

# **Business Management and Enterprise**

## **WACE Course**

### **Print Resource List**

Prepared for the Curriculum Council

by

**CURRICULUM MATERIALS INFORMATION SERVICES**

**2007**

		
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## WACE Business Management and Enterprise Course All Resources List

*Draft*

This list of resources was prepared by officers from the Syllabus Development and Resources Directorate (Curriculum Materials Information Services) in the Department of Education and Training. The list is presented in two parts:

**Part One:** Books, Videos, DVDs, Computer Software, PDF Documents

**Part Two:** Websites

Further details of each item can be found online on the CMIS Resource Bank, which is an online database. **WACE Marine and Maritime Technology Course** webpage at [www.det.wa.edu.au/education/cmis/eval/curriculum/courses/business](http://www.det.wa.edu.au/education/cmis/eval/curriculum/courses/business)

In this database all of the Business Management and Enterprise resources have also been linked to specific content or outcomes and can be accessed under these headings. The webpage also contains a list of Suppliers, Key Documents and Key Websites for quick access.

### Business Management and Enterprise Course Part One: Print, Video etc.

***The all new Holden [videorecording] : a business marketing case***  
Bendigo, Vic. : VEA, 2007.

***The bottom line [videorecording] : balance sheets and P&Ls.***  
Bendigo, Vic. : VEA, 2006.

***Bartol, Kathryn [and others]***  
***Management foundations : a Pacific rim focus .***  
North Ryde, N.S.W. : McGraw-Hill, 2006.  
978-0-07-471573-4

**Cutcher, Leanne.**  
***Cases in strategy and management.***  
North Ryde, N.S.W. : McGraw-Hill, 2006.  
978-0-07-471619-9

**Chapman, Stephen.**  
***Economics & civics : new for levels 5 and 6 of the Victorian essential learning standards***  
Milton, Qld. : Jacaranda, 2007.  
978-0-7314-0490-2

***Conflict management [videorecording].***  
Bendigo, Vic.: VEA, 2007.

***Corporate culture [videorecording].***

Bendigo, Vic. : Video Education Australasia, 2007.

**Diabay, Les R.**

***International business. Activities and study guide.***

Mason, Ohio : Thomson South-Western, 2006.

978-0-538-72862-1

***International business.***

Mason, Ohio : Thomson South-Western, 2006.

978-0-538-72860-7

**Ferrell, O.C.**

***Business : a changing world***

Boston : McGraw-Hill/Irwin, 2006.

978-0-07-297358-7

***Heinemann business studies. HSC course***

Port Melbourne : Heinemann, 2000.

978-0-86462-511-3

***Heinemann e business 1 [electronic resource] : VCE business management units 1 and 2 : Interactive student CD.***

Australia : Heinemann, [2001].

978-0-86462-736-0

***Heinemann e business 2 [electronic resource] : VCE business management units 3 and 4 : Interactive student CD***

Australia : Heinemann, [2001].

978-0-86462-737-7

**Horsfall, Margaret, Turner, Sharon.**

***Office skills : a practical approach. 4e***

North Ryde, N.S.W. : McGraw-Hill Australia, 2007.

978-0-07-471933-6

**Horsfall, Margaret.**

***Office skills : a practical approach.***

North Ryde, N.S.W. : McGraw-Hill Australia, 2007.

978-0-07-471666-3

***ICT in accounting [videorecording].***

Bendigo, Vic. : Video Education Australasia, 2007.

**Joyce, Tim.**

***VCE accounting unit 3, 2007.***

Port Melbourne : Cambridge University Press, 2006.

978-0-521-69742-2

**Kenman, Sandra.**

***Business education for Queensland***

Milton, Qld. : Jacaranda, 2006.

0-7314-0320-7

**Kenman, Sandra.**

***Workplace literacy [electronic resource].***

The Gap, Qld. : EdServe, 2000.

***Workplace literacy. Teacher's handbook.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-0-3

***Workplace literacy. Resource book : communities.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-5-4

***Workplace literacy. Student's workbook : communities.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-6-2

***Workplace literacy. Resource book : jobs.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-3-8

***Workplace literacy. Student's workbook : jobs.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-4-6

***Workplace literacy. Resource book : vocational communication.***

New Farm, Qld. : Edserve, 2003.

0-9580639-1-5

***Workplace literacy. Student's workbook : vocational communication.***

Ashgrove, Qld. : Edserve, 1999.

0-9577785-2-X

**McNaughton, Debra.**

***Business notes : VCE business management units 3 & 4 .***

South Melbourne : Thomson Nelson, 2006.

978-0-17-013444-6

***Money stuff magazine [electronic resource]***

[Sydney] : N.S.W. Dept. of Fair Trading, 2007- .

***The nature of communication in the workplace [videorecording].***

Bendigo, Vic. : Video Education Australasia, 1997.

***Negotiation in the workplace [videorecording]***

Bendigo, Vic.: VEA, 2007.

***Nelson business education [electronic resource] : solutions CD-ROM.***  
South Melbourne : Thomson Nelson, 2007.  
978-0-17-012995-4

**Pilch, Judy ... [and others].**  
***Australian and global businesses : business studies HSC***  
Melbourne : Pearson Education, 2004.  
0-12-360519-9

***People at Origin Energy [videorecording] : a HRM case study.***  
Bendigo, Vic. : Video Education Australasia, 2007.

**Rue, Leslie W.**  
***Business management : real world applications & connections.***  
New York : McGraw-Hill Glencoe, 2006.  
978-0-07-865017-8

***Science of success [videorecording].***  
[Sydney] : ABC, 2007.

**Stettner, Morey.**  
***The new manager's handbook : 24 lessons for mastering your new role.***  
New York : McGraw-Hill, 2003.  
978-0-07-141334-3

**Waddell, Dianne [and others].**  
***Contemporary management.***  
North Ryde, N.S.W. : McGraw-Hill, 2007.  
978-0-07-471482-9

**Waldersee, Robert and Tywoniak, Stephane**  
***Strategic analysis : a guide to practice.***  
North Ryde, N.S.W. : McGraw-Hill, 2007.  
978-0-07-013156-9

**Wharton, Alan.**  
***VCE business management, 2007.***  
Port Melbourne : Cambridge University Press, 2006.  
978-0-521-69794-1

***Workchoices [videorecording] : industrial relations reform for Australia***  
Bendigo, Vic. : Video Education Australasia, 2007.

***Writing in the workplace [videorecording].***  
Bendigo, Vic.: VEA, 2007.