

Certificate III in Business Administration

Coordinator Kathy Cameron

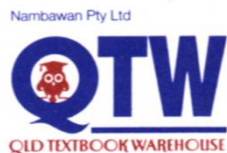
Semester 1

Year 2018

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

| Unit Code | Unit Name | Title | Author / Publisher | ISBN | Approximate Cost |
|-----------|-------------------------------------|---|-----------------------|---------------|------------------|
| BSBITU304 | Produce Spreadsheets | Create and Produce Spreadsheets (Excel 2010) | Software Publications | 9781921780707 | \$35.00 |
| BSBWRT301 | Write simple documents | Write Simple Documents 2010 e3 | Software Publications | 9781921971211 | \$28.00 |
| BSBITU309 | Produce desktop published documents | Produce desktop published documents | Software Publications | 9781921780745 | \$35.00 |
| BSBITU303 | Design and produce text documents | Design and produce text Documents (Word 2010) | Software Publications | 9781921780639 | \$33.00 |
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Prices correct as of 09/10/2018.



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 – (07) 5444 6706
 Bracken Ridge Campus - Block D, 157 Norris Rd, Bracken Ridge
 Caboolture Campus - Block B, Tallon St. (07 5428 0066)

CLICK ON THE LINK ABOVE TO ORDER THE BOOKS YOU WISH TO PURCHASE