This guide is an introduction to the accounting resources at Liverpool Library. You may borrow up to 15 physical items (books, magazines or DVDs) and most loans are for two weeks. You also have unlimited access to the online library. You will need your TAFE user name and password for access. If you need help with finding resources, using technology or finishing assessments please ask us for help.

Liverpool Library

College Street Liverpool NSW 2170
T 02 9827 5212
W swsi.tafensw.edu.au/Library
E swsi-tafensw.libanswers.com
What’s on the shelves?

Browse the shelves, ask for help or search the catalogue - tafecat.tafensw.edu.au

<table>
<thead>
<tr>
<th>Subject</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>657</td>
</tr>
<tr>
<td>Auditing</td>
<td>657.45</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>657.2</td>
</tr>
<tr>
<td>Budgeting</td>
<td>658.15</td>
</tr>
<tr>
<td>Company accounting</td>
<td>657.95</td>
</tr>
<tr>
<td>Dictionaries</td>
<td>423</td>
</tr>
<tr>
<td>Ethics in accounting</td>
<td>657</td>
</tr>
<tr>
<td>Financial accounting</td>
<td>332</td>
</tr>
<tr>
<td>Internal control</td>
<td>657.458</td>
</tr>
<tr>
<td>Investments</td>
<td>336.206</td>
</tr>
<tr>
<td>Legal principles</td>
<td>346.9406</td>
</tr>
<tr>
<td>Managerial accounting</td>
<td>658.15</td>
</tr>
<tr>
<td>Meetings</td>
<td>346.9406</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>005.54</td>
</tr>
<tr>
<td>MYOB</td>
<td>657.028553</td>
</tr>
<tr>
<td>Payroll accounting</td>
<td>657.742</td>
</tr>
<tr>
<td>Personal finance</td>
<td>332.024</td>
</tr>
<tr>
<td>Financial statements</td>
<td>657.3</td>
</tr>
<tr>
<td>Reports</td>
<td>657.3</td>
</tr>
<tr>
<td>Starting a business</td>
<td>658</td>
</tr>
<tr>
<td>Tax law</td>
<td>343.94052</td>
</tr>
<tr>
<td>Writing</td>
<td>428.2</td>
</tr>
</tbody>
</table>

Online journals

Students have access to a large collection of online journals. You will need your TAFE username and password to access these from -
tafecat.tafensw.edu.au/tafecat.html ➔ Statewide eResources ➔ eJournals title search

Some example titles -

- Accounting horizons (quarterly)
- Acuity - Chartered Accountants Australia & New Zealand (monthly)
- Abacus (quarterly)
- Australasian Accounting Business & Finance Journal (quarterly)
- Australian Accounting Review (quarterly)
- Journal of Accounting, Auditing & Finance (quarterly)

Software programs and online tools

The following programs and online tools are available on student PCs in the library.

Use Lynda.com for online courses in business, software, technology and creative skills. Log in with your TAFE username and password.

**MYOB software**

Microsoft Office - Access, Word, Excel, Publisher and PowerPoint

**LibChat** is a live chat service run by SWS RTO libraries. The service defaults to an email form out of hours. Access the live chat service at swsi-tafensw.libanswers.com
The online library

SWS RTO Library website: swsi.tafensw.edu.au/Library
Online subject guide - Accounting - swsi-tafensw.libguides.com
TAFE Library catalogue - tafecat.tafensw.edu.au/tafecat.html

eBooks

A comprehensive range of resources are available online as eBooks. You will need your TAFE username and password to access them from https://swsi-tafensw.libguides.com/ebooks/home

- Accounting for fun and profit: a guide to understanding financial statements (2016)
- Basics of budgeting (2010)
- Taxation for Australian businesses: understanding Australian business taxation concessions (2014)
- Dictionary of accounting (2016)
- Financial accounting (2014)

eVideos

The online library includes streamed videos covering a wide range of business topics. These can be viewed on mobile devices. You will need your username and password to view them from https://swsi-tafensw.libguides.com/online_videos/BySubject

- Accounting for the GST in business: Case studies of accounting issues (2006)
- The money go-round: Case studies in cash flow (2006)
- Balancing the books: Understanding financial reporting (2010)
- Understanding financial information (2009)
- Cash flow (2012)
- Interest, loans and credit (2011)
- Student PCs
- Research assistance

Useful resources and equipment

The library provides a range of equipment, facilities and services to assist you in your studies.

- Air-conditioned/heated study space
- Printing / scanning facilities
- Headphones
- Calculators
- USB recharge cables and charge station
- Charge station for TAFEcard
- Wi-Fi assistance - TAFENSW
- Username lookup and password reset
- Food and drink friendly (but please take your rubbish with you).
- Student PCs
- Librarian support
- Research assistance
# TEXTBOOK LIST SEMESTER 1, 2018

## Certificate IV in Accounting

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Module/Unit Name</th>
<th>Learning Resource required</th>
</tr>
</thead>
</table>
| FNSACC406 | Set up and operate a computerised accounting system | Title: MYOB A Live Data Approach (RRP $69)  
Author: John Ring  
Edition 20  
ISBN: 978 1876 795 860  

## Diploma in Accounting

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Module/Unit Name</th>
<th>Learning Resource required</th>
</tr>
</thead>
</table>
| FNSACC501 | Provide financial and business performance information | Title: Financial Management Principles and Applications (RRP $95)  
5th edition (don’t buy 6th edition)  
Author: Wilson, Keers, Medlen and Walters  
Publisher: Pearson  
ISBN: 978 1442 525 153  
Students will also need a financial calculator- Sharp EL735S or EL738 |
| FNSACC503 | Manage budgets and forecasts | Title: Budgeting (RRP $65)  
3rd edition  
Author: Banks and Gilberti  
Publisher: McGraw Hill  
ISBN: 978 0070 172 555 |
| FNSACC507 | Provide management accounting information | Title: Management Accounting Principles and Applications (RRP $95)  
3rd edition revised  
Author: Neish and Banks  
Publisher: McGraw Hill  
ISBN: 978 007027844-8 |
| FNSACC502 | Prepare tax documentation for individuals | Title: Prepare Legally Compliant Tax Returns for Individuals (released January 2018) (RRP $95)  
15th or 2018 edition  
Author: Baker, Cliff & Deaneer  
Publisher: Learn Now  
ISBN: 978-1-76073-002-4  
Purchase at [http://learnnowbiz.com/#!/taxa18](http://learnnowbiz.com/#!/taxa18)  
Note: 2018 Australian Master Tax guide is now an optional textbook. |

Textbooks can be purchased in bookstores or online.  
Bookstores: Your Bookshop (Merrylands - Stocklands, Bankstown- Bankstown Square)  
Second hand: No changes to textbooks since last semester. Students are encouraged to sell or purchase second hand textbooks.  