



Brisbane North
INSTITUTE OF TAFE

Diploma/Cert III Business Administration

Ithaca Campus

Book List

Semester 1 2008

**CERTIFICATE IN BUSINESS ADMINISTRATION - 10 WEEKS COURSE
& DIPLOMA OF BUSINESS ADMINISTRATION 19 WEEKS**

<u>I S B N</u>	<u>NAME OF BOOK</u>	<u>PUBLISHER</u>	*APPROX COST
QTW Text Pack 12 - 03	Business Office Skills XP (2003) By Price & Wix (two books)	Software Publications	\$90.00
9780922982004	VP Develop Office Skills Rev. 4E by Kerr & Yates (plus workbook)	Pearson Australia	\$65.00
9781877364587	Design & Develop Text Documents in Publisher 2003	Software Publications	\$33.00

CERTIFICATE III IN BUSINESS ADMINISTRATION - 8 WEEKS SHORT COURSE

<u>I S B N</u>	<u>NAME OF BOOK</u>	<u>PUBLISHER</u>	*APPROX COST
QTW Text Pack 12 - 03	Business Office Skills XP (2003) By Price & Wix (two books)	Software Publications	\$90.00

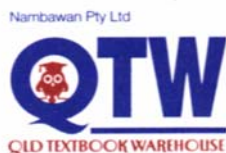
Updated 22/01/08

*Prices subject to change

Ten (10) pre-formatted IBM compatible 3 ½" floppy disks are required for all courses and these can be purchased from the Institute Bookshop or from a supplier of your choice. A USB memory stick can be purchased instead of the floppy disks

**Bookshop operating in Student Lounge near Canteen from 8:30 am to 10:30 am
(Hours subject to change - check by ringing QTW)**

All Books Available From:



Qld Textbook Warehouse

PO Box 3220, BRACKEN RIDGE QLD 4017
Street Address: BNIT, Block D, 157 Norris Road, Bracken Ridge
PH (07) 3261 1300 FAX (07) 3261 1966
www.qtw.com.au info@qtw.com.au

FREECALL - 1800 611 300