

**Certificates III & IV of Business Administration  
 TEXTBOOK LIST  
 Caboolture and Redcliffe – 2010**

Competency Code	Competency Name	Text Book Title	Approx Cost
<b>Computing</b>			
BSBITU201A	Produce simple word documents	<b>Produce simple word processed documents Word 2007</b> ISBN: 1741238226 Software Publications	\$33.00
BSBITU202A	Create and use spreadsheets	<b>Create and use spreadsheets Microsoft Office - Excel 2007</b> ISBN: 174123803X Software Publications	\$31.00
BSBITU301A	Create and use databases	<b>Create and use databases - Access 2007</b> ISBN: 174123882X Software Publications	\$33.00
BSBITU302A	Create electronic presentations	<b>BCI Creating electronic presentations - PowerPoint 2007</b> ISBN: 9780734607584 - Tilde	\$26.50
BSBITU303A	Design and produce text documents	<b>Design and produce text documents - Word 2007</b> ISBN: 1741238439 Software Publications	\$33.00
BSBITU304A	Produce spreadsheets	<b>BCI Producing Spreadsheets - Excel 2007</b> ISBN: 9780734607553 - Tilde	\$26.50
BSBITU306A	Design and produce business documents	<b>Design and produce business documents - Office 2007</b> ISBN: 1741238404 Software Publications	\$35.00
BSBITU307A	Develop Keyboard speed and accuracy	<b>Develop Keyboarding speed and accuracy</b> ISBN: 1741238803 Software Publications <b>Do not purchase until speaking with your class room teacher</b>	\$21.80
BSBITU309A	Produce desktop published documents	<b>Produce desktop published documents - Publisher 2007</b> ISBN: 1741238668 Software Publications	\$33.00
BSBITA401A	Design databases	<b>BCI Designing Databases - Access 2007</b> ISBN: 9780734607478 - Tilde	\$26.50
BSBITU401A	Design and develop complex text documents	<b>Design and develop complex text documents - Word 2007</b> ISBN: 1741239117 Software Publications	\$35.00
BSBITU402A	Develop and use complex spreadsheets	<b>Develop and use complex spreadsheets - Excel 2007</b> ISBN: 1741238382 Software Publications	\$35.00
BSBITU404A	Complex desktop published documents	<b>Produce complex desktop published documents - Publisher 07</b> ISBN: 1741239664 Software Publications	\$35.00

<b>Finance</b>			
BSBFIA301A	Maintain financial records	<b>Manual bookkeeping to trial balance – 2007 ***</b> ISBN: 9781921275296 MBS Training - version 18	\$27.50
BSBFIA302A	Process payroll	<b>Processing payroll ***</b> ISBN: 9781921275265 MBS Training – version 18	\$40.00
BSBFIA303A	Accounts payable and receivable	<b>Processing accounts payable and receivable ***</b> ISBN: 9781921275135 MBS Training – version 18	\$44.00
BSBFIA304A	Maintain a general ledger	<b>Maintaining a general ledger in a service industry ***</b> ISBN: 9781921275128 MBS Training – version 18	\$41.00
FNSICGEN305B	Maintain daily financial/business records	<b>Preparing financial documents ***</b> ISBN: 9781921275142 MBS Training	\$38.00
<b>*** These 5 books for Finance are available as a bundle: MBS25 - \$155.00</b>			

<b>Work Practices</b>			
BSBADM307B	Organise schedules	No text book required	
BSBADM406B	Organise business travel	<b>Organise business travel (Technology students only)</b> ISBN: 1741238390 Software Publications	\$21.50
BSBCUS301A	Deliver and monitor customer service	<b>Deliver and monitor customer service</b> ISBN: 1741237327 Software Publications	\$21.50
BSBWRT301A	Write simple text documents	<b>Write simple text documents</b> ISBN: 1741238374 Software Publications	\$28.00

**Miscellaneous stationary requirements:**

- Good quality flash drive (USB)
- Calculator (Finance students only)
- Writing paper or note book
- Pens and pencils

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All books are available from:



**Qld Textbook Warehouse**

Bracken Ridge: BNIT, Block D, 157 Norris Road.  
PH (07) 3261 1300 FAX (07) 3261 1966  
Caboolture: BNIT, Tallon Street  
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