



COMBINED TEAM SERVICES

CUSTOM **TRAINING** SOLUTIONS

Booklist

BUSINESS QUALIFICATIONS

Jump to: [BSB30120 Certificate III in Business \(All CTS streams\)](#)

Jump to: [BSB40120 Certificate IV in Business \(All CTS streams\)](#)

BSB30120 Certificate III in Business

BOOKLIST

Only purchase books for the units you are enrolled in.

Please note the following learning material required to support completion of the units. Students are required to purchase their own resources. **Aspire resources** can be purchased as eBooks or in hard copy. Please note you will need to factor postage timeframes into your study schedule and costs if you are purchasing hard copies. You do not necessarily need to purchase all resources at once.

Aspire textbooks cost between \$16.50 (eBook) and \$18.00 (hard copy) per resource.

Smallprint textbooks cost \$15.00 per hard copy resource.

Unit of Competence	Stream	Purchase from Aspire https://aspirelr.com.au	Purchase from Smallprint https://smallprint.com.au
BSBCRT311 Apply critical thinking skills in a team environment	All	✓ Learning Resource	
BSBPEF201 Support personal wellbeing in the workplace	All	✓ Learning Resource	
BSBSUS211 Participate in sustainable work practices	All	✓ Learning Resource	
BSBTWK301 Use inclusive work practices	All	✓ Learning Resource	
BSBWHS311 Assist with maintaining workplace safety	All	✓ Learning Resource	
BSBXCM301 Engage in workplace communication	All	✓ Learning Resource	
BSBTEC301 Design and produce business documents	All	✓ Learning Resource	



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BUSINESS SAFETY LEADERSHIP

RTO Provider 50995

PO Box 6064 BUNBURY WA 6230

1300 262 807 or 08 9724 6580

training@ctsconsult.com.au

www.ctsconsult.com.au

Unit of Competence	Stream	Purchase from Aspire https://aspirelr.com.au	Purchase from Smallprint https://smallprint.com.au
BSBTEC302 Design and produce spreadsheets	All	✓ Learning Resource	
BSBPEF301 Organise personal work priorities	All	✓ Learning Resource	
BSBFIN301 Process financial transactions	Administration		✓ Participant Guide
BSBOPS301 Maintain business resources	Administration, No stream	✓ Learning Resource	
BSBOPS303 Organise schedules	Administration, No stream	✓ Learning Resource	
BSBPUR301 Purchase goods and services	Administration, No stream		✓ Participant Guide
BSBINS302 Organise workplace information	Records Keeping, No stream		✓ Participant Guide
BSBINS303 Use knowledge management information system	Records Keeping, No stream		✓ Participant Guide
BSBINS307 Retrieve information from records	Records Keeping, No stream		✓ Participant Guide
BSBINS309 Maintain business records	Records Keeping, No stream		✓ Participant Guide
BSBTEC303 Create electronic presentations	No stream	✓ Learning Resource	
BSBTEC404 Use digital technologies to collaborate in a work environment	No stream	✓ Learning Resource	
BSBWRT311 Write simple documents	No stream	✓ Learning Resource	



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BSBXTW301 Work in a team	No stream	✓ Learning Resource	

Current at 08/09/2021. GST inclusive.

Please contact CTS if you are unsure which books to purchase.

BSB40120 Certificate IV in Business

BOOKLIST

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Smallprint textbooks cost \$15.00 per hard copy resource.

Unit of Competence	Stream	Purchase from Aspire https://aspirelr.com.au	Purchase from Smallprint https://smallprint.com.au
BSBCRT411 Apply critical thinking to work practices	All	✓ Learning Resource	
BSBTEC404 Use digital technologies to collaborate in a work environment	All	✓ Learning Resource	
BSBTWK401 Build and maintain business relationships	All	✓ Learning Resource	
BSBWHS411 Implement and monitor WHS policies, procedures and programs	All	✓ Learning Resource	
BSBWRT411 Write complex documents	All	✓ Learning Resource	
BSBXCM401 Apply communication strategies in the workplace	All	✓ Learning Resource	
BSBPEF402 Develop personal work priorities	All	✓ Learning Resource	



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BSBPEF502 Develop and use emotional intelligence	All	✓ Learning Resource	
BSBTEC401 Design and produce complex text documents	All		✓ Participant guide
BSBTEC402 Design and produce complex spreadsheets	All		✓ Participant guide
BSBTWK301 Use inclusive work practices	No stream	✓ Learning Resource	
BSBXCM301 Engage in workplace communication	No stream	✓ Learning Resource	
BSBOPS401 Coordinate business resources	Administration	✓ Learning Resource	
BSBOPS405 Organise business meetings	Administration	✓ Learning Resource	

Current at 08/09/2021. GST inclusive.

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