

BSB30407 Certificate III in Business Administration Bracken Ridge - 2012

Competency Code	Competency Name	Text Book Title	Approx Cost
Computing Units			
BSBITU201A	<i>Produce simple word documents</i>	Produce simple word processed documents - Word 2010 ** ISBN: 9781921780394 Software Publications	\$33.00
BSBITU303A	<i>Design and produce text documents</i>	Design and produce text documents - Word 2010 ** ISBN: 9781921780639 Software Publications	\$33.00
** The above 2 textbooks are available combined in a single volume: BNTBR-1201 - \$57.00			
BSBITU302B	<i>Create electronic presentations</i>	BCI Creating electronic presentations - PowerPoint 2010 ISBN: 9780734607782 - Tilde	\$28.00
BSBITU304A	<i>Produce spreadsheets</i>	BCI Producing spreadsheets - Excel 2010 ISBN: 9780734607744 - Tilde	\$28.00
BSBITU306A	<i>Design and produce business documents</i>	GR: Designing and producing business documents - Office 2010 ISBN: 9780734607829 - Tilde	\$30.00
BSBITU307A	<i>Develop keyboard speed and accuracy</i>	No textbook required	

Work Practices Units			
BSBADM307B	<i>Organise schedules</i>	No text book required	-
BSBCUS301A	<i>Deliver and monitor customer service</i>	Deliver and monitor a service to customers ISBN: 1741237327 Software Publications	\$21.50
BSBWRT301A	<i>Write simple text documents</i>	Write simple documents ISBN: 1741238374 Software Publications	\$28.00

Finance Units			
BSBFIA303A	<i>Accounts payable and receivable</i>	Processing accounts payable and receivable MYOB v19 *** ISBN: 9781921780004 Software Publications	\$39.95
BSBFIA304A	<i>Maintain a general ledger</i>	Maintain a general ledger in a service industry MYOB v19 *** ISBN: 9781921780974 Software Publications	\$29.95
FNSICGEN305B	<i>Maintain daily financial/business records</i>	Maintain daily financial & business documents MYOB v19 *** ISBN: 9781921885075 Software Publications	\$29.95
*** These 3 books for Finance are available as a bundle: BNTBR11 - \$90.00			

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Costs are correct as at time of printing and are subject to change. Brisbane North Institute of TAFE accepts no liability for changes to textbook pricing

Books can be purchased via gtw.com.au or 1800 611 300
or from the campus bookshop, Block D, 157 Norris Rd, Bracken Ridge Campus