

# OfficeLink Learning Resources Price List

Tel: 03 9588 2802 Email: [info@officelinklearning.com.au](mailto:info@officelinklearning.com.au) Website: [www.officelinklearning.com.au](http://www.officelinklearning.com.au)

Note: where a resource is available as both a printed book and an eBook the price is shown as P (printed) and E (eBook)

Resource Unit Code	Unit Name	Software version	ISBN	Price	Part Number	Assessment Tool and Marking Guide	Student Files
FNSACC304	Conduct business activities using a computerised accounting system	Xero 2 <sup>nd</sup> Ed	978-1-925782-66-0	P \$45 E \$30	504	✓	✓
		MYOB 2017/18/19	978-1-925782-86-8	P \$45 E \$30	404	✓	✓
FNSACC311 FNSACC312 FNSACC416	Xero Essentials <i>Separate assessments available.</i>	Xero	978-1-925527-78-0	P \$79 E \$54	511	✓	✓
FNSACC311	Process Financial Transactions and Extract Interim Reports	MYOB 2017/18/19	978-1-925782-98-1	P \$45 E \$30	411	✓	✓
FNSACC312 FNSACM301 FNSACM302 FNSACM303	Administer Subsidiary Accounts and Ledgers <i>Also contains these units. Separate assessments available.</i>	MYOB 2017/18/19	978-1-925782-96-7	P \$45 E \$30	412	✓	✓
FNSACC313	Perform Financial Calculations	Excel 2016	978-1-925782-77-6	P \$32 E \$28	313	✓	✓
FNSACC405	Maintain Inventory Records	Xero	978-1-925782-83-7	\$45	505	✓	✓
		MYOB 2017/18/19	978-1-925782-84-4	\$45	405	✓	✓
FNSACC408	Work effectively in the accounting and bookkeeping industry	N/A	978-1-925527-72-8	P \$28 E \$28	300	✓	N/A
FNSACC412	Prepare Operational Budgets	Excel 2016	978-1-925527-86-5	P \$28 E \$28	325	✓	N/A
FNSACC414	Prepare Financial Statements for Non Reporting Entities	Xero	978-1-925782-87-5	\$45	514	✓	✓
		MYOB 2017/18/19	978-1-925782-88-2	\$45	414	✓	✓
FNSACC416	Set up and Operate Computerised Accounting System	Xero 3 <sup>rd</sup> Ed	978-1-925782-65-3	P \$45 E \$30	516	✓	✓
		MYOB 2017/18/19	978-1-925782-94-3	P \$45 E \$30	416	✓	✓
FNSINC301	Work effectively in the financial services industry	N/A	978-1-925366-23-5	P \$28 E \$28	117	✓	✓
FNSTPB401	Complete Business Activity and Instalment Activity Statements	Xero 2 <sup>nd</sup> Ed	978-1-925782-95-0	P \$49 E \$33	501	✓	✓
		MYOB 2017/18	978-1-925782-90-5	P \$49 E \$33	401	✓	✓
		2 <sup>nd</sup> Edition MYOB 2019	978-1-925782-74-5	P \$49 E \$33	401 2019 MYOB	✓	✓
FNSTPB402	Establish and Maintain a Payroll System (Includes STP)	Xero 2 <sup>nd</sup> Ed	978-1-925782-97-4	P \$61 E \$40	502	✓	✓
		2 <sup>nd</sup> Edition MYOB 2017/18	978-1-925782-60-8	P \$61 E \$40	402	✓	✓
		3 <sup>rd</sup> Edition MYOB 2019	978-1-925782-61-5	P \$61 E \$40	402 2019 MYOB	✓	✓
BSBADM307	Organise Schedules	Outlook 2016	978-1-925527-19-3	\$32	337		N/A
BSBCMM201	Communicate in the workplace	N/A	978-1-925366-32-7	\$18	176	✓	N/A
BSBCMM301	Process customer complaints	N/A	978-1-925366-33-4	\$18	180	✓	✓

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BSBCUE304	Provide Sales Solutions to Customers	N/A	978-1-9943818-6-6	\$18	186	✓	N/A
BSBCUS301	Deliver and Monitor a Service to Customers	N/A	978-1-925366-16-7	\$18	157	✓	N/A
BSBFIA301 BSBFIA303 BSBFIA304	The Xero Business Separate assessments available	Xero	978-1-925527-76-9	P \$69 E \$46	521	✓	✓
BSBFIA302	Process Payroll	Xero 2 <sup>nd</sup> Ed	978-1-925782-75-2	P \$57 E \$38	522	✓	✓
		MYOB 2017/18	978-1-925527-94-0	\$36	422	✓	✓
		2 <sup>nd</sup> Edition MYOB 2019	978-1-925782-25-7	\$36	422 2019 MYOB	✓	✓
BSBFIA303 BSBFIA304	Process Accounts Payable Receivable & Maintain General Ledger	MYOB 2017/18/19	978-1-925527-95-7	P \$45 E \$30	423	✓	✓
BSBFIA401	Prepare Financial Reports	Xero	978-1-925527-82-7	P \$45 E \$30	510	✓	✓
		MYOB 2017/18/19	978-1-925527-92-6	P \$45 E \$30	410	✓	✓
BSBIND201	Work Effectively in a Business Environment	N/A	978-1-925366-34-1	\$18	177	✓	N/A
BSBITU101	Operate a Personal Computer	N/A	978-1-925527-02-5	\$36	230		✓
BSBITU202	Create and Use Spreadsheets	Excel 2016	978-1-925527-10-0	\$32	232		✓
BSBITU203	Communicate Electronically	Outlook 2016	978-1-925527-11-7	\$36	233		N/A
BSBITU211	Produce Digital Text Documents	Word 2016	978-1-925527-84-1	\$39	331		✓
BSBITU212	Create and Use Spreadsheets	Excel 2016	978-1-925527-85-8	\$32	332		✓
BSBITU304	Produce Spreadsheets	Excel 2016	978-1-925527-16-2	\$39	244	✓	✓
BSBITU306 <i>FNS Version</i>	Design and Produce Business Documents	Office 2016	978-1-925527-48-3	\$39	255	✓	✓
BSBITU306 <i>BSB Version</i>	Design and Produce Business Documents	Office 2016	978-1-925527-17-9	\$39	246	✓	✓
BSBITU309	Produce Desktop Published Documents	Publisher 2016	978-1-925527-18-6	\$32	249		✓
BSBITU312	Create Electronic Presentations	PowerPoint 2016	978-1-925527-14-8	P \$32 E \$28	242		✓
BSBITU313	Design and Produce Digital Text Documents	Word 2016	978-1-925527-88-9	P \$45 E \$30	343		✓
BSBITU314	Design and Produce Spreadsheets	Excel 2016	978-1-925527-89-6	P \$39 E \$28	344		✓
BSBITU401	Design and develop complex text documents	Word 2016	978-1-925527-20-9	P \$49 E \$33	248		✓
BSBITU402	Develop and Use Complex Spreadsheets	Excel 2016	978-1-925527-21-6	P \$39 E \$28	247	✓	✓
BSBITU404	Produce complex desktop published documents	Publisher 2016	978-1-925527-22-3	\$39	245		✓
BSBITU422	Use digital technologies to collaborate in the workplace	N/A	978-1-925782-62-2-	P \$28 E \$28	302	✓	N/A
BSBSMB412	Introduce cloud accounting into business operations	N/A	978-1-925527-71-1	P \$28 E \$28	303	✓	N/A

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BSBWHS201	Contribute to Health and Safety of Self and Others	N/A	978-1-925366-07-5	\$18	191	✓	N/A
BSBWOR203	Work Effectively with Others	N/A	978-1-925366-21-1	\$18	156	✓	N/A
BSBWOR301	Organise Personal Work Priorities and Development	N/A	978-1-925366-31-0	\$28	187	✓	N/A
BSBWOR204	Use Business Technology	Windows 10 Office 2016	978-1-925527-05-6	\$39	258	✓	✓