

Business Management and Enterprise

Resource lists—Combined

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Disclaimer

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

Accounting and Finance

RESOURCE LISTS—COMBINED

This list of resources was prepared using the advice provided by the Course Advisory Committee.

This list is prepared in the following parts:

PART 1: INTRODUCTION/SELECTION PROCESS

PART 2: PRINT RESOURCE LIST

PART 3: WEB RESOURCE LIST

PART 1: INTRODUCTION/SELECTION PROCESS

Selection guidelines

The selection of resources is the responsibility of each school and the following points need to be considered at all times:

- The lists are recommendations only and are not exhaustive. Each school should decide on specific titles for their students in consultation with their school community and sector guidelines.
- Some courses have set texts. Check the current syllabus.
- The recommended resources are to be used to support teaching and learning only and not as a substitute for the syllabus; the syllabus is what is used to develop examination questions and all teaching should be directly linked to the syllabus.
- Any selection process requires the use of the current syllabus. Syllabus documents are subject to changes. Users who download and print copies of a syllabus are responsible for checking for updates. Advice about any changes made is provided through the School Curriculum and Standards Authority communication process.
- The perspectives and views expressed in the resources are not endorsed as such but are provided for classroom discussion and comparison within the context of appropriate teaching and learning activities. Some resources need to be used with sensitivity and care.

Types of resource lists

The following resource lists are provided for this course: Introduction which includes Guidelines, Process, Professional Associations/Suppliers and Journals; Print materials; Websites and a combined list for printing.

Selection process

Step 1: Check the School Curriculum and Standards Authority website to see if you have the current syllabus; check the eCircular to see if any minor changes have been made.

Step 2: Narrow the choice of resources to match the decisions made by your school. Check the following:

- which stage/s does your school offer – Stage 1, 2 or 3 or P units?
- which units are being offered – PA and PB, 1A and 1B, 1C and 1D, 2A and 2B, 3A and 3B?
- which units are being taught this semester/year?
- what is the focus of the units being taught?
 - PA: participation in school-based business activities
 - PB: school-based or community business activities
 - 1A: the role of business
 - 1B: initiative and inspiration
 - 1C: business management and administration
 - 1D: implementing business policies and procedures
 - 2A: success and prosperity
 - 2B: building business
 - 3A: strategic business in a globalised world
 - 3B: strategic business management and implementation
- what are the context/s being taught?
 - there are no contexts for this course

Step 3: Some of these resources may be in your school. Check your library and the relevant learning area library.

Step 4: Check if the course has set texts.

There are no set texts for this course.

The following links will direct you to websites outside the School Curriculum and Standards Authority site. The Authority has no control over the content of materials accessible on the sites that are cross-referenced. It is the responsibility of the user to make decisions about the relevance and accuracy, currency and reliability of information found on these websites. Linking to these sites should not be taken as endorsement of any kind. We cannot guarantee that the links will work all of the time and we have no control over availability of the linked pages. It is your responsibility to check that this information is accurate.

Professional Associations

- [Business Educators of Western Australia](#)
BEWA
- [Business Educators Australasia](#)
BEA
This international association provides information and links to each State and New Zealand Associations.

Journals

- *Business Review Weekly*
Frequency: weekly. (<http://brw.com.au/>)
- *The Australian Financial Review*
Frequency: daily (<http://afr.com/business>)

PART 2: PRINT RESOURCE LIST

Books

- BALNAVE, N, BROWN, J, MACONACHIE, G AND STONE, R. (2009) *Employment Relations in Australia*. 2nd edition Sydney Australia Wiley ISBN: 9780470818176
- BARNEY, J. Hesterly, W. (2011) *Strategic Management and Competitive Advantage Concepts and Cases*. 4th edition USA Prentice Hall ISBN: 9780132555500
- BARTOL, K. Tein, M. Matthews, G. Sharma, B. Scott-Ladd, B. (2011) *Management: A Pacific Rim Focus*. 6th edition Australia McGraw-Hill ISBN: 9780070284968
- CHAPMAN, S & DEVENISH, N. (2010). *Business Studies in Action*. 3rd edition NSW. Jacaranda ISBN: 9781742161334
- CRIDDLE, E (2009). *Business Management and Enterprise A Resource for Units 1C–1D*. Cottesloe Western Australia: Impact Publishing ISBN: 9781921305825
- CRIDDLE, E. HINTON, J (2009). *Business Management and Enterprise A Resource for Units 2A–2B*. Cottesloe Western Australia: Impact Publishing ISBN: 9781921305061
- CRIDDLE, E. HINTON, J. NIZAM R. (2008). *Business Management and Enterprise A Resource for Units 1A–1B*. Cottesloe Western Australia: Impact Publishing ISBN: 9781921305054
- GREEN, B. WATSON, A (1996) *Inside Business Australian Case Studies*. Heineman ISBN: 9780858599574
- HICKS-SCHILLING, K. MYLONAS, A. (2010). *Business Education*. 2nd edition South Melbourne, Victoria Nelson Cengage Learning ISBN: 9780170185653
- HICKEY, M. NADER, T. WILLIAMS, T. (2011) *Cambridge HSC Business Studies*. 2nd edition Port Melbourne Victoria. Cambridge University Press ISBN: 9781139059343
- HINTON, J (2010). *Business Management and Enterprise A Resource for Units 3A–3B*. Cottesloe Western Australia: Impact Publishing ISBN: 9781921734397
- HOANG, P. (2011) *Business Management*. 2nd edition, IBID Press ISBN: 9781921917011
- HOANG, P. (2009) *Business Management Revision Workbook*. IBID Press ISBN: 9781876659639
- HORSLEY, M. TERRY-ARMSTRONG, N. BIDDLE, I. MULAS, R., ANDERSON, S. *Business Focus HSC Exam Café CD*. Victoria Pearson Education Australia ISBN: 97821442529069
- HORSLEY, M. TERRY-ARMSTRONG, N. BIDDLE, I. MULAS, R. ANDERSON, S. (2010) *Business Focus – Preliminary*. Victoria Pearson Education Australia ISBN: 97821442529090
- KEARNEY, P. (1999) *Enterprising ways to Teach & Learn Book 1: Enterprise Principles*. Hobart Tasmania Enterprise Design Associates Pty Ltd ISBN: 958566305

- KEARNEY, P. (1998) *Enterprising ways to Teach & Learn Book 2: Enterprise Activities*. Hobart Tasmania Enterprise Design Associates Pty Ltd ISBN: 958566313
- KEARNEY, P. (1998) *Enterprising ways to Teach & Learn Book 3: Enterprise Briefs*. Hobart Tasmania Enterprise Design Associates Pty Ltd ISBN: 958566321
- KEARNEY, P. (1999) *Enterprising ways to Teach & Learn Book 4: Enterprise Projects*. Hobart Tasmania Enterprise Design Associates Pty Ltd ISBN: 95856633X
- MCNAUGHTON, D. (2006). *Business Notes: VCE business management Units 3&4*. South Melbourne Victoria: Nelson Cengage Learning ISBN: 9780170134446
- NANKERVIS, A., COMPTON, R. BAIRD, M. AND COFFEY, J. (2011) *Strategic Human Resource Management: Strategy and practice 7th edition* Sydney Australia: Cengage Learning ISBN: 9780170184991
- ROUSE, A., WELLS, N., MORELLO-URSO, A., CONROY, C., BYRNE, R. (2006). *Business Management Units 1&2 Small business and communication management*. Melbourne Australia: Pearson Education ISBN: 9780733970986

PART 3: WEB RESOURCE LIST

1. Australian Chamber of Commerce and Industry
<http://www.acci.asn.au/>
The Australian Chamber of Commerce and Industry is useful for keeping up to date with the latest news and information within the small to medium business community.
2. The Australian Competition and Consumer Commission
<http://www.accc.gov.au>
The ACCC promotes fair trading in the market place by ensuring that individuals and businesses comply with the Commonwealth competition, fair trading and consumer protection laws. Topics include:
 - consumer rights and shopping
 - Australian Consumer Law
 - international activities
3. Australian Financial Review
<http://www.afrbiz.com.au>
This website has been created to bring students and teachers up-to-date information on Australian and New Zealand's leading business and organisations. This website includes:
 - case studies
 - teaching plans
4. Businessballs
<http://www.businessballs.com/>
This website contains a series of links to materials, exercises, quizzes, templates related to business studies. This site includes:
 - team building games
 - human resources
 - leadership/management
 - glossaries
5. Marketing Teacher
<http://www.marketingteacher.com/lesson-store/>
This website contains a series of information sheets, video links, presentations and classroom activities on marketing. Topics include:
 - marketing lesson plans with SWOT analysis case studies

- buyer behaviour
- primary and secondary market research
- marketing plan
- product life cycle
- marketing mix and strategy
- marketing environments including PEST and five forces analysis
- internet marketing
- international marketing

6. Mindtools

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

This website contains practical skills and strategies on a variety of topics:

- leadership and team building
- problem solving and decision making
- communication

7. Small Business Development Corporation

<http://www.smallbusiness.wa.gov.au>

Small Business Development Corporation has a wealth of information and workshops on how to establish and/or expand a small to medium enterprise. Topics include:

- business planning and structure
- marketing
- employment
- exporting and importing
- business life cycle

8. Small Business Toolkit

<http://toolkit.smallbiz.nsw.gov.au/dsrd/>

A NSW government initiative that provides information, interactive tools and student activities on a number of business topics:

- tourism
- export and innovation
- operations and supply chain
- management and leadership
- international marketing and sales
- e-business
- business sustainability and the environment

9. The Times 100

<http://www.thetimes100.co.uk>

This website provides a variety of business studies resources in the form of case studies, quizzes, lesson plans and worksheets with solutions. Topics include:

- marketing
- managing change
- finance
- corporate responsibility
- enterprise
- operations management

10. Tutor2u

<http://tutor2u.net/blog/index.php/business-studies>

This website contains a variety of resources related to business such as quizzes, games, blogs, revision workshops, series of up-to-date news articles and case studies. Topics include:

- business technology and communications
- ethics and law
- enterprise
- globalisation
- tourism
- leadership
- human resources
- operation management