

## Certificate III in Business Administration (Medical)

Coordinator \_\_\_\_\_ Kathy Cameron \_\_\_\_\_

Semester \_\_\_\_\_

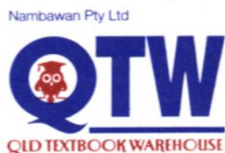
Year \_\_\_\_\_

2018

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

Unit Code	Unit Name	Title	Author / Publisher	ISBN	Approximate Cost
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	<a href="#">Apply the Principles of Confidentiality, Privacy and Security within the Medical Environment</a>	Griffith & O'Loughlin/ Pearson Australia	9781442502864	\$30.00
BSBMED304	Assist in controlling stocks and supplies	<a href="#">Assist in Controlling Stocks and Supplies</a>	Griffith & O'Loughlin/ Pearson Australia	9781442502833	\$30.00
BSBMED303	Maintain patient records	<a href="#">Maintain Patient Records</a>	Griffith & O'Loughlin/ Pearson Australia	9781442502253	\$30.00
BSBMED302	Prepare and process medical accounts	<a href="#">Prepare and Process Medical Accounts</a>	Griffith & O'Loughlin/ Pearson Australia	9781442502802	\$30.00
		<b>Above 4 titles can be purchased in a bundle, to make a saving!</b> <a href="#">VP BSBMED302/303/304/305</a>		9781488689536	\$104.00
BSBITU304	Produce spreadsheets	<a href="#">Create &amp; Produce Spreadsheets Excel 2010</a>	SPWT	9781921780707	\$35.00
BSBITU303	Design and produce text documents	<a href="#">Design and produce text documents Word 2010</a>	Software Publications	9781921780639	\$33.00

Prices correct at 9/10/18



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**