

Course Code: Course:	BSB30115 Certificate III in Business	
Student Name: Email:		
Phone:		

NOTE: The cost of <u>online</u> versions of the following texts have been included in your course costs.

An <u>optional</u> hardcopy version may be also be purchased at an additional cost from the South West TAFE Bookshop or other suppliers as listed. *Please see next page for "Where to Purchase."*

The Bookshop does not sell secondhand resources; please consult with your teacher for guidance.

TYPE	ITEM NAME	Item Code	COST
Book	BSBWHS302 - Apply knowledge of WHS legislation in the workplace Smallprint	2770000031677	\$20.00
Book	BSBITU303 - Design and produce text documents Smallprint	2770000033930	\$20.00
Book	BSBITU306 – Design and produce business documents Smallprint	2770000036115	\$20.00
Book	BSBITU309 – Produce desktop published documents Smallprint	2770000036122	\$20.00
Book	BSBWRT301 - Write simple documents Smallprint	2770000034975	\$20.00
Book	BSBITU304 - Produce spreadsheets Smallprint	2770000036108	\$20.00
Book	BSBDIV301 - Work effectively with diversity Smallprint	2770000033244	\$20.00
Book	BSBWOR301 - Organise personal work priorities and development Smallprint	2770000031325	\$20.00



Book	BSBCUE203 - Conduct customer engagement Smallprint	2770000033268	\$17.00
Book	BSBITU302 - Create electronic presentations Smallprint	2770000036085	\$20.00
Book	BSBITU305 - Conduct online transactions Smallprint	2770000033992	\$20.00
Book	BSBADM307 - Organise Schedules Smallprint	2770000033282	\$20.00
Book	BSBCUS301 - Deliver & monitor a service to customers Smallprint	2770000031301	\$20.00
Book	BSBCMM301 - Process customer complaints Smallprint	2770000038294	\$20.00
Book	BSBPUR301 – Purchase goods and services Smallprint	2770000019569	\$20.00
Book	BSBADM405 – Organise meetings Smallprint	2770000038348	\$24.00
Book	BSBFIA401 – Prepare financial reports Smallprint	2770000038430	\$24.00
Book	BSBFLM312 – Contribute to team effectiveness Smallprint	2770000040754	\$20.00
Book	BSBSUS401 Implement and monitor environmentally sustainable work practices Smallprint	2770000042222	\$24.00
Book	BSBFIA301 Maintain financial records Smallprint	2770000017633	\$20.00
Book	BSBFIA303 – Process accounts payable and receivable Smallprint	2770000005937	\$20.00
Book	BSBMED401 - Manage patient record keeping system Smallprint	2770000005937	\$24.00



Book	BSBMED301 - Interpret and apply medical terminology appropriately Smallprint	2770000041713	\$20.00
Book	SIRXSLS001 - Sell to the retail customer Smallprint	2770000042239	\$18.00
Book	SIRRINV001 - Receive and handle retail stock Smallprint	2770000042246	\$18.00
Book	SIRRRTF001 - Balance and secure point-of-sale terminal Smallprint	2770000042260	\$16.00
Book	SIRXIND002 - Organise and maintain the store environment Smallprint	2770000042253	\$18.00

Please note that these prices are indicative only

Prices listed are South West Institute of TAFE Prices and are current as of 30-Nov-17 and are subject to change without notice.

If ordering from South West Institute of TAFE Bookshop please allow for 2 weeks for delivery.

Payment will be required at the time of ordering required upfront.



WHERE TO PURCHASE

SOUTH WEST TAFE BOOKSHOP Opening Hours: Monday – Friday 9 am – 5 pm		
Drop In	Order by Phone	
South West Institute of TAFE Bookshop Building D, Timor Street, Warrnambool	Ph: 03 5564 8951	
Payment types available – Cash, Eftpos, Credit Card, Cheque or Purchase orders (approved customers only)		

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SMALLPRINT

- 1. Go to the website www.smallprint.com.au
- 2. Type in item's Unit Code (from front of booklist) eg BSBWHS302
- 3. Click on search icon



- 4. Click on Show Me
- 5. Select correct item by clicking on Add to Cart
- 6. Click on (1 Items) → then view full cart
- 7. Follow prompts for payment. These will be delivered to your address.