

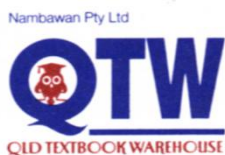
Diploma of Business

Coordinator	Juliette Garrett
Semester	1
Year	2018

Students will be required to purchase the following books for this program:

Unit Code	Unit Name	Title	Author / Publisher	ISBN	Approximate Cost
BSBITU401	Design and develop complex text documents	Design & Develop Complex Text documents ISBN: 9781921780769	Cheryl Price & Julia Wix	Software Publications	\$35.00
BSBITU402	Develop and use complex spreadsheets	Develop and Use Complex Spreadsheets ISBN: 9781921780783	Cheryl Price & Julia Wix	Software Publications	\$35.00
BSBWOR501	Manage personal work priorities and professional development	Management, Theory & Practice, 6e * ISBN: 9780170354059	Cole, Kris	Cengage Learning	\$89.00
BSBPMG522	Undertake project work				
BSBINN501	Establish systems that support innovation				
BSBADM502	Manage meetings				

Prices correct as of 22/11/17.



Books can be purchased:

1. online via <http://www.qtw.com.au> or
2. by phoning 1800 611 300 or
3. in person from the campus bookshop, at TAFE Queensland Brisbane either:

Mooloolaba Campus – Lady Musgrave Drive, Mountain Creek - (Ph: (07) 5444 6706)
Bracken Ridge Campus - Block D, 157 Norris Rd, Bracken Ridge
Caboolture Campus - Block B, Tallon St. (5428 0066)