

Resource Unit Code	Unit Name	ISBN	Price	Part Number	AT	Prac Files
<b>BSBADM307</b>	Organise Schedules: Outlook 2016	978-1-925527-19-3	\$28	241		
<b>BSBCMM201</b>	Communicate in the Workplace	978-1-925366-32-7	\$18	176	✓	
<b>BSBCMM301</b>	Process Customer Complaints	978-1-925366-33-4	\$18	180	✓	
<b>BSBCUE304</b>	Provide Sales Solutions to Customers	978-0-9943818-6-6	\$18	186	✓	
<b>BSBCUS301</b>	Deliver and Monitor a Service to Customers	978-1-925366-16-7	\$18	157	✓	
<b>BSBFIA301</b>	Maintain Financial Records	978-1-925366-29-7	\$36	106	✓	
<b>BSBFIA302</b>	Process Payroll for MYOB	978-1-925366-36-5	\$36	214	✓	✓
<b>BSBFIA303</b>	Process Accounts payable and Receivable	978-1-925527-30-8	\$36	211	✓	✓
<b>BSBFIA401</b>	Prepare Financial Reports/ Maintain a General Ledger BSBFIA304	978-1-925366-09-9	\$36	210	✓	✓
<b>BSBIND201</b>	Work Effectively in a Business Environment	978-1-925366-34-1	\$18	177	✓	
<b>BSBITU101 &amp; BSBWOR204</b>	Operate a Personal Computer and Use Business Technology Win 10 Off 2016	978-1-925527-08-7	\$40	235		✓
<b>BSBITU101 &amp; BSBWOR204</b>	Operate a Personal Computer and Use Business Technology Win 10 Off 2016 Gmail	978-1-925527-38-4	\$40	236		✓
<b>BSBITU201</b>	Produce Simple Word Processed Documents	978-1-925527-09-4	\$36	231		✓
<b>BSBITU202</b>	Create and Use Spreadsheets	978-1-925527-10-0	\$36	232		✓
<b>BSBITU203</b>	Communicate Electronically	978-1-925527-11-7	\$32	233		✓
<b>BSBITU203</b>	Communicate Electronically: Gmail	978-1-925527-35-3	\$32	234		✓
<b>BSBITU302</b>	Create Electronic Presentations PowerPoint 2016	978-1-925527-14-8	\$32	242		✓
<b>BSBITU303</b>	Design and Produce Text Documents Word 2016	978-1-925527-15-5	\$40	243		✓
<b>BSBITU304</b>	Produce Spreadsheets Excel 2016	978-1-925527-16-2	\$36	244	✓	✓
<b>BSBITU306</b>	Design and Produce Business Documents-Office 2016 BSB version	978-1-925527-17-9	\$36	246		✓
<b>BSBITU306</b>	Design and Produce Business Documents Office 2016 FNS version	978-1-925527-48-3	\$36	255	✓	✓
<b>BSBITU309</b>	Produce Desktop Published Documents	978-1-925527-18-6	\$32	249		✓
<b>BSBITU401</b>	Design and Develop Complex Text Documents Word 2016	978-1-925527-20-9	\$40	248		✓
<b>BSBITU402</b>	Develop and Use Complex Spreadsheets Excel 2016	978-1-925527-21-6	\$36	247	✓	✓
<b>BSBITU404</b>	Produce Complex Desktop Published Documents Publisher 2016	978-1-925527-22-3	\$36	245		✓
<b>BSBWHS201</b>	Contribute to Health and Safety of Self and Others	978-1-925366-07-5	\$18	191	✓	
<b>BSBWOR203</b>	Work Effectively with Others	978-1-925366-21-1	\$18	156	✓	
<b>BSBWOR204</b>	Use Business Technology	978-1-925366-22-8	\$18	158	✓	
<b>BSBWOR204</b>	Use Business Technology Windows 10 Office 2016	978-1-925527-05-6	\$36	258	✓	✓
<b>BSBWOR301</b>	Organise Personal Work Priorities and Development	978-1-925366-31-0	\$18	187	✓	
<b>BSBWRT301</b>	Write Simple Documents	978-1-925527-68-1	\$18	235	✓	✓
<b>FNSACC301</b>	Process Financial Transactions and Extract Interim Reports	978-1-925527-28-5	\$36	253	✓	✓
<b>FNSACC302</b>	Administer Subsidiary Accounts and Ledgers <b>FNSACM301</b> Administer Financial Accounts <b>FNSACM302</b> Prepare Match and Process Receipts <b>FNSACM303</b> Process Payment Documentation	978-1-925527-27-8	\$36	250	✓	✓
					✓	✓
					✓	✓
					✓	✓

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<b>FNSACC303</b>	Perform Financial Calculations	978-1-925527-47-6	\$22	254	✓	✓
<b>FNSACC402</b>	Prepare Operational Budgets	978-1-925527-74-2	\$18	225	✓	
<b>FNSACC404</b>	Prepare Financial Statements for Non Reporting Entities	978-1-925527-29-2	\$36	204	✓	✓
<b>FNSACC405</b>	Maintain Inventory Records	978-1-925527-31-5	\$36	205	✓	
<b>FNSACC406</b>	Set up and Operate Computerised Accounting System	978-1-925527-32-2	\$36	221	✓	
<b>FNSBKG401</b>	Develop and implement Policies and Procedures Relevant to Bookkeeping Activities	978-1-925366-14-3	\$18	100	✓	
<b>FNSINC401</b>	Apply Principles of Professional Practice to Work in the Financial Service Industry				✓	
<b>FNSBKG402</b>	Establish and Maintain a Cash Accounting System	978-1-925527-33-9	\$36	201	✓	✓
<b>FNSBKG403</b>	Establish and Maintain an Accrual Accounting System	978-1-925527-34-6	\$36	207	✓	✓
<b>FNSBKG404</b>	Carry out Business Activity and Instalment Activity Statement Tasks v 19.11	978-1-925366-04-4	\$36	202	✓	✓
<b>FNSBKG404</b>	Carry out Business Activity and Instalment Activity Statement Tasks v 19.12	978-1-925527-70-4	\$36	222	✓	✓
<b>FNSBKG405</b>	Establish and Maintain a Payroll System v 19.11	978-1-925366-15-0	\$36	203	✓	✓
<b>FNSBKG405</b>	Establish and Maintain a Payroll System v 19.12	978-1-925527-73-5	\$36	223	✓	✓
<b>General</b>	Best Practice for BAS Agents	978-0-9871643-0-8	\$33	404		
<b>FNSCRD301</b>	Process Applications for Credit	978-1-925366-26-6	\$18	175	✓	
<b>FNSINC301</b>	Work Effectively in the Financial Services Industry	978-1-925366-23-5	\$18	117	✓	
<b>FNSINC401</b>	Apply Principles of Professional Practice to Work in the Financial Service Industry	978-1-925366-10-5	\$18	118	✓	
<b>FNSRTS305 &amp; FNSRTS306</b>	Process Customer Accounts and Transactions	978-1-925366-30-3	\$18	162	✓	
<b>FNSRTS308</b>	Balance Cash Holdings	978-1-925366-28-0	\$18	179	✓	
<b>FNSSAM301</b>	Identify Opportunities to Cross Sell Products and Services	978-1-925366-25-9	\$18	185	✓	
<b>MYOB</b>	MYOB for Beginners	978-1-925527-40-7	\$36	278		✓
<b>MYOB</b>	Starting up with MYOB	978-1-925527-41-4	\$36	268		✓
<b>MYOB</b>	Everyday with MYOB	978-1-925527-42-1	\$36	269		✓
<b>MYOB</b>	Complex Payroll 19.12	978-1-925527-45-2	\$36	264		✓
<b>MYOB</b>	BAS 19.12	978-1-925527-46-9	\$36	263		✓
<b>MYOB</b>	Everyday Payroll 19.12	978-1-925527-43-8	\$36	270		✓
<b>MYOB</b>	Managing Inventory	978-1-925527-44-5	\$36	271		✓
<b>MYOB</b>	MYOB for Business	978-1-925527-39-1	\$50	240		✓
<b>General</b>	Bookkeeping Fundamentals	978-0-9808539-1-9	\$36	367		
<b>Xero</b>	Xero Set up and Operate	978-1-925527-75-9	\$36	281		
<b>Xero</b>	Xero BAS	978-1-925527-76-6	\$36	282		
<b>Xero</b>	Xero Payroll	978-1-925527-77-3	\$36	283		
<b>Xero</b>	Xero Accts Payable and Receivable	978-1-925527-78-0	\$36	284		
<b>Microsoft Office</b>	Computers for Beginners Windows 10 and Office 2016	978-1-925527-01-8	\$36	238		✓
<b>Microsoft Office</b>	Introduction to Microsoft Windows 10 and Office 2016	978-1-925527-05-6	\$50	239		✓