

Maroochydore Campus (Commerce)
CERTIFICATE IV IN BUSINESS ADMINISTRATION (Full-time)
Textbook List for Semester Two 2010

Competency Code	Competency Name/ Book Title	Pack No. (if applicable)	Approx Cost
BSBITU303A	Design and Produce Text Documents - Word 2007 ISBN 1741238439 - \$33.00	SCT709A	\$85.00
BSBITU401A	Design and Develop Complex Text Documents - Word 2007 ISBN 1741239117 - \$35.00		
BSBITU404A	Produce Complex Desktop Published Documents 2007 ISBN 1741239664 - \$35.00		
BSBITU304A	Produce spreadsheets 2007 ISBN 1741237815 - \$35.00	SCT709B	\$70.00
BSBITU402A	Develop and Use Complex Spreadsheets - Excel 2007 ISBN 1741238382 - \$35.00		
BSBCUS402A	Address Customer Needs ISBN 1741237203 - \$23.50	SCT709C	\$51.50
BSBLED401A	Develop teams and individuals - ISBN 174123851X - \$28.00		
All 3 volumes of SCT709 are available as a pack for approx. \$180.00			
BSBITA401A	Design Databases - Access 2007 ISBN 9781921341519 - Watsonia		\$39.95
BSBFIA301A	VP Accounting for Business - An Introduction 2 nd ed. By Marley & Pedersen ISBN 9314994240177 (Pearson)		\$112.00
FNBACCT407B	Computer Accounting Using MYOB V18 by Neish & Kahwati) - ISBN 9780070271906 (McGraw Hill)		\$85.00

<p>SUGGESTED BOOKSELLER: Qld Textbook Warehouse PO Box 3220 BRACKEN RIDGE Qld 4017 Phone: 1800 611 300 Fax: 3261 1966 Email: info@gtw.com.au QTW Shop at Mooloolaba Campus Phone: 5444 6706</p>	<p>QTW will have these books available for students to purchase at Maroochydore Campus (in Students Lounge) for a short period at the beginning of the semester. A book shop is also located at Mooloolaba Campus - CALL 5444 6706. <u>EFTPOS facilities available.</u></p>
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