Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now)
	Set up & operate a computerised accounting system	Computerised Accounting using MYOB 2017.2, 9th Edition, Greg Pazamandy
	Establish and maintain payroll systems	Payroll Accounting, 9th Edition, Anne Collins & Gregory Pazmandy
	Complete business activity and instalment activity statements	Carry out Business Activity and Instalment Activity Statement Tasks, 9th Ed, CHARLES & DEANER
	Introduce cloud computing into business operations	Introduce Cloud Computing into Business Operations by Leigh Thomas 1st edition
Diploma Of Accounting FNS15 package  Diploma Of Accounting FNS17	Provide management accounting information	Management Accounting 3rd Revised Ed, William Neish, Alan Banks
	Provide financial & business performance information	Financial Management ,Revised 6,Clive Wilson, Bruce Keers , Andrew Medlen and Brian Walters
	Prepare tax documentation for individuals	Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deaner
	Prepare financial reports for corporate entities	Company Accounting: Prepare Financial Reports for a Reporting Entity, 2nd edition, Alexander Mills and William Woodford  Principles of Internal Control and Corporate Governance, 1st edition, Alan Trenerry
	Implement & maintain internal control procedures	Budgeting: A Practical Approach, 2nd edition, NIA
	Manage budgets & forecasts Process financial transactions & extract interim reports	Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th , COLLINS, DUNCAN
	Process financial transactions & extract interim reports  Prepare financial reports	Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan
	Develop & use complex spreadsheets	Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now)
	Prepare & administer tax documentation for legal entities	Advanced Income Tax Law, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deaner
	Provide management accounting information	Management Accounting 3rd Revised Ed, William Nelsh, Alan Banks
package	Provide financial & business performance information	Financial Management, Revised 6, Clive Wilson, Bruce Keers , Andrew Medlen and Brian Walters
	Prepare tax documentation for individuals	Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deaner
	Prepare financial reports for corporate entities	Company Accounting: Prepare Financial Reports for a Reporting Entity, 2nd edition, Alexander Mills and William Woodford
	Implement & maintain internal control procedures	Principles of Internal Control and Corporate Governance, 1st edition, Alan Trenerry
	Manage budgets & forecasts	Budgeting: A Practical Approach, 2nd edition, NIA
	Develop & use complex spreadsheets	Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now)
	Work effectively in the accounting and bookkeeping industry	Work Effectively in the accounting and bookkeeping industry, 1st Edition, Anne Collins & Vivian Rowden
	Prepare financial reports	Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan
	Prepare and analyse management accounting information	Management Accounting 3rd Revised Ed, William Neish/Alan Banks, McGraw-Hill Education
	Prepare and analyse management accounting information  Apply economic principles to work in the financial services industry	Economics for Business 4th Ed, FRASER, Gionea & Fraser
Advanced Diploma of Accounting	Apply economic principles to work in the financial services industry	Economics for Business 4th Ed, FRASER, Gionea & Fraser Corporations Law: In Principle, 10th edition, Jeswynn Yogaratnam, Lidia Xynas, Ann O'Connell, ISBN 9780455237961 and Nutshell: Trusts, 6th
	Apply economic principles to work in the financial services industry  Monitor corporate governance activities	Economics for Business 4th Ed, FRASER, Gionea & Fraser Corporations Law: In Principle, 10th edition, Jeswynn Yogaratnam, Lidia Xynas, Ann O'Connell, ISBN 9780455237961 and Nutshell: Trusts, 6th edition, Dal Pont, JSBN 978045523523, Textbook
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