

## BSB30407 & BSB40507 Certificates III & IV in Business Administration Caboolture and Redcliffe 2012

Competency Code	Competency Name	Text Book Title	Approx Cost
<b>Computing Units</b>			
BSBITU201A	<i>Produce simple word documents</i>	<a href="#">Produce simple word processed documents - Word 2010</a> ISBN: 9781921780394 Software Publications	\$33.00
BSBITU301A	<i>Create and use databases</i>	<a href="#">Create and use databases - Access 2010</a> ISBN: 9781921780660 Software Publications	\$33.00
BSBITU302B	<i>Create electronic presentations</i>	<a href="#">BCI Creating electronic presentations - PowerPoint 2010</a> ISBN: 9780734607782 - Tilde	\$28.00
BSBITU303A	<i>Design and produce text documents</i>	<a href="#">Design and produce text documents - Word 2010</a> ISBN: 9781921780639 Software Publications	\$33.00
BSBITU304A	<i>Produce spreadsheets</i>	<a href="#">BCI Producing spreadsheets - Excel 2010</a> ISBN: 9780734607744 - Tilde	\$28.00
BSBITU306A	<i>Design and produce business documents</i>	<a href="#">GR: Designing and producing business documents - Office 2010</a> ISBN: 9780734607829 - Tilde	\$30.00
BSBITU307A	<i>Develop Keyboard speed and accuracy</i>	<a href="#">Contemporary keyboarding – by Wilson</a> ISBN: 9780733999024 Pearson Education <b>Do not purchase until speaking with your class room teacher</b>	\$40.00
BSBITU309A	<i>Produce desktop published documents</i>	<a href="#">Produce desktop published documents - Publisher 2010</a> ISBN: 9781921780745 Software Publications	\$33.00
BSBITA401A	<i>Design databases</i>	<a href="#">Design databases - Access 2010</a> ISBN: 9781921780820 - Software Publications	\$33.00
BSBITU401A	<i>Design and develop complex text documents</i>	<a href="#">Design and develop complex text documents - Word 2010</a> ISBN: 9781921780769 Software Publications	\$35.00
BSBITU402A	<i>Develop and use complex spreadsheets</i>	<a href="#">Develop and use complex spreadsheets - Excel 2010</a> ISBN: 9781921780783 Software Publications	\$35.00
BSBITU404A	<i>Complex desktop published documents</i>	<a href="#">Produce complex desktop published docs - Publisher 2010</a> ISBN: 9781921780806 Software Publications	\$35.00

<b>Work Practices Units</b>			
BSBADM307B	<i>Organise schedules</i>	No text book required	-
BSBCUS301A	<i>Deliver and monitor customer service</i>	<a href="#">Deliver and monitor a service to customers</a> ISBN: 1741237327 Software Publications	\$21.50
BSBWRT301A	<i>Write simple text documents</i>	<a href="#">Write simple documents</a> ISBN: 1741238374 Software Publications	\$28.00
BSBADM405B	<i>Organise meetings</i>	<a href="#">Organise meetings</a> ISBN: 9781921780158 Software Publications	\$23.50

## Work Practices Units continues

BSBADM406B	<i>Organise business travel</i>	<a href="#">Organise business travel</a> ISBN: 9781921780615 Software Publications	\$21.50
BSBCUS402A	<i>Address customer needs</i>	<a href="#">Address customer needs</a> ISBN: 1741237203 Software Publications	\$23.50
BSBINN301A	<i>Promote innovation in a team environment</i>	<a href="#">Promote innovation in a team environment</a> ISBN: 1741238900 Software Publications	\$23.50
BSBMKG413A	<i>Promote products and services</i>	<b>No text book required</b>	
BSBWRT401A	<i>Write complex business documents</i>	<b>No text book required</b>	

## Finance Units

BSBFIA301A	<i>Maintain financial records</i>	<a href="#">Maintain financial records (manual only) ***</a> ISBN: 1741238692 Software Publications	\$24.95
BSBFIA302A	<i>Process payroll</i>	<a href="#">Processing payroll MYOB v19 ***</a> ISBN: 9781921780059 Software Publications	\$34.95
BSBFIA303A	<i>Accounts payable and receivable</i>	<a href="#">Processing accounts payable and receivable MYOB v19 ***</a> ISBN: 9781921780004 Software Publications	\$39.95
BSBFIA304A	<i>Maintain a general ledger</i>	<a href="#">Maintain a general ledger in a service industry MYOB v19 ***</a> ISBN: 9781921780974 Software Publications	\$29.95
FNSICGEN305B	<i>Maintain daily financial/business records</i>	<a href="#">Maintain daily financial &amp; business documents MYOB v19 ***</a> ISBN: 9781921885075 Software Publications	\$29.95

\*\*\* These 5 books for Finance are available as a bundle: [BNTCABRED11](#) - \$140.00

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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](http://gtw.com.au) or 1800 611 300 or from the campus's bookshops.  
Block D, 157 Norris Rd, Bracken Ridge Campus  
or  
Block B, Tallon St, Caboolture Campus: direct line 5428 0066