



BSB Business Services Training Package and General titles

CONTENTS

| | |
|--|----|
| Microsoft Windows 10 and Office 2016 | 2 |
| Computer Skills series Office 2016..... | 2 |
| Business Services Training Package Units | 3 |
| General titles | 16 |

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Microsoft Windows 10 and Office 2016

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| BSBITU101 | Operate a personal computer (Windows 10) | 978-1-925291-16-2 | 24.95 |
| BSBITU201 | Produce simple word processed documents (Word 2016) | 978-1-925291-17-9 | 34.95 |
| BSBITU202 | Create and use spreadsheets (Excel 2016) | 978-1-925291-23-0 | 32.95 |
| BSBITU202 and BSBITU304 | Create and produce spreadsheets (Excel 2016) | 978-1-925291-21-6 | 36.95 |
| BSBITU301 | Create and use databases (Access 2016) | 978-1-925291-24-7 | 34.95 |
| BSBITU302 | Create electronic presentations (PowerPoint 2016) | 978-1-925291-25-4 | 34.95 |
| BSBITU303 | Design and produce text documents (Word 2016) | 978-1-925291-20-9 | 34.95 |
| BSBITU304 | Produce spreadsheets (Excel 2016) | 978-1-925291-26-1 | 36.95 |
| BSBITU306 | Design and produce business documents (Office 2016) | 978-1-925291-19-3 | 36.95 |
| BSBITU309 | Produce desktop published documents (Publisher 2016) | 978-1-925291-27-8 | 34.95 |
| BSBITA401 | Design databases (Access 2016) | 978-1-925291-28-5 | 36.95 |
| BSBITU402 | Develop and use complex spreadsheets (Excel 2016) | 978-1-925291-30-8 | 36.95 |
| BSBITU404 | Produce complex desktop published documents (Publisher 2016) | 978-1-925291-31-5 | 36.95 |
| BSBITU401 | Design and develop complex text documents (Word 2016) | 978-1-925291-29-2 | 36.95 |

Computer Skills series Office 2016

| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
|----------------------------|---|-------------------|-------|
| BSBITU201 | Computer skills Produce simple word processed documents (Word 2016) | 978-1-925291-22-3 | 24.95 |
| BSBITU202 and BSBITU304 | Computer skills Create and produce spreadsheets (Excel 2016) | 978-1-925291-33-9 | 24.95 |
| BSBITU302 | Computer skills Create electronic presentations (PowerPoint 2016) | 978-1-925291-34-6 | 24.95 |
| BSBITU303 | Computer skills Design and produce text documents (Word 2016) | 978-1-925291-32-2 | 24.95 |
| BSBITU309 | Computer skills Produce desktop published documents (Publisher 2016) | 978-1-925291-35-3 | 24.95 |



Business Services Training Package Units

| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
|---------------------------|---|-------------------|-------|
| BSBADM101A | Use business equipment and resources <i>Software Publications writing team</i> | 1-74123-842-0 | 22.95 |
| BSBADM302B & BSBADM302 | Produce texts from notes <i>Melanie Hastings (nee Bhagat)</i> | 1-74123-845-5 | 24.95 |
| | Marking guide CD for Produce texts from notes | 1-74123-672-X | 19.95 |
| BSBADM303B & BSBADM303 | Produce texts from audio transcription <i>Melanie Hastings (nee Bhagat)</i> | 1-74123-846-3 | 24.95 |
| | Scripts and solutions CD for Produce texts from audio transcription | 1-74123-952-4 | 9.95 |
| BSBADM307B | Coming August 2017 Organise schedules with Outlook 2016 | TBA | TBA |
| | Organise schedules <i>includes Microsoft Outlook 2013 supplement Beverley Weynton and Software Publications writing team</i> | 978-1-922241-59-7 | 22.95 |
| | Organise schedules <i>includes Microsoft Outlook 2010 supplement Beverley Weynton and Software Publications writing team</i> | 978-1-921780-86-8 | 22.95 |
| BSBADM311A | Maintain business resources <i>Helen Burnie</i> | 1-74123-730-0 | 22.95 |
| BSBADM405B & BSBADM405 | Organise meetings <i>Beverley Weynton and Software Publications writing team</i> | 978-1-921780-15-8 | 24.95 |
| | Training resource CD for Organise meetings <i>Includes Assessor guide and PowerPoint presentation</i> | 978-1-921780-16-5 | 99.95 |
| BSBADM406B | Organise business travel <i>Beverley Weynton</i> | 978-1-921780-61-5 | 22.95 |
| BSBADM407B & BSBADM407 | Administer projects <i>Software Publications writing team</i> | 1-74123-879-X | 24.95 |
| BSBADM409A | Coordinate business resources <i>Lyn Graham</i> | 1-921657-51-0 | 24.95 |
| BSBADM502B | Manage meetings <i>Beverley Weynton</i> | 978-1-921780-07-3 | 24.95 |
| | Training resource CD for Manage meetings <i>Includes Assessor guide and PowerPoint presentation</i> | 978-1-921780-08-0 | 99.95 |
| BSBADM503B | Plan and manage conferences <i>Beverley Weynton</i> | 1-74123-824-2 | 24.95 |
| BSBADM504B & BSBADM504 | Plan or review administration systems <i>Haylee and Brian Walmsley</i> | 1-921657-04-9 | 22.95 |
| | Marking guide CD for Plan or review administration systems | 1-921657-14-6 | 29.95 |
| BSBADM506B | Manage business document design and development <i>Christine Birtley-Kent</i> | 1-74123-072-1 | 27.95 |



| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
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| BSBCMM201A & BSBCMM201 | Communicate in the workplace <i>Penny Robertshawe</i> | 1-74123-770-X | 24.95 |
| | Marking guide CD for Communicate in the workplace | 1-921657-45-6 | 29.95 |
| BSBCMM401 | Make a presentation <i>Shea Business Consulting</i> | 978-1-921810-44-2 | 30.00 |
| BSBCMM401A | Make a presentation <i>Shea Business Consulting</i> | 978-1-921810-06-0 | 30.00 |
| BSBCUS201B | Deliver a service to customers <i>Kim Aubrey</i> | 978-1-922241-64-1 | 24.95 |
| | Marking guide CD for Deliver a service to customers | 978-1-922241-95-5 | 74.95 |
| BSBCUS301 | Deliver and monitor a service to customers <i>Kim Aubrey</i> | 978-1-925291-08-7 | 24.95 |
| BSBCUS401B | Coordinate implementation of customer service strategies <i>Kim Aubrey</i> | 978-1-922241-74-0 | 24.95 |
| BSBCUS402A | Address customer needs <i>Christine Kent</i> | 1-74123-720-3 | 24.95 |
| BSBCUS501C | Manage quality customer service <i>Kim Aubrey</i> | 978-1-922241-85-6 | 24.95 |
| | Marking guide CD for Manage quality customer service | 978-1-925291-09-4 | 29.95 |
| BSBDIV301A | Work effectively with diversity <i>Christine Kent</i> | 1-74123-717-3 | 19.95 |
| BSBFIA301A & BSBFIA301 | Maintain financial records using MYOB AccountRight v19 <i>Includes MYOB student edition DVD</i> <i>Marian Brown and Leanne Berry</i> | 978-1-921780-95-0 | 36.95 |
| | Training resource CD for Maintain financial records v19 <i>Includes additional exercise, assessment and solutions</i> | 978-1-921780-96-7 | 49.95 |
| BSBFIA301A | Maintain financial records (manually) 2013 edition <i>Marian Brown and Lyn Joyce</i> | 978-1-922012-96-8 | 34.95 |
| | Training resource CD Maintain financial records (manually) 2013 edition <i>Includes 2 assessment options, solutions, reference material</i> | 978-1-922241-23-8 | 74.95 |
| BSBFIA301A | Computerised Accounting covering: Maintain financial records | 978-1-922012-82-1 | 49.95 |
| BSBFIA303A | Process accounts payable and receivable | | |
| BSBFIA304A & BSBFIA301 BSBFIA303 BSBFIA304 | Maintain a general ledger using MYOB AccountRight v19.8 Training resource CD for Computerised Accounting v19.8 <i>Includes 4 additional exercises, assessment, solutions, reference material</i> | 978-1-922241-13-9 | 74.95 |



| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
|---------------------------|---|-------------------|--------------|
| BSBFIA302A & BSBFIA302 | Process payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 <i>Includes MYOB Student Edition DVD Marian Brown and Leanne Berry</i> | 978-1-922241-77-1 | 39.95 |
| | Training resource CD for Process payroll v19.10 current as at 1 July 2014 <i>Includes 2 assessment options, solutions and resources</i> | 978-1-922012-83-8 | 99.95 |
| BSBFIA303A & BSBFIA303 | Process accounts payable and receivable using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown and Leanne Berry</i> | 978-1-922241-60-3 | 39.95 |
| | Training resource CD for Process accounts payable and receivable using MYOB AccountRight v19.8 <i>Includes additional exercise, 2 assessment options and solutions</i> | 978-1-922012-84-5 | 74.95 |
| BSBFIA304A & BSBFIA304 | Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown</i> | 978-1-922012-85-2 | 36.95 |
| | Training resource CD for Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes additional exercise, 2 assessment options and solutions</i> | 978-1-922241-87-0 | 74.95 |
| BSBFIA401A & BSBFIA401 | Prepare financial reports manually and using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Marian Brown and Lyn Joyce</i> | 978-1-922012-64-7 | 41.95 |
| | Training resource CD for Prepare financial reports <i>Includes 2 assessment options, solutions and reference material</i> | 978-1-922012-68-5 | 74.95 |
| BSBFIA402A & BSBFIA402 | Report on financial activity using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition DVD Leanne Berry and Software Publications writing team</i> | 978-1-922012-86-9 | 39.95 |
| | Training resources CD for Report on financial activity using MYOB AccountRight v19.8 <i>Includes 1 assessment option, solutions and resources</i> | 978-1-925291-07-0 | 99.95 |
| BSBFIM501A | Manage budgets and financial plans <i>Haylee and Brian Walmsley</i> | 1-921657-07-3 | 22.95 |
| | Training resource CD for Manage budgets and financial plans <i>Includes Assessor guide and PowerPoint presentation</i> | 978-1-921657-83-2 | 99.95 |
| BSBFIM502A & BSBFIM502 | Manage payroll manually and using MYOB AccountRight v19.10 current as at 1 July 2014 <i>Includes MYOB Student Edition DVD Leanne Berry</i> | 978-1-922012-87-6 | 46.95 |
| | Training resource CD for Manage payroll v19.10 <i>Includes 2 assessment options, solutions and resources</i> | 978-1-922241-88-7 | 99.95 |
| BSBFLM303C | Contribute to effective workplace relationships <i>Geraldine McBurney-Fry</i> | 1-74123-921-4 | 22.95 |
| BSBFLM305C | Support operational plan <i>Will Baker</i> | 1-921657-23-5 | 22.95 |



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| BSBFLM309C | Support continuous improvement systems and processes <i>Alfred Quay</i> | 1-921657-19-7 | 22.95 |
| BSBFLM312B | Contribute to team effectiveness <i>Kerry Aldridge</i> | 1-921657-20-0 | 22.95 |
| BSBHRM403 | Support performance management process <i>Alfred Quay</i> | 978-1-925291-10-0 | 24.95 |
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| BSBHRM505B & BSBHRM505 | Manage remuneration and employee benefits <i>Veronica Ritchie</i> | 978-1-925291-04-9 | 24.95 |
| BSBHRM506A | Manage recruitment, induction and selection processes <i>Alfred Quay</i> | 978-1-921780-49-3 | 22.95 |
| BSBHRM507A & BSBHRM507 | Manage separation or termination <i>Chris Lindsay</i> | 1-921657-10-3 | 22.95 |
| BSBHRM510A & BSBHRM510 | Manage mediation processes <i>Pia Christensen</i> | 1-921657-43-X | 24.95 |
| BSBIND201A | Work effectively in a business environment <i>Stephen Harvey LLM LLB (Hons)</i> | 1-74123-847-1 | 22.95 |
| BSBINM201A | Process and maintain workplace information <i>Kelly Collison</i> | 1-74123-729-7 | 19.95 |
| BSBINM202A | Handle mail <i>Melanie Bhagat</i> | 1-74123-724-6 | 22.95 |
| BSBINM301 | Coming July 2017 Organise workplace information (with Office 2016 content) | TBA | TBA |
| BSBINM301A | Organise workplace information <i>Includes a small amount of Office 2010 content</i> <i>Software Publications writing team</i> | 978-1-921780-87-5 | 29.95 |
| BSBINM401A | Implement workplace information system <i>Penny Robertshawe</i> | 1-74123-977-X | 22.95 |
| BSBINM501A | Manage an information or knowledge management system <i>Penny Robertshawe</i> | 1-921657-44-8 | 22.95 |
| | Training resource CD for BSBINM501A Manage an information or knowledge management system <i>Includes Assessor guide and PowerPoint presentation</i> | 978-1-921657-84-9 | 99.95 |
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| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
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| BSBITA401 | Design databases (Access 2016) <i>Software Publications writing team</i> | 978-1-925291-29-2 | 36.95 |
| | Marking guide CD for Design databases (Access 2016) | 978-1-925291-53-7 | 49.95 |
| BSBITA401A & BSBITA401 | Design databases Access 2013 <i>Software Publications writing team</i> | 978-1-922241-29-0 | 34.95 |
| | Marking guide CD for Design databases Access 2013 | 978-1-922241-65-8 | 49.95 |
| BSBITA401A | Design databases Access 2010 <i>Software Publications writing team</i> | 978-1-921780-82-0 | 34.95 |
| | Design databases Access 2010 e-book | 978-1-922012-55-5 | 24.95 |
| | Solutions CD for Design databases Access 2010 and e-book | 978-1-921780-83-7 | 49.95 |
| BSBITU101 | Operate a personal computer (Windows 10) <i>Software Publications writing team</i> | 978-1-925291-16-2 | 24.95 |
| | Marking guide CD for Operate a personal computer (Windows 10) | 978-1-925291-39-1 | 24.95 |
| BSBITU101A & BSBITU101 | Operate a personal computer Windows 8.1 <i>Software Publications writing team</i> | 978-1-922012-71-5 | 24.95 |
| | Marking guide CD for Operate a personal computer Windows 8.1 | 978-1-922241-24-5 | 24.95 |
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| | Computer skills BSBITU201 Produce simple word processed documents (Word 2016) <i>Abridged</i> | 978-1-925291-22-3 | 24.95 |
| | Marking guide CD for Computer skills Produce simple word processed documents (Word 2016) | 978-1-925291-50-6 | 49.95 |
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| | Computer skills BSBITU201A Produce simple word processed documents (Word 2013) <i>Covers a limited Range Statement</i> | 978-1-922241-63-4 | 24.95 |
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| | Training resources CD for Computer skills Produce simple word processed documents (Word 2013) <i>Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions</i> | 978-1-922241-80-1 | 99.95 |



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| BSBITU202 | Create and use spreadsheets Excel 2016 <i>Software Publications writing team</i> | 978-1-925291-23-0 | 32.95 |
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| BSBITU202A & BSBITU202 | Create and use spreadsheets Excel 2013 <i>Software Publications writing team</i> | 978-1-922241-16-0 | 32.95 |
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| BSBITU202 and BSBITU304 | Create and produce spreadsheets (Excel 2016) <i>Software Publications writing team</i> | 978-1-925291-21-6 | 36.95 |
| | Solutions CD for Create and produce spreadsheets (Excel 2016) | 978-1-925291-44-5 | 49.95 |
| | Computer skills Create and produce spreadsheets (Excel 2016) <i>Abridged</i> <i>Software Publications writing team</i> | 978-1-925291-33-9 | 24.95 |
| | Solutions CD for Computer skills Create and produce spreadsheets (Excel 2016) | 978-1-925291-45-2 | 49.95 |
| BSBITU202A/ BSBITU304A & BSBITU202/ BSBITU304 | Create and produce spreadsheets Excel 2013 <i>Software Publications writing team</i> | 978-1-922241-28-3 | 36.95 |
| | Solutions CD for Create and produce spreadsheets Excel 2013 | 978-1-922241-35-1 | 49.95 |
| | Computer skills Create and produce spreadsheets (Excel 2013) <i>Covers a limited Range Statement</i> | 978-1-922241-70-2 | 24.95 |
| | Solutions CD for Computer skills Create and produce spreadsheets (Excel 2013) | 978-1-922241-83-2 | 49.95 |
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| | Training and assessment guide CD <i>Includes assessment , training plan, exercise and assessment marking guides</i> <i>Software Publications writing team</i> | 978-1-925291-03-2 | 99.95 |
| BSBITU301 | Create and use databases (Access 2016) <i>Software Publications writing team</i> | 978-1-925291-24-7 | 34.95 |
| | Marking guide CD for Create and use databases (Access 2016) | 978-1-925291-54-4 | 49.95 |
| BSBITU301A & BSBITU301 | Create and use databases Access 2013 <i>Software Publications writing team</i> | 978-1-922241-19-1 | 34.95 |
| | Marking guide CD for Create and use databases Access 2013 | 978-1-922241-55-9 | 49.95 |



| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
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| BSBITU302 | Create electronic presentations (PowerPoint 2016) <i>Software Publications writing team</i> | 978-1-925291-25-4 | 34.95 |
| | Marking guide CD for Create electronic presentations (PowerPoint 2016) | 978-1-925291-47-6 | 49.95 |
| | Computer skills BSBITU302 Create electronic presentations (PowerPoint 2016) <i>Concise</i> <i>Software Publications writing team</i> | 978-1-925291-34-6 | 24.95 |
| | Marking guide CD for Computer skills Create electronic presentations (PowerPoint 2016) | 978-1-925291-52-0 | 49.95 |
| BSBITU302B & BSBITU302 | Create electronic presentations PowerPoint 2013 <i>Software Publications writing team</i> | 978-1-922241-21-4 | 34.95 |
| | Marking guide CD for Create electronic presentations PowerPoint 2013 | 978-1-922241-51-1 | 49.95 |
| | Computer skills BSBITU302B Create electronic presentations (PowerPoint 2013) <i>Covers a limited Range Statement</i> | 978-1-922241-71-9 | 24.95 |
| | Marking guide CD for Computer skills Create electronic presentations (PowerPoint 2013) | 978-1-922241-84-9 | 49.95 |
| | Training resources CD for Computer skills Create electronic presentations (PowerPoint 2013) <i>Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions</i> | 978-1-922241-94-8 | 99.95 |
| BSBITU303 | Design and produce text documents Word 2016 <i>Software Publications writing team</i> | 978-1-925291-20-9 | 34.95 |
| | Marking guide CD for Design and produce text documents (Word 2016) | 978-1-925291-38-4 | 49.95 |
| | Computer skills BSBITU303 Design and produce text documents Word 2016 <i>Abridged</i> | 978-1-925291-32-2 | 24.95 |
| | Marking guide CD for Computer skills Design and produce text documents (Word 2016) | 978-1-925291-51-3 | 49.95 |
| BSBITU303A & BSBITU303 | Design and produce text documents Word 2013 <i>Software Publications writing team</i> | 978-1-922241-14-6 | 34.95 |
| | Marking guide CD for Design and produce text documents Word 2013 | 978-1-922241-37-5 | 49.95 |
| | Computer skills BSBITU303A Design and produce text documents (Word 2013) suitable for BSBITU303 | 978-1-922241-72-6 | 24.95 |
| | Marking guide CD for Computer skills BSBITU303A Design and produce text documents (Word 2013) | 978-1-922241-82-5 | 49.95 |
| | Training resources CD for Computer skills BSBITU303A Design and produce text documents (Word 2013) <i>Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions</i> | 978-1-922241-91-7 | 99.95 |



| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
|---------------------------|---|-------------------|--------------|
| BSBITU304 | Produce spreadsheets (Excel 2016) <i>Software Publications writing team</i> | 978-1-925291-26-1 | 36.95 |
| | Solutions CD for Produce spreadsheets (Excel 2016) | 978-1-925291-49-0 | 49.95 |
| BSBITU304A & BSBITU304 | Produce spreadsheets Excel 2013 <i>Software Publications writing team</i> | 978-1-922241-17-7 | 36.95 |
| | Solutions CD for Produce spreadsheets Excel 2013 | 978-1-922241-33-7 | 49.95 |
| BSBITU306 | Design and produce business documents (Office 2016) Standard BSB edition covering the Unit of Competency only <i>Software Publications writing team</i> | 978-1-925291-19-3 | 36.95 |
| | Marking guide CD for Design and produce business documents (Office 2016) | 978-1-925291-48-3 | 49.95 |
| BSBITU306A & BSBITU306 | Design and produce business documents Office 2013 Standard BSB edition covering the Unit of Competency only <i>Software Publications writing team</i> | 978-1-922241-20-7 | 36.95 |
| | Marking guide CD for Design and produce business documents Office 2013 | 978-1-922241-52-8 | 49.95 |
| | Special edition Design and produce business documents Office 2013 Includes Windows 8 basics, workplace procedures, document planning; and Microsoft Word and Excel 2013 <i>Software Publications writing team</i> | 978-1-922241-99-3 | 49.95 |
| | Expanded edition Design and produce business documents (Office 2013) Includes Windows 8 basics, workplace procedures, document planning; and Microsoft Word, Excel, PowerPoint and Access 2013 <i>Software Publications writing team</i> | 978-1-925291-14-8 | 74.95 |
| | Marking guide CD for Expanded edition Design and produce business documents (Office 2013) | 978-1-925291-15-5 | 59.95 |
| BSBITU307A & BSBITU307 | Develop keyboarding speed and accuracy <i>Robyn Harm</i> | 1-74123-880-3 | 22.95 |



| UNIT CODE | UNIT TITLE and VERSION | ISBN | PRICE |
|------------------------|---|-------------------|--------------|
| BSBITU309 | Produce desktop published documents (Publisher 2016) <i>Software Publications writing team</i> | 978-1-925291-27-8 | 34.95 |
| | Marking guide CD for Produce desktop published documents (Publisher 2016) | 978-1-925291-40-7 | 49.95 |
| | Computer skills Produce desktop published documents (Publisher 2016) <i>Software Publications writing team</i> | 978-1-925291-35-3 | 24.95 |
| | Marking guide CD for Computer skills Produce desktop published documents (Publisher 2016) | 978-1-925291-43-8 | 49.95 |
| BSBITU309A & BSBITU309 | Produce desktop published documents Publisher 2013 <i>Software Publications writing team</i> | 978-1-922241-56-6 | 34.95 |
| | Marking guide CD for Produce desktop published documents Publisher 2013 | 978-1-922241-67-2 | 49.95 |
| | Computer skills Produce desktop published documents (Publisher 2013) <i>Covers a limited Range Statement</i> | 978-1-922241-73-3 | 24.95 |
| | Marking guide CD for Computer skills Produce desktop published documents (Publisher 2013) | 978-1-922241-92-4 | 49.95 |
| | Training resources CD for Computer skills Produce desktop published documents (Publisher 2013) <i>Includes completed exercise files, marking guide, progress checksheets, Windows 7 instructions</i> | 978-1-922241-93-1 | 99.95 |
| BSBITU401 | Design and develop complex text documents (Word 2016) <i>Software Publications writing team</i> | 978-1-925291-29-2 | 36.95 |
| | Marking guide CD for Design and develop complex text documents (Word 2016) | 978-1-925291-41-4 | 49.95 |
| BSBITU401A & BSBITU401 | Design and develop complex text documents Word 2013 <i>Software Publications writing team</i> | 978-1-922241-15-3 | 36.95 |
| | Marking guide CD for Design and develop complex text documents Word 2013 | 978-1-922241-53-5 | 49.95 |
| BSBITU402 | Develop and use complex spreadsheets (Excel 2016) <i>Software Publications writing team</i> | 978-1-925291-30-8 | 36.95 |
| | Solutions CD for Develop and use complex spreadsheets (Excel 2016) | 978-1-925291-42-1 | 49.95 |
| BSBITU402A & BSBITU402 | Develop and use complex spreadsheets Excel 2013 <i>Software Publications writing team</i> | 978-1-922241-18-4 | 36.95 |
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