

Business Services Training Package and General business titles

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Inquiries

office@softwarepublications.com.au


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BSB new releases

 <p>BSBOPS303 Organise schedules including Microsoft Outlook Beverley Weynton & Software Publications</p>	BSBOPS303 Organise schedules <i>Beverley Weynton and Software Publications writing team</i>	978-1-921971-28-0	29.95
	Marking guide for BSBOPS303 Organise schedules <i>Electronic format – CD or USB</i>	978-1-921971-29-7	49.95
 <p>BSBTEC101 Operate digital devices Microsoft Windows</p>	BSBTEC101 Operate digital devices (Windows) <i>Software Publications writing team</i>	978-1-921971-71-6	32.95
	Marking guide CD for BSBTEC101 Operate digital devices	978-1-921971-72-3	49.95
 <p>BSBTEC201 Use business software applications Microsoft & Adobe</p>	BSBTEC201 Use business software applications (Microsoft and Adobe) <i>Software Publications writing team</i>	978-1-921971-70-9	34.95
	Marking guide CD for BSBTEC201 Use business software applications	978-1-921971-73-0	54.95
 <p>BSBTEC202 Use digital technologies to communicate in a work environment</p>	BSBTEC202 Use digital technologies to communicate in a work environment <i>Software Publications writing team</i>	978-1-921971-69-3	30.95
	Marking guide CD for BSBTEC202 Use digital technologies to communicate in a work environment	978-1-921971-76-1	54.95

Business Services Training Package resources

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
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
BSBCMM101A	Apply basic communication skills 2 nd Edition <i>Simon Thompson</i>	978-1-922012-09-8	19.95
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
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 software on USB</i> <i>Marian Brown and Leanne Berry</i>	978-1-921780-95-0	43.95
	Training resource CD for Maintain financial records v19 <i>Includes additional exercise, assessment and solutions</i>	978-1-921780-96-7	49.95

UNIT CODE	UNIT TITLE and VERSION	ISBN	PRICE
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 BSBFIA303A BSBFIA304A & BSBFIA301 BSBFIA303 BSBFIA304	Computerised Accounting covering: Maintain financial records Process accounts payable and receivable Maintain a general ledger using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition software on USB</i>	978-1-922012-82-1	56.95
	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
BSBFIA302 & BSBHRM416	Process payroll using MYOB AccountRight <i>includes manually processing payroll</i> <i>Jo Voight</i>	978-1-921971-47-1	46.95
	Training resource CD for Process payroll	978-1-921971-56-3	149.95
BSBFIA303A & BSBFIA303	Process accounts payable and receivable using MYOB AccountRight v19.8 <i>Includes MYOB Student Edition USB</i> <i>Marian Brown and Leanne Berry</i>	978-1-922241-60-3	46.95
	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 USB</i> <i>Marian Brown</i>	978-1-922012-85-2	43.95
	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 USB</i> <i>Marian Brown and Lyn Joyce</i>	978-1-922012-64-7	48.95
	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 USB</i> <i>Leanne Berry and Software Publications writing team</i>	978-1-922012-86-9	46.95
	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 USB</i> <i>Leanne Berry</i>	978-1-922012-87-6	53.95
	Training resource CD for Manage payroll v19.10 <i>Includes 2 assessment options, solutions and resources</i>	978-1-922241-88-7	99.95
BSBFLM305C	Support operational plan <i>Will Baker</i>	1-921657-23-5	22.95
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

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BSBHRM403	Support performance management process <i>Alfred Quay</i>	978-1-925291-10-0	24.95
BSBHRM416	BSBFIA302 Process payroll using MYOB AccountRight suitable for BSBHRM416 <i>includes manually processing payroll</i> <i>Jo Voight</i> Training resource CD for Process payroll	978-1-921971-47-1 TBA	46.95 TBA
BSBHRM501B & BSBHRM501	Manage human resources services <i>Veronica Ritchie</i>	978-1-925291-02-5	24.95
BSBHRM505B & BSBHRM505	Manage remuneration and employee benefits <i>Veronica Ritchie</i>	978-1-925291-04-9	24.95
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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	Organise workplace information <i>Software Publications writing team</i>	978-1-925291-55-1	32.95
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> Training resource CD for BSBINM501A Manage an information or knowledge management system <i>Includes Assessor guide and PowerPoint presentation</i>	1-921657-44-8 978-1-921657-84-9	22.95 99.95
BSBINN301A	Promote innovation in a team environment <i>Software Publications writing team</i>	1-74123-890-0	24.95
BSBITA401	Design databases (Access 2016) <i>Software Publications writing team</i> Marking guide CD for Design databases (Access 2016)	978-1-925291-28-5 978-1-925291-53-7	36.95 49.95
BSBITU101 & BSBITU111	Operate a personal computer (Windows 10) <i>Software Publications writing team</i> Marking guide CD for Operate a personal computer (Windows 10)	978-1-925291-16-2 978-1-925291-39-1	24.95 24.95
BSBITU102A	Develop keyboard skills <i>Software Publications writing team</i>	978-1-921780-84-4	22.95
BSBITU211	Produce digital text documents (Word 2019) <i>Software Publications writing team</i> Marking guide CD for BSBITU211 Produce digital text documents (Word 2019)	978-1-921971-32-7 978-1-921971-33-4	34.95 49.95
BSBITU212	Create and use spreadsheets (Excel 2019) <i>Software Publications writing team</i> Solutions CD for Create and use spreadsheets (Excel 2019)	978-1-921971-34-1 978-1-921971-35-8	34.95 49.95
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BSBITU203A	Communicate electronically 2012 <i>Includes Outlook 2010, Internet Explorer 9, Gmail</i> <i>Software Publications writing team</i>	978-1-922012-37-1	29.95

UNIT CODE	UNIT TITLE and VERSION	ISBN	PRICE
	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
BSBITU312	Create electronic presentations (PowerPoint 2019) <i>Software Publications writing team</i>	978-1-921971-38-9	34.95
	Marking guide CD for Create electronic presentations (PowerPoint 2019)	978-1-921971-39-6	49.95
BSBITU313	Design and produce digital text documents (Word 2019) <i>Software Publications writing team</i>	978-1-921971-36-5	34.95
	Marking guide CD for Design and produce digital text documents (Word 2019)	978-1-921971-37-2	49.95
BSBITU212 & BSBITU314	Design and use spreadsheets (Excel 2019) <i>Software Publications writing team</i>	978-1-921971-40-2	36.95
	Solutions CD for Design and use spreadsheets (Excel 2019) for BSBITU212 and BSBITU314	978-1-921971-41-9	49.95
BSBITU314	Design and produce spreadsheets (Excel 2019) <i>Software Publications writing team</i>	978-1-921971-42-6	36.95
	Solutions CD for BSBITU314 Design and produce spreadsheets (Excel 2019)	978-1-921971-43-3	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
	Special edition Design and produce business documents (Office 2016) 2 volume set: Volume 1–BSBITU306 Design and produce business documents (Office 2016) workbook Volume 2–supplements for Microsoft Word 2016 (based on abridged BSBITU201) and Microsoft Excel 2016 (based on abridged BSBITU202)	978-1-925291-57-5	54.95
BSBITU307A & BSBITU307	Develop keyboarding speed and accuracy <i>Robyn Harm</i>	1-74123-880-3	22.95
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
BSBITU401	Design and develop complex text documents (Word 2019) <i>Software Publications writing team</i>	978-1-921971-50-1	39.95
	Marking guide CD for BSBITU401 Design and develop complex text documents (Word 2019)	978-1-921971-51-8	49.95
BSBITU402	Develop and use complex spreadsheets (Excel 2019) <i>Software Publications writing team</i>	978-1-921971-54-9	39.95
	Solutions CD for Develop and use complex spreadsheets (Excel 2019)	978-1-921971-55-6	49.95
BSBITU404	Produce complex desktop published documents (Publisher 2016) <i>Software Publications writing team</i>	978-1-925291-31-5	36.95

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	Marking guide CD for Produce complex desktop published documents (Publisher 2016)	978-1-925291-46-9	49.95
BSBLED101A	Plan skills development <i>Melody R Green and Software Publications writing team</i>	1-74123-718-1	15.95
BSBMGT401A	Show leadership in the workplace <i>Louise Targett and Software Publications writing team</i>	1-74123-766-1	22.95
BSBMGT402A	Implement operational plan <i>Will Baker</i>	1-74123-944-3	19.95
BSBMGT403A	Implement continuous improvement <i>Alfred Quay</i>	1-921657-13-8	22.95
BSBMGT502B & BSBMGT502	Manage people performance <i>Elisa Casey</i>	1-74123-767-X	22.95
	Training resource CD for Manage people performance <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-921657-87-0	99.95
BSBMGT515A	Manage operational plan <i>Hayden Barry</i>	1-74123-972-9	22.95
	Training resource CD for Manage operational plan <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-921657-88-7	99.95
BSBMGT516C & BSBMGT516	Facilitate continuous improvement <i>Alfred Quay</i>	978-1-922012-14-2	29.95
	Teacher resource CD for Facilitate continuous improvement <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-922012-36-4	99.95
BSBMKG413A	Promote products and services <i>Michelle Lindsay</i>	1-74123-994-X	22.95
BSBMKG414A	Undertake marketing activities <i>Christine Kent</i>	1-74123-755-6	22.95
BSBOPS303	Organise schedules <i>Beverley Weynton and Software Publications writing team</i>	978-1-921971-28-0	29.95
	Marking guide for BSBOPS303 Organise schedules <i>Electronic format – CD or USB</i>	978-1-921971-29-7	49.95
BSBPMG522A	Undertake project work <i>Christine Kent and Software Publications writing team</i>	978-1-922241-07-8	32.95
BSBPUB401A	Develop and apply knowledge of public relations industry <i>Nisrine Amine</i>	1-921657-16-2	19.95
BSBPUB402A	Develop public relations campaign <i>Nisrine Amine</i>	1-921657-30-8	19.95
BSBPUB403A	Develop public relations documents <i>Nisrine Amine</i>	1-921657-17-0	19.95
BSBREL401A	Establish networks <i>Penny Robertshawe</i>	1-921657-12-X	24.95
BSBRES401A & BSBRES401	Analyse and present research information <i>Loris Hansford</i>	1-74123-993-1	29.95
BSBRKG304B & BSBRKG304	Maintain business records <i>Software Publications writing team</i>	978-1-921885-60-0	22.95
BSBRSK401A	Identify risk and apply risk management processes <i>Tanya O'Loughlin</i>	1-74123-991-5	19.95
BSBRSK501B	Manage risk <i>Tanya O'Loughlin</i>	978-1-922012-13-5	22.95
	Training resource CD for Manage risk <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-922012-08-1	99.95
BSBSMB201A	Identify suitability for micro business <i>Rita Helling</i>	1-74123-806-4	22.95
BSBSMB301A	Investigate micro business opportunities <i>Rita Helling</i>	1-74123-874-9	19.95
BSBSMB302A & BSBSMB302	Develop a micro business proposal <i>Rita Helling</i>	1-74123-875-7	19.95
BSBSMB306A & BSBSMB306	Plan a home based business <i>Rita Helling</i>	1-74123-978-8	19.95
BSBSMB407A	Manage a small team <i>Chand Sirimanne</i>	1-74123-971-0	24.95

UNIT CODE	UNIT TITLE and VERSION	ISBN	PRICE
BSBSMB412	Introduce cloud computing into business operations <i>Software Publications writing team</i>	978-1-925291-66-7	32.95
BSBSUS201A	Participate in environmentally sustainable work practices <i>Software Publications writing team</i>	1-74123-949-4	22.95
BSBSUS301A	Implement and monitor environmentally sustainable work practices <i>Software Publications writing team</i>	1-74123-950-8	24.95
BSBSUS501A & BSBSUS501	Develop workplace policy and procedures for sustainability <i>Software Publications writing team</i>	1-74123-951-6	22.95
	Training resource CD for Develop workplace policy and procedures for sustainability <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-921657-96-2	99.95
BSBTEC101	Operate digital devices (Windows) <i>Software Publications writing team</i>	978-1-921971-71-6	32.95
	Marking guide CD for BSBTEC101 Operate digital devices	978-1-921971-72-3	49.95
BSBTEC201	Use business software applications (Microsoft and Adobe) <i>Software Publications writing team</i>	978-1-921971-70-9	34.95
	Marking guide CD for BSBTEC201 Use business software applications	978-1-921971-73-0	54.95
BSBTEC202	Use digital technologies to communicate in a work environment <i>Software Publications writing team</i>	978-1-921971-69-3	30.95
	Marking guide CD for BSBTEC202 Use digital technologies to communicate in a work environment	978-1-921971-76-1	54.95
BSBTEC301	Design and produce business documents (Word) <i>Software Publications writing team</i>	978-1-921971-57-0	36.95
	Marking guide CD for BSBTEC301 Design and produce business documents (Word)	978-1-921971-58-7	54.95
BSBTEC302	Develop and use spreadsheets (Excel) <i>Software Publications writing team</i>	978-1-921971-67-9	42.95
	Solutions CD for BSBTEC302 Develop and use spreadsheets (Excel)	978-1-921971-68-6	54.95
BSBTEC303	Create electronic presentations (PowerPoint) <i>Software Publications writing team</i>	978-1-921971-65-5	35.95
	Marking guide CD for BSBTEC303 Create electronic presentations (PowerPoint)	978-1-921971-66-2	54.95
BSBTEC401	Design and produce complex text documents (Word) <i>Software Publications writing team</i>	978-1-921971-64-8	42.95
	Marking guide CD for BSBTEC401 Design and produce complex text documents (Word)	978-1-921971-59-4	54.95
BSBTEC402	Develop and produce complex spreadsheets (Excel) <i>Software Publications writing team</i>	978-1-921971-62-4	40.95
	Solutions CD for BSBTEC402 Develop and produce complex spreadsheets (Excel)	978-1-921971-63-1	54.95
BSBWHS201A & BSBWHS201	Contribute to health and safety of self and others <i>Stephen Harvey LLM LLB (Hons)</i>	978-1-922241-08-5	24.95
BSBWHS301A	Maintain workplace safety <i>Stephen Harvey LLM LLB (Hons)</i>	978-1-922241-34-4	32.95
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements <i>Stephen Harvey LLM LLB (Hons)</i>	978-1-922241-79-5	34.95
BSBWOR202A	Organise and complete daily work activities <i>Belinda Henwood and Software Publications writing team</i>	1-74123-832-3	22.95
BSBWOR203B & BSBWOR203	Work effectively with others <i>Melody R Green</i>	978-1-922241-96-2	22.95
BSBWOR204A & BSBWOR204	Use business technology (Office 2013) <i>Software Publications writing team</i>	978-1-925291-01-8	24.95
	Marking guide CD for Use business technology (Office 2013)	978-1-925291-06-3	49.95

UNIT CODE	UNIT TITLE and VERSION	ISBN	PRICE
BSBWOR204A & BSBWOR204	Use business technology Windows 7 Office 2010 <i>Software Publications writing team</i>	978-1-921780-85-1	24.95
BSBWOR301B	Organise personal work priorities and development <i>Belinda Henwood</i>	978-1-922241-57-3	22.95
	Marking guide CD for Organise personal work priorities and development	978-1-922241-62-7	29.95
BSBWOR402A	Promote team effectiveness <i>Gregory Long</i>	1-74123-943-5	19.95
BSBWOR404A	Develop work priorities <i>Lloyd Jones</i>	1-74123-945-1	19.95
BSBWOR501B & BSBWOR501	Manage personal work priorities and professional development <i>Kerry Aldridge</i>	978-1-922012-97-5	22.95
	Training resource CD for Manage personal work priorities and professional development <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-922241-69-6	99.95
BSBWOR502B	Ensure team effectiveness <i>Kerry Aldridge</i>	978-1-922012-10-4	22.95
	Training resource CD for Ensure team effectiveness <i>Includes Assessor guide and PowerPoint presentation</i>	978-1-922012-39-5	99.95
BSBWRK411A & BSBWRK411	Support employee and industrial relations <i>Current as at 1 July 2014</i> <i>Alfred Quay</i>	978-1-922241-61-0	24.95
BSBWRK510A & BSBWRK510	Manage employee relations <i>Current as at 1 July 2014</i> <i>Alfred Quay</i>	978-1-922241-75-7	29.95
BSBWRT301A & BSBWRT301	Write simple documents <i>New format, revised content and exercises</i> <i>Software Publications writing team</i>	978-1-921971-21-1	29.95
	Training and assessment guide CD for Write simple documents <i>Includes training and assessment mapping, training plans, exercise and assessment instructions and solutions plus the Assessment for learners</i>	978-1-921971-22-8	99.95
BSBWRT301A	Write simple documents <i>Software Publications writing team</i>	978-1-921885-23-5	29.95
BSBWRT401A	Write complex documents <i>Loris Hansford</i>	978-1-921780-88-2	22.95

General titles

<p>Your Career Your Way. A step by step guide for the woman ready to radically reinvent her career</p> <p><i>Melody R Green</i></p> <p>If you want to feel confident and ready to transform your work life from so-so to spectacular, then <i>Your Career Your Way</i> will help make it happen. This helps you identify your motivators, core gifts, skills and attributes. It gives you the tools to recognise your unique skills, and the confidence to show future employers exactly what you can contribute to their organisation. A great resource for those planning their next career move or studying human resources.</p>	978-1-925291-00-1	36.95
<p>No-one asked me! A workbook on consultation</p> <p><i>John Hunter</i></p> <p>Consultation is an important concept in many of our social interactions, yet uncertainty and misunderstanding surrounds use of the term. The aim is to clarify the meaning of consultation and thereby promote greater understanding, effectiveness and improved interpersonal relations in a wide variety of settings, particularly in the workplace. It is an invaluable tool for Diploma of Management and HR Management students and should be added to the book list.</p>	978-1-921971-23-5	15.95



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