

2012 January - June Textbook Requirements

Text books are available from Swinburne Bookshop Co-operative Ltd at the HAWTORN campus. If you would like to purchase the text from another campus eg Lilydale Croydon, Prahran or Wantirna it is essential that you contact the bookshop at bookshop@swin.edu.au or (03) 9214 5484 and organise for the text to be transported to that particular campus and check business hours. Otherwise texts maybe purchased online from <http://bookshop.swin.edu.au/> and forwarded to you at a small additional charge.

For those of you who would like to get a head start, suggested pre-reading for any of the following units could include chapters 1 & 2 plus associated exercises.

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Recommended Retail Prices are correct as at 27 January 2012

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Diploma of Human Resources Management

Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
BSBHRM501A	Manage human resource systems	Manage Human Resource Systems , Edition: 2 nd by: Rod Jones Publisher: Pearson Education Australia ISBN: 1442511826	\$88.50
BSBHRM502A	Manage human resources management information systems	No Text Required Unit materials available online	Nil
BSBHRM503B	Manage performance management systems	Manage Human Resource Systems , Edition: 2 nd by: Rod Jones Publisher: Pearson Education Australia ISBN: 1442511826	\$88.50
BSBHRM504A	Manage workforce planning		
BSBHRM505B	Manage remuneration and employee benefits		
BSBWRK509A	Manage industrial relations		
BSBPMG510A	Manage projects	No Text Required Unit materials available online	Nil
BSBINN601B	Manage organisational change	No Text Required Unit materials available online	Nil
BSBHRM510A	Manage mediation services	No Text Required Unit materials available online	Nil

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Certificate IV in Human Resources

Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
BSBADM405B	Organise Meetings	No Text Required Unit materials available online	nil
BSBADM406B	Organise Business Travel	No Text Required Unit materials available online	nil
FNSACCT403B	Prepare operational budgets	No Text Required Unit materials available online	nil
BSBCUS401A	Co-ordinate implementation of customer service strategies	No Text Required Unit materials available online	nil
BSBINN301A	Promote Innovation in a Team Environment	Management : Theory and Practice , Edition: 4 by: Kris Cole Publisher Pearson Education Australia ISBN: 1442503122	\$93.95
BSBHRM401A	Review Human Resource Functions	HRM Fundamentals , Edition: 2 nd by: Rod Jones Publisher: Pearson Education Australia ISBN: 0864588577	\$64.95
BSBHRM402A	Recruit, Select & Induct Staff		
BSBHRM403A	Support performance management process	HRM Fundamentals , Edition: 2 nd by: Rod Jones Publisher: Pearson Education Australia ISBN: 0864588577	\$64.95
		Supplementary Reading: Management : Theory and Practice Edition: 4 by: Kris Cole Publisher Pearson Education Australia ISBN: 1442503122	\$93.95
BSBHRM502A	Manage human resources management information systems	No Text Required Unit materials available online	Nil
BSBOHS407A	Monitor a Safe Workplace	No Text Required Unit materials available online	Nil

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Diploma of Management

Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
BSBCUS501C	Manage quality customer service	No Text Required Unit materials available online	Nil
BSBMGT502B	Manage people performance	No Text Required Unit materials available online	Nil
BSBPMG510A	Manage projects	No Text Required Unit materials available online	Nil
BSBMGT516C	Facilitate continuous improvement	No Text Required Unit materials available online	Nil
BSBOHS509A	Ensure a safe workplace	No Text Required Unit materials available online	Nil
BSBR501B	Manage risk	No Text Required Unit materials available online	Nil
BSBINN601B	Manage organisational change	No Text Required Unit materials available online	Nil
BSBHRM510A	Manage mediation services	No Text Required Unit materials available online	Nil

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Certificate IV in Frontline Management

Unit Code	Unit Title	Textbooks Required	Recommended Retail Price
BSBMGT401A	Show Leadership in Workplace	Show Leadership in the Workplace Scope Learner Guide Publisher: Pearson Education Australia ISBN: 0733992005	\$35.95
BSBMGT402A	Implement Operational Plan	Implement operational plan Scope Learner Guide Publisher: Pearson Education Australia ISBN: 073399203X	\$35.95
BSBOHS407A	Monitor a Safe Workplace	No Text Required Unit materials available online	nil
BSBITU401A	Design and develop complex text documents	BSBITU401A – Design and develop complex text documents (MSWord 2007/Windows XP) Publisher: Chisholm Publishing ISBN: 1864093838 Do not purchase the Watsonia publication	\$46.00
BSBITU402A	Develop and use complex spreadsheets	Develop and Use Complex Spreadsheets – Excel 2007 by: Cheryl Price & Julia Wix Publisher: Software Publications ISBN: 1741238382	\$36.95
BSBRES401A	Analyse and present research information	No Text Required Unit materials available online	nil
BSBWOR402A	Promote team effectiveness	BSBWOR402A Promote team effectiveness Scope Learners Guide Publisher: Pearson Education Australia ISBN: 0733992064	\$35.95
BSBWRK410A	Implement industrial relations procedures	HRM Fundamentals , 2 nd Edition by: Rod Jones Publisher: Pearson Education Australia ISBN: 0864588577	\$64.95
BSBWRT401A	Write complex documents	No Text Required Unit materials available online Supplementary Reading: Business Communication Handbook with Companion Website Student Access Card , 9 th edition By: Dwyer, Judith Publisher: Pearson Education Australia, ISBN: 1442580933	\$81.95

