

**39184QLD Diploma of Justice Administration
TEXTBOOK LIST
Caboolture Campus - 2010**

The following textbooks are required for your full-time program. These should be purchased for the semester in which you are studying the particular course. You may not be studying in all these courses to complete your program.

Part-time Justice 200 hours short course - no text books are required.

Course	Textbook Title	Approx Cost
Semester 1		
BSBITU102A <i>Develop keyboard skills</i>	No set text	-
BSBITU201A <i>Produce simple word documents</i>	Produce Simple Word Processed Documents - Word 2007 ISBN: 1741238226 (Software Publications)	\$33.00
BSBOHS201A <i>Participate in OHS processes</i>	No set text	-
BSBRES401A <i>Analyse & present research information</i>	Analyse and Present Research Information ISBN: 9781740097741 (Pearson)	\$28.50
BSBWRT301A <i>Write simple documents</i>	Write simple text documents ISBN: 1741238374 (Software Publications)	\$28.00
JUS401B <i>Analyse criminal & civil justice systems</i>	No set text	-
JUS402B <i>Communicate with clients on justice related issues</i>	No set text	-
JUS404A <i>Prep court documentation for criminal proceedings</i>	No set text	-
JUS405A <i>Prep court documentation for civil proceedings</i>	No set text	-
PSPREG411A <i>Gather information through interview</i>	No set text	-
Semester 2		
BSBADM502B <i>Manage meetings</i>	T.B.A.	
BSBWOR301A <i>Organise personal work priorities and development</i>	VP Management for Justice Administration (recomm) Consists of: "Business Communication H'Book" 8th Ed and chapters from "Management" e3 by Cole ISBN: 978092382009 (Pearson)	\$90.00
BSBWOR402A <i>Promote team effectiveness</i>		
BSBWOR404A <i>Develop work priorities</i>	Management 5th Edition by Robbins (Recommended) ISBN: 9780733992940 (Pearson)	\$124.50
JUS406A <i>Analyse social justice issues</i>	No set text	-
JUS503B <i>Manage ethical responsibilities in the justice sector</i>	No set text	-
JUS505A <i>Apply the Queensland criminal code</i>	An Introduction to Criminal Law QLD & WA, 7 th Edition ISBN: 9780409324037 (Lexis Nexis)	\$92.00
Semester 3		
JUS502B <i>Apply the provisions of a range of law enforcement legislation</i>	No set text	-
JUS504B <i>Research and report on justice issues</i>	Research Methodology, 2nd Edition (recommended) ISBN: 9780733971358 (Pearson)	\$80.00
JUS506A <i>Apply procedural and edidetary rules</i>	No set text	-
PSPREG501B <i>Conduct prosecutions</i>	No set text	-

* Analyses and Present Research Information and Research Methodology available in a bundle: ISBN 9780923491000 @ \$82.50

All books available from the Qld Textbook Warehouse Freecall - 1800 611 3006.

* prices subject to change