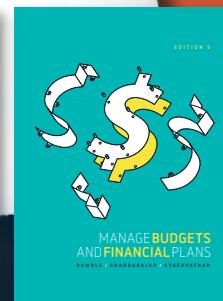
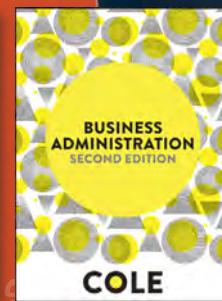
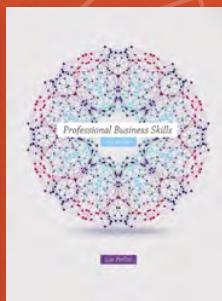
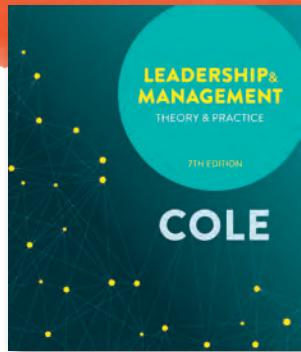


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Cole

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- New chapter 'Presenting information and negotiating persuasively' addresses elements of BSBLDR503 – Communicate with influence
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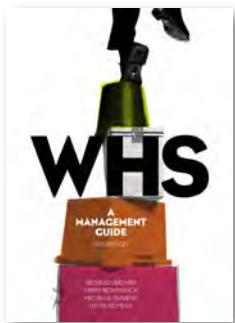
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MORE LOCAL TITLES TO SUPPORT YOUR BSB COURSES



WHS: A Management Guide, 5e

Archer | Borthwick | Travers |
Ruschena
ISBN: 9780170386319 ©2018

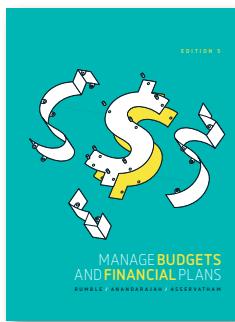


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- Extensive instructor resources to support your teaching



Manage Budgets and Financial Plans, 5e

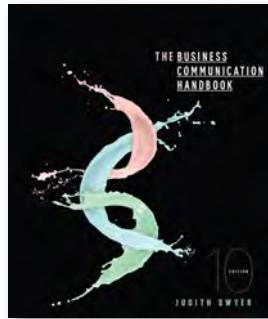
Rumble | Anandarajah
ISBN: 9780170369640 © 2017



Supporting **BSBFIM501 Manage Budgets and Financial Plans**, this text has been written to provide managers who are non-financial specialists with a clear understanding of financial management principles.

This edition features:

- NEW additional instructor and student resources, including Excel templates to accompany the quantitative chapters
- The addition of revising author, Sharon Rumble, who teaches this unit at TAFE NSW
- Inclusion of more examples on non-manufacturing-based sectors, such as retail, logistics, etc. to help managers grasp concepts from contextual perspectives



The Business Communication Handbook, 10e

Dwyer
ISBN: 9780170354172 ©2016

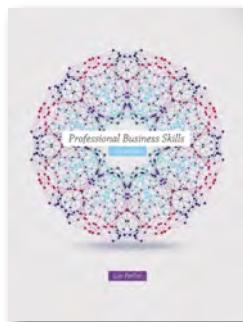


Dwyer's *The Business Communication Handbook* now in its 10th edition, has been the go-to guide for a generation of business students.

Supporting **BSB40215 Certificate IV in Business** and **BSB41015 Certificate IV in Business Administration**, the text covers two new competencies - Recordkeeping, and Implement and monitor environmentally sustainable work practices.

Your students benefit from relatable content and trends, the latest research and reports, and 44 case studies that promote critical thinking and an understanding of situations arising in the workplace.

- Social media integrated throughout showing how it has become an important aspect today
- NEW icon links students to online material, research, cases and more
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Professional Business Skills, 3e

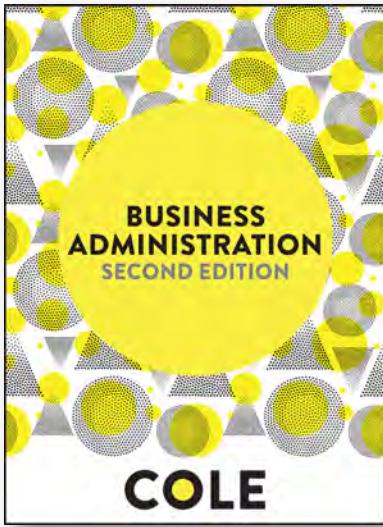
Perlitz
ISBN: 9780170355452 © 2016



Perlitz, *Professional Business Skills, 3e* covers two qualifications: **BSB30115 Certificate III in Business** and **BSB30415 Certificate III in Business Administration**.

The latest edition is loaded with excellent features that equip students with the skills to navigate a successful career in business:

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- Revised content on handling customer complaints, sustainability, and social media impacts develops practical understanding of relevant issues
- Makes teaching and learning easier with instructor support package and student companion website



Business Administration, 2e

Cole

ISBN: 9780170387033 © 2018



Designed to support **BSB50215 Diploma of Business**, and **BSB50415 Diploma of Business Administration**, *Business Administration, 2e* is mapped to units of these qualifications, addressing the current training package.

- All NEW digital resources to underpin your teaching, including: Instructor Manual, Test Bank, PowerPoints, cases, online research activities, and solutions
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Kris Cole is a management consultant, keynote speaker and Australia's best-selling business author. She is also an authority on productivity, performance management, leadership and effective communication.

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