

Stock Code		Description	Packaged volumes		AUD
			CONTINUOUS IMPROVEMENT		
			<i>To enable an agile response to changing industry needs, Training Packages are now entering a process of continuous improvement rather than cyclical review.</i>		
			<i>IBSA has developed an enhanced CD rendition of the Business Services Training Package, incorporating a unique authentication mechanism that provides user access to exclusive online updates from a secure section of the IBSA website.</i>		
			<i>This innovative electronic publication ensures that training providers will always have access to the most up-to-date version of the training package.</i>		
BSB07C1		<ul style="list-style-type: none"> Volume 1 of the BSB07 in Ring Bound Hard Copy BSB07 Continuous Improvement Subscription CD 			320.00
BSB07R1		<ul style="list-style-type: none"> All 6 Volumes of the BSB07 in Ring Bound Hard Copy BSB07 Continuous Improvement Subscription CD 			795.00
BSB07C2		BSB07 on CD in both <i>Word</i> and <i>PDF</i> format (Static version not Continuous Improvement Subscription) plus Volume 1 in Ring Bound Hard Copy.			175.00
BSB07R		All 6 Volumes in Hard Copy (Includes CD Static version not Continuous Improvement Subscription)			595.00
BSB07SB		Small and Micro Business Management Domain in Spiral Bound Hard Copy			49.95
BSB07IE		International Education Domain in Spiral Bound Hard Copy			49.95
BSB07OL		Organisational Learning and Capability Development Domain in Spiral Bound Hard Copy			39.95
BSB07CC		Contact Centre Operations Domain in Ring Bound Hard Copy			85.00
Stock Code		Volume	Broad Contents	Specific Contents	AUD
BSB07V1	1	<ul style="list-style-type: none"> Master Folder 	<ul style="list-style-type: none"> Introduction Qualifications Framework 	<ul style="list-style-type: none"> Assessment Guidelines Mapping 	65.00
BSB07V2	2	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Educational Administration General Administration Legal Services Administration 	<ul style="list-style-type: none"> Medical Services Administration Purchasing and Contracting 	85.00
BSB07V3	3	<ul style="list-style-type: none"> Business Development Communication Stakeholder Relations 	<ul style="list-style-type: none"> Advertising International Business Marketing Public Relations Sales 	<ul style="list-style-type: none"> Interpersonal Communication Writing Contact Centre Operations Customer Service Relationship Management 	95.00
BSB07V4	4	<ul style="list-style-type: none"> Creativity and Innovation Design Finance Industry Capability ICT Knowledge Management 	<ul style="list-style-type: none"> Creative Thinking Innovation Design Process Financial Administration Financial Management Industry Context Product Skills and Advice Sustainability Workplace Effectiveness 	<ul style="list-style-type: none"> E-Business IT Analysis and Design IT Building and Implementation IT Support IT Use Information Management Recordkeeping Research 	95.00
BSB07V5	5	<ul style="list-style-type: none"> Management and Leadership Workforce Development 	<ul style="list-style-type: none"> Franchising Management Project Management Small and Micro Business Diversity 	<ul style="list-style-type: none"> Human Resource Management Learning and Development Recruitment and Employment Services Workplace Relations 	95.00
BSB07V6	6	<ul style="list-style-type: none"> Regulation, Licensing and Risk 	<ul style="list-style-type: none"> ATSI Governance Compliance Governance 	<ul style="list-style-type: none"> Occupational Health & Safety Quality Auditing Risk Management 	85.00

Supports Unit Code	Stock Code	Resource Title	Type	Unit Price
BSBADM307B	SA737	Organise Schedules	Learner Guide	\$22.95
BSBADM406B	SA746	Organise Business Travel	Learner Guide	\$19.95
BSBCMM201A BSBIND201A	SI721	Communicate in the Workplace	Learner Guide	\$24.95
BSBCMM301A	SCM731	Process Customer Complaints	Learner Guide	\$19.95
BSBCUS201A	SC721	Deliver a Service to Customers	Learner Guide	\$22.95
BSBCUS301A	SC731	Deliver and Monitor a Service to Customers	Learner Guide	\$22.95
BSBCUS402A	SC742	Address Customer Needs	Learner Guide	\$24.95
BSBDIV301A	SD731	Work Effectively with Diversity	Learner Guide	\$19.95
BSBFIA301A	SF731A	A Step by Step Approach to Maintaining Daily Financial Records Using MYOB Accounting V16 & V17 – Student's Book	Learner Guide	\$36.95
BSBFIA301A	SF731B	A Step by Step Approach to Maintaining Daily Financial Records Using MYOB Accounting V16 & V17 – Teacher's Resource CD - Publication Date TBA	Facilitator Guide	\$49.95
BSBFIA301A BSBFIA303A BSBFIA304A	SF731C	A Step by Step Introduction to MYOB Using MYOB Accounting V16 & V17 – Student's Book	Learner Guide	\$44.95
BSBFIA301A BSBFIA303A BSBFIA304A	SF731D	A Step by Step Introduction to MYOB Using MYOB Accounting V16 & V17 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBFIA302A	SF732A	A Step by Step Approach to Processing Payroll Using MYOB Accounting Plus V17 – Student's Book	Learner Guide	\$34.95
BSBFIA302A	SF732B	A Step by Step Approach to Processing Payroll Using MYOB Accounting Plus V17 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBFIA302A	SF732C	Payroll Fundamentals Manual – MYOB Accounting V16 – Student's Book	Learner Guide	\$29.95
BSBFIA302A	SF732D	Payroll Fundamentals Manual – MYOB Accounting V16 – Teacher's Solutions Book	Facilitator Guide	\$19.95
BSBFIA303A	SF733A	A Step by Step Approach to Processing Accounts Payable and Receivable Using MYOB Accounting V16 & V17 – Student's Book	Learner Guide	\$39.95
BSBFIA303A	SF733B	A Step by Step Approach to Processing Accounts Payable and Receivable Using MYOB Accounting V16 & V17 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBFIA304A	SF734A	A Step by Step Approach to Maintaining a General Leger Using MYOB Accounting V16 & V17 – Student's Book	Learner Guide	\$29.95
BSBFIA304A	SF734B	A Step by Step Approach to Maintaining a General Leger Using MYOB Accounting V16 & V17 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBFIA402A	SF742	A Step by Step Approach to Reporting On Financial Activity Using MYOB Accounting v17 - Publication Date TBA	Learner Guide	TBA
BSBFIM502A	SF752A	A Step by Step Approach to Managing Payroll Using MYOB Accounting Plus V17- Student's Book	Learner Guide	\$34.95
BSBFIM502A	SF752B	A Step by Step Approach to Managing Payroll Using MYOB Accounting Plus V17 – Teacher's Resource CD	Facilitator Guide	\$49.95

Supports Unit Code	Stock Code	Resource Title	Type	Unit Price
BSBINM202A	SN722	Handle Mail	Learner Guide	\$22.95
BSBITU101A	ST711	Operate a Personal Computer – Office 2007	Learner Guide	\$24.95
BSBITU201A	ST721A	Produce Simple Word Processed Documents Using Microsoft Office Word 2007 – Student's Book	Learner Guide	\$29.95
BSBITU201A	ST721B	Produce Simple Word Processed Documents Using Microsoft Office Word 2007 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBITU201A	ST721C	Discover Word Processed Documents Word 2007 – Discovery Series	Learner Guide	\$32.95
BSBITU202A	ST722A	Cerate and Use Spreadsheets – MS Excel 2007 – Student's Book	Learner Guide	\$29.95
BSBITU202A	ST722B	Cerate and Use Spreadsheets – MS Excel 2007 – Teacher's Resource CD	Facilitator Guide	\$49.95
BSBITU202A	ST722C	Discover Simple Spreadsheets Excel 2007 – Discovery Series – Student's Book	Learner Guide	\$32.95
BSBITU302A	ST732	Create Electronic Presentations	Learner Guide	\$34.95
BSBITU303A	ST733	Design and Produce Text Documents – Publication Date TBA	Learner Guide	TBA
BSBITU306A	ST736	Design and Produce Business Documents – Office 2007	Learner Guide	\$36.95
BSBITU306A		Design and Produce Business Documents- Office 2007	Solutions Book	\$36.95
BSBLED101A	SL711	Plan Skills Development	Learner Guide	\$15.95
BSBMGT401A	SMG741	Show Leadership in the Workplace	Learner Guide	\$22.95
BSBMGT502B	SMG52	Manage People Performance	Learner Guide	\$22.95
BSBMKG414A	SM7414	Undertake Marketing Activities	Learner Guide	\$22.95
BSBPMG510A	SP7510	Manage Projects	Learner Guide	\$29.95
BSBPRO301A	SPR731	Recommend Products and Services	Learner Guide	\$19.95
BSBWOR204A	SW724	Use Business Technology – Office 2007	Learner Guide	\$24.95

