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Certificate IV Business – 2012

Unit	Textbook/ Learning Guide	Cost
BSBWRT401A	<u>Business Communication Handbook e9 + Access Card</u> Judith Dwyer, Pearson ISBN 9781442580930	\$73.00
BSBHRM401A BSBHRM402A BSBHRM40A BSBWRK410A	<u>HRM Fundamentals e2</u> by Jones - ISBN 9780864588579 (Pearson)	\$58.50
BSBFIA401A	<u>Prepare Financial Reports e2</u> ISBN: 9781921820069 (IBSA)	\$25.00
BSBFIA402A	<u>Report on Financial Activity MYOB AccountRight V 19</u> ISBN: 9781921885013 (Software Publications)	\$42.50
BSBMGT401A	<u>Show leadership in the workplace</u> ISBN: 9781921646539 (IBSA)	\$25.00
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