

Common Domain of the Business Services Training Package

Supports Unit Code	Stock Code	Resource Title	Type	Unit Price
All of Cert. I & II in Business	BCA1	Assessment Approaches for Certificate I & II in Business plus CD-Rom – Assessment Strategies	Assessor's Resource	\$44.00
BSBCMN101A	SC11	Prepare for work	Learner Guide	\$29.95
BSBCMN102A	SC12	Complete daily work activities	Learner Guide	\$29.95
BSBCMN103A	SC13	Apply basic communication skills	Learner Guide	\$29.95
BSBCMN104A	SC14	Plan Skills development	Learner Guide	\$29.95
BSBCMN105A	SC15	Use Business Equipment	Learner Guide	\$29.95
BSBCMN106A	SC16	Follow workplace safety procedures	Learner Guide	\$29.95
BSBCMN107A BSBCMN213A	PC17	Contemporary Keyboarding	Learner Guide	\$32.95
BSBCMN107A BSBCMN205A BSBCMN108A BSBCMN213A BSBCMN214A BSBADM305A	SC70	Business Office Skills – (2000) - A fully comprehensive learners guide to 6 competency standards that are combined into the one publication for MS Office 2000.	Learner Guide	\$79.95
	SC7X	Business Office Skills – (XP) - A fully comprehensive learners guide to 6 competency standards that are combined into the one publication for MS Office XP.	Learner Guide	\$79.95
All Above	SC7R	Revision Sheets & Assessments for Item SC70 only (Office 2000)	Revision & Assessment	\$15.95
BSBCMN107A	SC82	Operate a personal computer (Windows XP)	Learner Guide	\$29.95
BSBCMN107A	SC17	Operate a personal computer (Windows 98)	Learner Guide	\$29.95
BSBCMN107A	SC1A	Operate a personal computer (Windows 2000)	Learner Guide	\$29.95
BSBCMN107A	WC17	Operate a Personal Comp. (Office 2000) Watsonia Publications	Learner Guide	\$31.50
BSBCMN107A	WC1K	Operate a Personal Comp. (Office XP) Watsonia Publications	Learner Guide	\$31.50
BSBCMN107A BSBCMN205A	SC17A	Operate a personal computer & Use Bus. Technology Office 03/Win XP	Learner Guide	\$32.95
BSBCMN107A BSBCMN205A	SC17B	Operate a personal computer & Use Bus. Technology Office XP/Win XP	Learner Guide	\$32.95
BSBCMN108A	TC18	Computer Keyboarding: A Rapid Course - Tertiary press	Learner Guide	\$34.50
BSBCMN108A	SC18	Develop Keyboard Skills - Software Publications	Learner Guide	\$29.95
BSBCMN109, 215, 313, 413 BSBMGT507,610	BC01	Facilitators Guide for all the Business Services Training Package Environmental Units as listed.	Facilitators Guide	\$39.00
BSBCMN109A	BC19	Follow Environmental Work Practices – IBSA	Learner Guide	\$24.95
BSBCMN109A	SC19	Follow Environmental Work Practices - Software Publications	Learner Guide	\$29.95
BSBCMN201A, 202A, 203A, 204A, 206A, 208A, 209A, 210A, 211A,	TC21	You, Your Team and Your Customers - Tertiary Press	Learner Guide	\$43.50
BSBCMN201A	SC2K	Work Effectively in a Business Environment	Learner Guide	\$29.95
BSBCMN202A	SC22	Organise and complete daily work activities	Learner Guide	\$29.95
BSBCMN203A	SC2A	Communicate in a workplace - Software Publications	Learner Guide	\$29.95
BSBCMN204A	SC24H	Work effectively with others	Learner Guide	\$19.95
BSBCMN204A BSBCMN304A	SC2B	Contribute to working effectively with others	Learner Guide	\$29.95
BSBCMN205A	SC80	Use Business Technology 2003 - Software Publications	Learner Guide	\$29.95
BSBCMN205A	SC2F	Use Business Technology 2002 - Software Publications	Learner Guide	\$29.95
BSBCMN205A	SC2C	Use Business Technology 2000 - Software Publications	Learner Guide	\$29.95
BSBCMN206A	SC26	Process & Maintain Workplace Information	Learner Guide	\$29.95
BSBCMN207A	SC2M	Prepare and process financial/bus. documents manual	Learner Guide	\$29.95
BSBCMN207A	SC27A	Prepare and process financial/bus. documents manual/ MYOB V12	Learner Guide	\$29.95
BSBCMN207A	SC27	Prepare and process financial/bus. documents manual/ MYOB V13	Learner Guide	\$29.95
BSBCMN207A	SC27B	Step by Step approach - Maintaining Daily Fin & Bus records MYOB V16	Learner Guide	\$29.95
BSBCMN208A	SC28	Deliver a Service to Customers	Learner Guide	\$29.95
BSBCMN209A	SC29	Provide Information to clients	Learner Guide	\$29.95
BSBCMN210A	SC2E	Implementing Improved Work Practices	Learner Guide	\$29.95

To place an order with IBSA, simply fill in the order form using our stock codes and prices from this Product List. If you require any help please call one of our Customer Service staff on 03 9815 7000.

BSBCMN211A	SC21	Participate in Workplace Safety Procedures	Learner Guide	\$29.95
BSBCMN212A	SC2D	Handle Mail	Learner Guide	\$29.95
BSBCMN212A, 101A,102A,103	TC22	Up Front: The Receptionist – Tertiary Press	Learner Guide	\$28.80
BSBCMN213A	TC23	Produce simple word processed documents (Tertiary Press)	Learner Guide	\$38.50
BSBCMN213A	SC23	Produce simple word processed documents (Word 2000) -Software Publications	Learner Guide	\$34.95
BSBCMN213A	SC2W	Produce simple word processed documents (Word 2002) -Software Publications – Inc. Study Guide, Assessments & Assignments	Learner Guide	\$34.95
BSBCMN213A	SC2W2	Produce simple word processed documents (Word 2002) SOLUTIONS -Software Publications	Solutions	\$36.95
BSBCMN213A	SC2W3	Produce simple word processed documents (Word 2003) -Software Publications – Inc. Study Guide, Assessments & Assignments	Learner Guide	\$34.95
BSBCMN213A	SC2WS	Produce simple word processed documents (Word 2003) SOLUTIONS -Software Publications	Solutions	\$36.95
BSBCMN213A	SC23A	Basic Word Processing Word 2000	Learner Guide	\$27.95
BSBCMN213A	SC23B	Basic Word Processing Word 2002	Learner Guide	\$27.95
BSBCMN213A	SC23C	Basic Word Processing Word 2003	Learner Guide	\$27.95
BSBCMN213A	WC2C	Produce Simple Word Processed Documents (Office 2000) Watsonia Publications	Learner Guide	\$27.65
BSBCMN213A	WC2K	Produce Simple Word Processed Documents (Office 2002) Watsonia Publications	Learner Guide	\$30.20
BSBCMN214A	TC24	Create and use simple spreadsheets (Tertiary Press)	Learner Guide	\$37.50
BSBCMN214A	SC24	Create and use simple spreadsheets (Excel 2000) Software Publications	Learner Guide	\$34.95
BSBCMN214A	SC24A	Create and use simple spreadsheets (Excel 2002) Software Publications - Inc. Study Guide, Assessments & Assignments	Learner Guide	\$34.95
BSBCMN214A	SC24B	Create and use simple spreadsheets (Excel 2002) SOLUTIONS - Software Publications	Solutions	\$36.95
BSBCMN214A	SC24C	Create and use simple spreadsheets (Excel 2003) Software Publications - Inc. Study Guide, Assessments & Assignments	Learner Guide	\$34.95
BSBCMN214A	SC24D	Create and use simple spreadsheets (Excel 2003) SOLUTIONS - Software Publications	Solutions	\$36.95
BSBCMN214A	SC24E	Basic Spreadsheets MS Excel 2000	Learner Guide	\$27.95
BSBCMN214A	SC24F	Basic Spreadsheets MS Excel 2002	Learner Guide	\$27.95
BSBCMN214A	SC24G	Basic Spreadsheets MS Excel 2003	Learner Guide	\$27.95
BSBCMN214A	WC2D	Create & Use Simple Spreadsheets 2000 Watsonia Publications	Learner Guide	\$35.50
BSBCMN214A	WC2L	Create & Use Simple Spreadsheets 2003 Watsonia Publications	Learner Guide	\$35.50
BSBCMN215A	BC2F	Participate in Environmental Work Practices – IBSA	Learner Guide	\$24.95
BSBCMN215A	SC25	Participate in Environmental Work Prac. – Software Publications	Learner Guide	\$29.95
BSBCMN216A	SC26A	Create Customer Relationship	Learner Guide	\$29.95
BSBCMN218A	PC28A	First Aid in the Workplace – Grant B Goold	Learner Guide	\$42.95
BSBCMN301A	SC31	Exercise Initiative in a Business Environment	Learner Guide	\$29.95
BSBCMN302A	SC32	Organise Personal Work Priorities and Development	Learner Guide	\$29.95
BSBCMN304A	SC34	Contribute to Personal Skills Development & Learning	Learner Guide	\$19.95
BSBCMN305A	SC35	Organise Workplace Information	Learner Guide	\$29.95
BSBCMN306A	SC36	Produce Business Documents - 2000 Software Publications	Learner Guide	\$36.95
BSBCMN306A	SC36A	Produce Business Documents - 2000 SOLUTIONS Software Publications	Solutions	\$36.95
BSBCMN306A	SC36B	Produce Business Documents - 2002 Software Publications	Learner Guide	\$36.95
BSBCMN306A	SC36C	Produce Business Documents - 2003 Software Publications	Learner Guide	\$36.95
BSBCMN306A	SC36D	Produce Business Documents – 2003 SOLUTIONS Software Publications	Solutions	\$36.95
BSBCMN306A	WC36	Prod. Business Docs. 2000 Watsonia Publications	Learner Guide	\$25.70
BSBCMN306A	WC3K	Prod. Business Docs. Publisher 2002 Watsonia Publications	Learner Guide	\$38.00
BSBCMN307A	SC37	Maintain Business Resources	Learner Guide	\$29.95
BSBCMN309A	SC39	Recommend Products & Services	Learner Guide	\$29.95
BSBCMN310A	SC3B	Deliver & Monitor A Service To Customers	Learner Guide	\$29.95
BSBCMN311A	SC3A	Maintain Workplace Safety - Software Publications	Learner Guide	\$29.95
BSBCMN311A	TC31	Maintaining Workplace Safety - Tertiary Press	Learner Guide	\$30.50
BSBCMN312A	TC32	Meeting the Challenge of Change	Learner Guide	\$39.50
BSBCMN313A	BC3D	Maintain Environmental Procedures – IBSA	Learner Guide	\$24.95
BSBCMN313A	SC33	Maintain Environmental Procedures – Software Publications	Learner Guide	\$29.95
BSBCMN318A	SC318	Write Simple Documents	Learner Guide	\$32.95
BSBCMN319A	PC28A	First Aid in the Workplace – Grant B Goold	Learner Guide	\$44.95
BSBCMN402A	SC42	Develop Work Priorities – Software Publications	Learner Guide	\$29.95
BSBCMN402A	PC42	Develop Work Priorities – Pearson Education	Learner Guide	\$26.95
BSBCMN402A	BF40	Develop Work Priorities – IBSA Series (shrink-wrapped)	Learner Guide	\$19.45
BSBCMN403A	SC4B	Establish Business Networks – Software Publications	Learner Guide	\$29.95
BSBCMN403A	PC43	Establish Business Networks – Pearson Education	Learner Guide	\$29.95
BSBCMN404A	PC44	Develop Teams & Individuals – Pearson Education	Learner Guide	\$29.95
BSBCMN404A	SC44	Develop Teams & Individuals – Software Publications	Learner Guide	\$29.95

To place an order with IBSA, simply fill in the order form using our stock codes and prices from this Product List. If you require any help please call one of our Customer Service staff on 03 9815 7000.

BSBCMN404A	BF41	Develop Teams & Individuals – IBSA Series (shrink-wrapped)	Learner Guide	\$19.45
BSBCMN405A	SC45	Analyse & Present Research Info. – Software Publications	Learner Guide	\$29.95
BSBCMN405A	PC45	Analyse & Present Research Info. – Pearson Education	Learner Guide	\$28.95
BSBCMN406A	SC46	Maintain Business Technology – Software Publications	Learner Guide	\$29.95
BSBCMN407A	PC47	Coordinate Business Resources – Pearson Education	Learner Guide	\$28.95
BSBCMN407A	SC47	Coordinate Business Resources – Software Publications	Learner Guide	\$29.95
BSBCMN408A	IC48	Report on financial Activity (includes CD with Financial tables/record keeping forms) - IBR	Learner Guide	\$31.45
BSBCMN408A	IC48A	Assessment Material for IC48 above	Assessment Material	\$57.00
BSBCMN408A	SC48	Report on Financial Activity - Manual	Learner Guide	\$44.95
BSBCMN409A	SC49	Promote Products & Services – Software Publications	Learner Guide	\$29.95
BSBCMN409A	IC49	Promote Products & Services - IBR	Learner Guide	\$26.35
BSBCMN409A	IC49A	Assessment Material for IC49 above	Assessment Material	\$57.00
BSBCMN410A	IC40	Coordinate implementation of customer service strategies - IBR	Learner Guide	\$26.35
BSBCMN410A	IC40A	Assessment Material for IC40 above	Assessment Material	\$57.00
BSBCMN410A	SC4D	Coordinate Implementation of Customer Service Strategies – Software Publications	Learner Guide	\$29.95
BSBCMN411A	BF43	Monitor a safe workplace – IBSA Series (shrink-wrapped)	Learner Guide	\$19.45
BSBCMN411A	SC4A	Monitor a safe workplace – Software Publications	Learner Guide	\$34.95
BSBCMN412A	BF44	Promote Innovation and Change – IBSA Series (shrink-wrapped)	Learner Guide	\$19.45
BSBCMN312A BSBCMN412A	SC4C	Promote and Support Innovation and change – Software Publications	Learner Guide	\$29.95
BSBCMN413A	BC4D	Implement & Monitor Environmental Policies – Innovation & Business Skills Australia Ltd	Learner Guide	\$24.95
BSBCMN413A	PC4C	Implement & Monitor Environmental Policies – Pearson Education	Learner Guide	\$28.95
BSBCMN413A	SC43	Implement & Monitor Environmental Policies - Software Publications	Learner Guide	\$29.95
BSBCMN416A	BF45	Identify risk & apply risk management strategies (shrink-wrapped)	Learner Guide	\$19.45
BSBCMN419A	BF46	Manage Projects (shrink-wrapped)	Learner Guide	\$19.45

To place an order with IBSA, simply fill in the order form using our stock codes and prices from this Product List. If you require any help please call one of our Customer Service staff on 03 9815 7000.

