

SUNSHINE COAST TAFE
Maroochydore Campus (Commerce)
DIPLOMA IN BUSINESS (Full-time)
Textbook List for Semester One 2008

Competency Code	Competency Name	Book Title	Approx Cost
BSBADM308 BSBADM309 BSBADM310	Process Payroll Accounts Receivable & Accounts Payable Maintain General Ledger	<i>VP Introductory Accounting & Question Book</i> by Willis ISBN 9780074719718 (McGraw-Hill)	\$92.00
BSBFLM303B BSBCMN311A BSBCMN302A BSBCMA310A	Workplace Relationships Workplace Safety Work Priorities Customer Service	<i>Management: Theory & Practice E3</i> by Cole ISBN 9781741032413 (Pearson)	\$66.00
BSBCMN213 BSBCMN318 BSBCMN306	Word Processing Documents Produce Simple Documents Produce Business Documents	<i>Business Documents (Dip/Bus) SCT 2008</i> by Price & Wix SCT030 (Software Publications)	\$64.00

SUGGESTED BOOKSELLER:

Qld Textbook Warehouse
 PO Box 3220
 BRACKEN RIDGE Qld 4017
 Phone: 1800 611 300
 Fax: 3261 1966
 Email: info@qtw.com.au

QTW will have these books available for students to purchase at Maroochydore Campus (in Students Lounge) from 1:00 to 5:15 Monday to Thursday for 1st four weeks of Semester.

EFTPOS facilities available.