



## **BSB50215-Diploma of Business (Resource Materials)**

### **BSBADM504- Plan and Implement Administrative Systems- Elective**

1. Walmsley B. and Walmsley H., 2010, Plan or Review Administrative Systems.

### **BSBADM506 Manage Business Document Design and Development**

1. Krieger S., 2007, Advanced Microsoft Office 2007 Edition Inside Out, Microsoft Press, Washington
2. Alfred G.J., Brusaw C.T., Oliu W.E., 2006, The Business Writer's Handbook, St Martin's, New York

### **BSBFIM501 Manage Budgets and Financial Plans.**

1. Anandarajah A., Aseervatham A., and Reid H., 2015, Manage Budgets & Financial Plans, Pearson.
2. CCH, 2018, Australian Master Financial Planning Guide 2018/19 - 21st Edition, Wolters Kluwer
3. Day J., et al., 2018, Australian Financial Planning Handbook 2018-2019, Thomson Reuters
4. Clowes R., and Scriven V., 2010, Budgeting: A Practical Approach eBook (2e), Pearson
5. Sands J., et al, Managerial Accounting: Asia-Pacific Edition, Cengage
6. Marsden S. J., 2017, Australian Practical Accounting Guide, Wolters Kluwer

### **BSBHRM506 Manage Recruitment Selection and Induction Processes**

1. Seward J., Dein T., 2004, "Australian Human Resources Management", McGraw-Hill, Australia
2. Taylor I., 2008, "The Assessment and Selection Handbook: Tools, Techniques and Exercises for Effective Recruitment and Development", Kogan Page, London

### **BSBHRM512 Develop and Manage Performance Management Processes**

1. DeNisi A., Varma A., and Budhwar P.S, 2008, Performance Management Systems: A Global Perspective, Routledge.
2. Aquinis H., 2008, Performance Management (2nd Edition), Prentice Hall
3. Harvard Business Essentials: Performance Management: Measure and Improve the Effectiveness of Your Employees, HBR Press
4. BSBHRM503B Manage Performance Management Systems, Learner's Guide, Aspire Learning

### **BSBINM501 Manage an Information or Knowledge Management System**

1. Galliers R. and Leidner D.E., 2000, Strategic Information Management: Challenges and Strategies in Managing Information Systems, Butterworth-Heinemann, Oxford
2. Rodney M.A and Sandra M.A, "A Critique of Knowledge Management: Using A Social Constructionist Model" New Technology, Work and Employment, Vol. 15, No. 2, September 2000
3. Dalkir K., 2005, Knowledge Management in Theory and Practice, Butterworth-Heinemann, Oxford

### **BSBPMG522 Undertake Project Work**

1. Wilson K., Wauson J., 2011, The AMA Handbook of Business Documents: Guidelines and Sample Documents that Make Business Writing Easy, McGraw Hill
2. Cleland D.I and Gareis R., 2006, Global Project Management Handbook. McGraw-Hill, New York Ireland I. R (2006), Project Management. McGraw-Hill, New York

## **BSBWOR501-Manage Personal Work Priorities and Professional Development -Elective**

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