

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 Administration	Process financial transactions & extract interim reports AND Administer subsidiary accounts & ledgers Prepare financial reports Design & produce business documents	Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th edition, Anne Collins & Andrew Duncan Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan BUSINESS COMPUTING, Using Microsoft Office 2013, 5th Edition, by: Pazmandy, Bedford & Govendir
Certificate IV in Accounting and Bookkeeping	Process financial transactions & extract interim reports AND Administer subsidiary accounts & ledgers Prepare financial reports Design & produce business documents Develop & use complex spreadsheets Set up & operate a computerised accounting system Establish and maintain payroll systems Complete business activity and instalment activity statements Introduce cloud computing into business operations	Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th edition, Anne Collins & Andrew Duncan Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan BUSINESS COMPUTING, Using Microsoft Office 2013, 5th Edition, by: Pazmandy, Bedford & Govendir Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now) Computerised Accounting using MYOB 2017.2, 9th Edition, Greg Pazamandy Payroll Accounting, 9th Edition, Anne Collins & Gregory Pazamandy Carry out Business Activity and Instalment Activity Statement Tasks, 9th Ed, CHARLES & DEANER Introduce Cloud Computing into Business Operations by Leigh Thomas 1st edition
Diploma Of Accounting FNS15 package	Provide management accounting information Provide financial & business performance information Prepare tax documentation for individuals Prepare financial reports for corporate entities Implement & maintain internal control procedures Manage budgets & forecasts Process financial transactions & extract interim reports Prepare financial reports Develop & use complex spreadsheets Prepare & administer tax documentation for legal entities	Management Accounting 3rd Revised Ed, William Neish, Alan Banks Financial Management, Revised 6, Clive Wilson, Bruce Keers, Andrew Medlen and Brian Walters Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane 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 Budgeting: A Practical Approach, 2nd edition, NIA Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th, COLLINS, DUNCAN Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now) Advanced Income Tax Law, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane
Diploma Of Accounting FNS17 package	Provide management accounting information Provide financial & business performance information Prepare tax documentation for individuals Prepare financial reports for corporate entities Implement & maintain internal control procedures Manage budgets & forecasts Develop & use complex spreadsheets Work effectively in the accounting and bookkeeping industry Prepare financial reports Prepare and analyse management accounting information Apply economic principles to work in the financial services industry	Management Accounting 3rd Revised Ed, William Neish, Alan Banks Financial Management, Revised 6, Clive Wilson, Bruce Keers, Andrew Medlen and Brian Walters Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane 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 Budgeting: A Practical Approach, 2nd edition, NIA Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now) Work Effectively in the accounting and bookkeeping industry, 1st Edition, Anne Collins & Vivian Rowden Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan Management Accounting 3rd Revised Ed, William Neish/Alan Banks, McGraw-Hill Education Economics for Business 4th Ed, FRASER, Gionea & Fraser
Advanced Diploma of Accounting FNS15 package	Monitor corporate governance activities Interpret & use financial statistics & tools Apply economic principles to work in the financial services industry Process financial transactions and extract interim reports Prepare financial reports Develop and use complex spreadsheets Manage budgets and forecasts Provide management accounting information Implement and maintain internal control procedures Prepare financial reports for corporate entities Provide financial and business performance information Prepare tax documentation for individuals Prepare and administer tax documentation for legal entities	Corporations Law: In Principle, 10th edition, Jeswynn Yogarathnam, Lidia Xynas, Ann O'Connell, ISBN 9780455237961 and Nutshell: Trusts, 6th edition, Dal Pont, ISBN 9780455235523, Textbook Making Business Decisions, 1st edition, John Croucher Economics for Business 4th Ed, FRASER, Gionea & Fraser Accounting Principles: Financial Transactions, Subsidiary Ledgers & Interim Reports 13th, COLLINS, DUNCAN Accounting Principles: Financial Reports 12th Edition, Ann Collins & Andrew Duncan Develop & Use Complex Spreadsheets, Using Excel 2013(Learn Now) Budgeting: A Practical Approach, 2nd edition, NIA Management Accounting 3rd Revised Ed, William Neish, Alan Banks Principles of Internal Control and Corporate Governance, 1st edition, Alan Trenerry Company Accounting: Prepare Financial Reports for a Reporting Entity, 2nd edition, Alexander Mills and William Woodford Financial Management, Revised 6, Clive Wilson, Bruce Keers, Andrew Medlen and Brian Walters Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane Advanced Income Tax Law, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane
Advanced Diploma of Accounting FNS17 package	Monitor corporate governance activities Interpret & use financial statistics & tools Apply economic principles to work in the financial services industry Prepare financial reports for corporate entities Manage budgets and forecasts Provide management accounting information Implement and maintain internal control procedures Provide financial and business performance information Prepare and Analyse Management Accounting Information Prepare tax documentation for individuals Prepare and administer tax documentation for legal entities Apply legal principles in contract and consumer law/Australian Commercial Law II Apply legal principles in corporations and trust law/Australian Commercial Law III Apply Legal Principles in Property Law	Corporations Law: In Principle, 10th edition, Jeswynn Yogarathnam, Lidia Xynas, Ann O'Connell, ISBN 9780455237961 and Nutshell: Trusts, 6th edition, Dal Pont, ISBN 9780455235523, Textbook Making Business Decisions, 1st edition, John Croucher Economics for Business 4th Ed, FRASER, Gionea & Fraser Company Accounting: Prepare Financial Reports for a Reporting Entity, 2nd edition, Alexander Mills and William Woodford Budgeting: A Practical Approach, 2nd edition, NIA Management Accounting 3rd Revised Ed, William Neish, Alan Banks Principles of Internal Control and Corporate Governance, 1st edition, Alan Trenerry Financial Management, Revised 6, Clive Wilson, Bruce Keers, Andrew Medlen and Brian Walters Management Accounting 3rd Revised Ed, William Neish/Alan Banks, McGraw-Hill Education Prepare Tax Documentation for Individuals, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane Advanced Income Tax Law, 15th Edition, Peter Baker, Geoff Cliff & Sonia Deane Australian Business Law: Compliance and Practice (7e), Vickery, Roger & Flood, Maryanne Corporations Law: In Principle, 10th edition, Jeswynn Yogarathnam, ISBN 9780455237961, Price: \$84.90 and Nutshell: Trusts, 6th edition, Dal Pont Australian Business Law: Compliance and Practice (7e), Vickery, Roger & Flood, Maryanne