

**39184QLD Diploma of Justice Administration  
TEXTBOOK LIST CABOOLTURE CAMPUS - 2008**

The following textbooks are required for your course. 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.

<b>COMPETENCY</b>	<b>Textbook Title</b>	<b>Approx Cost</b>
BSBADM502A <i>Manage meetings</i>	<b>Meetings</b> , 2 <sup>nd</sup> Edition by Christine Hayes, ISBN 9780864589248 (Tertiary Press)	\$24.35
BSBCMN108A <i>Develop keyboard skills</i>		x
BSBCMN304A <i>Contribute to personal skill development</i> BSBFLM412A <i>Promote team effectiveness</i>	<b>VP Management for Justice Administration</b> by Dwyer and Cole (Recommended) Consists of: "Business Communication Handbook" 7 <sup>th</sup> Edition and Chapters from "Management" by Cole	\$83.00
BSBCMN213A <i>Produce simple wordprocessing docs</i>	<b>Basic Word Processing - Word 2003</b> ; by Price & Wix ISBN 1877364215 (Software Publications)	\$27.00
BSBCMN214A <i>Create &amp; use simple spreadsheets</i>	No set text	x
BSBCMN304A <i>Contribute to personal skill development and learning</i>	No set text	x
BSBCMN311A <i>Maintain workplace safety</i>	No set text	x
BSBCMN318A <i>Write simple documents</i>	No set text	x
BSBCMN402A <i>Develop work priorities</i>	<b>Management</b> 4th Edition by Robbins, Bergman, Stagg, Coulter (Recommended) ISBN 9781741034547 (Pearson)	\$109.00
BSBCMN405A <i>Analyse &amp; present research information</i>	<b>Analyse and Present Research Information</b> by Nigel Benjamin & Fred Moore ISBN 9781740097741 (Pearson)	\$27.50
M00JUS401B <i>Analyse criminal &amp; civil justice systems</i>	No set text	x
M00JUS402B <i>Communicate with clients on justice related issues</i>	No set text	x
M00JUS404A <i>Prepare court documentation for criminal proceedings</i>	No set text	x
M00JUS405A <i>Prepare court documentation for civil proceedings</i>	No set text	x
M00JUS502B <i>Apply provisions of law enforcement legislation</i>	No set text	x
M00JUS503B <i>Manage ethical &amp; accountability responsibilities</i>	No set text	x
M00JUS504B <i>Research &amp; report on justices related issues</i>	<b>Research Methodology</b> , 2 <sup>nd</sup> Edition (Recommended) by Kumar Ranjit ISBN 9780733971358 (Pearson)	\$69.00
M00JUS506A <i>Apply the QLD criminal code</i>	<b>An Introduction to Criminal Law QLD &amp; WA</b> , 6 <sup>th</sup> Edition by Kenny ISBN 9780409320596 (Lexis Nexis)	\$88.00
PSPREG411A <i>Gather information through interview</i>	No set text	x
SPSREG501B <i>Conduct prosecutions</i>	No set text	x

\* Analyses and Present Research Information and Research Methodology available in a bundle: ISBN 9780923491000 @ \$78.00

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

\* prices subject to change