



BSB40215-Certificate IV in Business (Resource Materials)

BSBWHS401

Implement and Monitor WHS Policies Procedure and Programs to meet legislative requirements

1. Australian Chamber of Commerce and Industry, 2005, Modern Workplace: Safer Workplace: an Australian Industry Blueprint for Improving Occupational Health and Safety 2005-2015, Kingston, ACT
2. CCH Australia, 2006, Planning Occupational Safety and Health, 7th Ed., CCH Australia, Sydney
BSBOHS407A: Monitor a Safe Workplace, Aspire Training and Consulting, Version 1.1

BSBADM409-Coordinate Business Resources

1. Cole K., 2002, The Supervisor's Survival guide: A Practical Guide to Successful Supervision, Pearson, Sydney
2. De Cieri H., 2008, Human Resource Management in Australia: Strategy, People, Performance, McGraw Hill, North Ryde

BSBCMM401 Make a Presentation

1. Reynolds G., 2008, Presentation Zen: Simple Ideas on Presentation Design and Delivery, New Riders, Berkeley
2. Duarte N., 2008, Slide: Ology: The Art and Science of Creating Presentations, O'Reilly, Sebastopol

BSBINN301 Promote Innovation in a Team Environment

1. Ancona D. And Bresman H., 2007, X-teams: How to Build Teams That Lead, Innovate and Succeed, Harvard Business School, Massachusetts.
2. Adair J., 2009, Leadership for Innovation: How to Organize Team Creativity and Harvest Ideas, Reissue Edition, Kogan Page, Philadelphia
3. Thompson H.C.L, 2005, Creativity and Innovation in Organizational Team, Lawrence Erlbaum Associates, New Jersey

BSBITS411 Maintain and Implement Digital Technology

1. Schaeffer E. and Sovie D., 2019, Reinventing the Product: How to Transform Your Business and Create Value in the Digital Age, Kogan Page
2. Venkatraman V., 2017, The Digital Matrix: New Rules for Business Transformation Through Technology, Lifetree Media
3. Westerman G., Bonnet D. and McAfee A., 2014, Leading Digital: Turning Technology into Business Transformation [Kindle], Harvard Business Review
4. Rogers D.L., and Rogers D., 2016, The Digital Transformation Playbook: Rethink Your Business for the Digital Age [Kindle], Columbia University
5. Schwartz M., 2019, War and Peace and It: Business Leadership, Technology, and Success in the Digital Age, It Revolution

BSBMGT402 Implement Operational Plan

1. Slack N., Chambers S., and Johnston R., 2010, Operations Management (6th Edition), Pearson, Essex

BSBRES411 Analyse and Present Research Information

1. Easterby-Smith M., Thorpe R., Jackson P. R., and Jaspersen L. J., 2017, Management and Business Research, SAGE Publications
2. Saunders M. K. N., 2015, Research Methods for Business Students, Pearson Education
3. Leavy P., 2017, Research Design: Quantitative, Qualitative, Mixed Methods, Arts-Based, and Community-Based Participatory Research Approaches, The Guilford
4. Bordens K., Abbott B.B., 2017, Research Designs and Methods: A Process Approach, McGraw-Hill, New York
5. Kumar R., 2014, Research Methodology: A Step-by-Step Guide for the Beginners, Sage, London

BSBLED401 Develop Teams and Individuals

1. Cole K., 2002, The Supervisor's Survival guide: A Practical Guide to Successful Supervision, Pearson, Sydney
2. De Cieri H., 2008, Human Resource Management in Australia: Strategy, People, Performance, McGraw Hill, North Ryde

BSBWOR404 Develop Work Priorities

1. Berens L.V. and Nardi D., 1999, "The 16 Personality Types, Descriptions for Self-Discovery", Telos Pubns, California
2. Blanc R.L., 2008, "Achieving Objectives Made Easy! Practical Goal Setting Tools and Proven Time Management Techniques, Cranendonck, The Netherlands
3. Kouzes J.M. and Posner B.Z., 2002, "The Leadership Challenge", Jossey-Bass, San Francisco

BSBWRT401 Write Complex Documents

1. La Rocque P., 2003, The Book on Writing: The Ultimate Guide to Writing Well, Marion Street Press
2. Clark P. R., 2008, Writing Tools: 50 Essential Strategies for Every Writer, Little, Brown and Company
3. Strunk W., White E.B, and Angell R., 1999, The Elements of Style (4th Edition), Longman

Misc. Videos and Online Channels

Khan Academy Channel	https://www.youtube.com/user/khanacademy
TED Talks	https://www.youtube.com/user/MIT
Massachusetts Institute of Technology Channel	https://www.youtube.com/user/TEDtalksDirector/channels
Google for Education	https://www.youtube.com/user/eduatgoogle

Referencing Guide

Harvard Referencing Generator:

<http://www.harvardgenerator.com/>

<http://www.citethisforme.com/au/referencing-generator/harvard>