

# BUSINESS MANAGEMENT

TEXTBOOKS - TEXTBOOK SUPPLIERS - TRIMESTER 1 and 2 2018

**\*Please do not purchase any textbooks until you have spoken with your tutors.\***

PROGRAMME/COURSE NC5121 New Zealand Diploma in Business	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Book Depository	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	University Bookshop Dunedin	Wheeler's
500 Accounting Principles	<i>Principles of accounting. (5th ed.)</i> Smart, M., & Awan, N. (2013). Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	<a href="#">Pearson</a>	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
501 Accounting Practices	<i>Accounting practices. The New Zealand context.</i> (3rd ed.). McIntosh, R. (2012). Pearson. ISBN: 9781442562554. Electronic version available ISBN: 9781486006601	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	Y	Y	Y
510 Introduction to Commercial Law	<i>Understanding commercial law.</i> (8th ed.). Miller, L. (2014). Lexis Nexis. ISBN: 9781927248157. Electronic version available ISBN: 9781927248386	<a href="#">LexisNexis</a>	Y	N	N	N	N	N	N	N	N	Y	Y	Y
530 Organisation and Management - Electronic book	<i>Management Foundations: A Pacific rim focus. (6th ed.)</i> Bartol, K., & Tein, M (2015). McGraw - Hill. Electronic Version only ISBN: 9781308446486	<a href="#">McGraw Hill Education</a>	N	N	N	N	N	N	N	N	N	N	N	Y
541 Marketing Principles	<i>Marketing (4th ed.)</i> . Elliott, G., Rundle-Thiele, S. Smith, S.Waller, D. Eades, L. Bentrrott, I. (2017). Wiley. ISBN: 9780730350507	<a href="#">Wiley</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
550 Business Computing	<i>Using MIS. (10th ed.)</i> . Kroenke, D., & Hooper, T. (2017). Pearson. ISBN: 9781292222509. Electronic version available. ISBN: 9781292222561	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	N	Y	N
560 Business Communication	<i>Communication: organisation and innovation. (3rd ed.)</i> . Barnett, S., & O'Rourke, S. (2011). Pearson. ISBN: 9781442541535. Electronic version available ISBN: 9781486003792	<a href="#">Pearson</a>	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y
601 Financial Accounting	<i>Financial accounting: A New Zealand perspective (4th ed.)</i> . Smart, M., Awan, N., & Baxter, R. (2017). Edify. ISBN: 9780947496449. No electronic version available	<a href="#">Edify</a>	N	N	N	N	N	Y	N	N	N	Y	Y	Y
602 Management Accounting	<i>Managerial accounting. (16th Rev. ed.)</i> . Garrison, R., Noreen, R., & Brewer, P. (2017). McGraw-Hill ISBN: 9781260153132	<a href="#">McGraw-Hill Education</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
603 Business Finance	<i>Corporate finance. (11th ed.)</i> Ross, S.A., Westerfield, R.W., Jaffe, J. & Jordan, B. (2016). New York, NY: McGraw-Hill Higher Education. ISBN: 9780077861759. Electronic version available ISBN: 9781259295867	<a href="#">McGraw Hill Education</a>	Y	Y	N	Y	Y	Y	N	N	Y	Y	N	Y
606 Taxation	<i>New Zealand Master Tax Guide for students: 2018.</i> CCH New Zealand. (2018). Auckland, New Zealand: CCH New Zealand. ISBN: 9781775472551. Electronic Version available ISBN: 9781775472568	<a href="#">Wolters Kluwer</a>	N	N	N	N	N	N	N	N	N	Y	N	N
630 Leadership	<i>The Leadership Experience – Asia Pacific</i> (7th edition). Daft, R. (2018) A. Cengage Learning. ISBN: 9781337102278	<a href="#">Cengage</a>	N	Y	N	Y	Y	Y	N	N	Y	Y	N	Y
633 Human Resource Management	<i>Managing human resources.</i> (4th ed.). Stone, R. J. (2013). Milton, Australia: Wiley. ISBN: 9781118681060. Electronic version available ISBN: 9781118689882	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	N	Y	N	Y	Y
635 Employment Relations	<i>New Zealand employment law guide 2018.</i> Rudman, R. (2018) CCH New Zealand, Auckland N.Z. ISBN: 9781775472421. Electronic version available ISBN: 9781775472438	<a href="#">Wolters Kluwer</a>	N	N	N	N	N	N	N	N	N	N	N	N

PROGRAMME/COURSE NZ2459 Diploma in Business L5	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Book Depository	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	University Bookshop Dunedin	Wheeler's
	<b>*Please do not purchase any textbooks until you have spoken with your tutors.*</b>													
BUS5201 Business Operations	<i>Principles of accounting</i> . (5th ed.). Smart, M., & Awan, N. (2013). Auckland, New Zealand: Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
BUS5202 People and Change	<i>Marketing: a practical approach</i> (Latest Edition). Rix, Peter. McGraw-Hill. ISBN: 9780070287006. Electronic version available ISBN: 9781743764770	n/a	Y	Y	N	Y	Y	Y	N	N	Y	N	N	Y
BUS5202 People and Change	<i>Human Resource Management</i> , 3rd edition. Dessler, G., Griffiths, J., & Lloyd-Walker, B. Frenchs Forest, Australia: Pearson Education. ISBN: 9780733979026 No electronic version available	<a href="#">Pearson</a>	Y	N	N	Y	Y	Y	N	N	Y	N	N	Y
BUS5203 Communication	<i>Communication: organisation and innovation</i> . (3rd ed.). Barnett, S., & O'Rourke, S. (2011). Auckland, New Zealand: Pearson Education. ISBN: 9781442541535. Electronic version available ISBN: 9781486003792	<a href="#">Pearson</a>	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y
BUS5204 New Zealand Business Context	<i>Management in New Zealand</i> (latest edition). Samson, Catley, Cathro & Daft. Cengage. ISBN: 9780170326650	<a href="#">Cengage</a>	Y	N	N	Y	Y	Y	N	N	Y	Y	Y	Y
	<i>Principles of law for New Zealand business students</i> (5th ed.). Hubbard, J., Thomas, C.M., & Varnham, S. (2013). Auckland, New Zealand: Pearson. ISBN: 9781442554764. Electronic version available ISBN: 9781486005635	<a href="#">Pearson</a>	Y	Y	Y	Y	N	Y	N	N	Y	Y	Y	Y
BUS5205 Accounting Processes	<i>Principles of accounting</i> . (5th ed.). Smart, M., & Awan, N. (2013). Auckland, New Zealand: Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
	<i>Accounting practices. The New Zealand context</i> . (3rd ed.)McIntosh, R. (2012). North Shore, New Zealand: Pearson. ISBN: 9781442562554. Electronic version available ISBN: 9781486006601	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	Y	N	Y
BUS5206 Financial Statements	<i>Principles of accounting</i> . (5th ed.).Smart, M., & Awan, N. (2013). Auckland, New Zealand: Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
	<i>Financial accounting: A New Zealand perspective</i> . (4th ed.). Smart, M., Awan, N., & Baxter, R. (2017). Auckland, New Zealand: Edify. ISBN: 9780947496449. No electronic version available	<a href="#">Edify</a>	N	N	N	N	N	Y	N	N	N	Y	Y	Y
BUS5207 Budgeting and Taxation	<i>Managerial accounting.(16th Rev. ed.)</i> . Garrison, R., Noreen, R., & Brewer, P. (2017). McGraw-Hill ISBN: 9781260153132	<a href="#">McGraw-Hill Education</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
	<i>New Zealand Master Tax Guide for students: 2018</i> . CCH New Zealand. (2018). Auckland, New Zealand: CCH New Zealand. ISBN: 9781775472551. Electronic Version available ISBN: 9781775472568	<a href="#">Wolters Kluwer</a>	N	N	N	N	N	N	N	N	N	Y	N	N
BUS5208 Decision Making and Analysis	<i>Principles of accounting</i> . (5th ed.).Smart, M., & Awan, N. (2013). Auckland, New Zealand: Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
BUS513 Business Planning	<b>No required text</b>													
BUS5214 Applied Business Planning	<i>The Financial Times essential guide to writing a business plan: How to win backing to start up or grow your business</i> . (2nd ed.).Evans, V. (2016). New York, NY: Pearson. Electronic version available ISBN: 9781292085166	<a href="#">Pearson</a>	Y	Y	N	N	Y	Y	N	N	N	N	N	N
BUS513 Business Planning	<b>No required text</b>													
BUS5216 Leading in the Workplace	<i>The Leadership Experience – Asia Pacific</i> (7th edition). Daft, R. (2018) A. Cengage Learning. ISBN: 9781337102278	<a href="#">Cengage</a>	N	Y	N	Y	Y	Y	N	N	Y	Y	N	Y



<b>PROGRAMME/COURSE</b> HV4508 Bachelor of Applied Management (CONT'D)	<b>TEXTBOOK</b>  <i><b>*Please do not purchase any textbooks until you have spoken with your tutors.*</b></i>	<b>Publishers (Buy direct from publisher)</b>	Academy	Amazon	Bennetts	Depository	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	Bookshop	Whealers
AM6226 Introduction to Finance	<i>Corporate finance.</i> (11th ed.). Ross, S.A., Westerfield, R.W., Jaffe, J. & Jordan, B. (2016). New York, NY: McGraw-Hill Higher Education. ISBN: 9780077861759. Electronic version available ISBN: 99781259295867	<a href="#">McGraw Hill Education</a>	Y	Y	N	Y	Y	Y	N	N	Y	Y	N	Y
AM6228 Market Development and Sales	<i>Sell 5: Trust-based professional selling. Student edition.</i> Ingram, T. N., La Forge, R. W., Avila, R. A., Schwepker, C. H., & Williams, M. R. (2016). Boston, MA: Cengage Learning. ISBN:9781305662087. Student edition with online ISBN: 9781305662094	<a href="#">Cengage</a>	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7301 Cooperative Education Project	<i>The essential guide to doing your research project</i> (3rd Ed.)O'Leary, Z. (2017) Sage Publications London. ISBN: 9781473952089. Electronic version available ISBN: 9781526413079	n/a	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N
AM7301 Cooperative Education Project	<i>Research design: Qualitative, quantitative, and mixed methods approaches.</i> (4th Ed.) Creswell, J. (2014). Thousand Oaks, California. ISBN: 9781452226101	<a href="#">Sage Publications, US</a>	N	Y	N	N	Y	Y	N	Y	Y	N	N	Y
AM7302 Advanced Financial Accounting	<i>New Zeland Financial Accounting.</i> Deegan,C & Samkin, G. (2012) (6th ed.). NSW, McGraw Hill. ISBN: 9780071013086	<a href="#">McGraw Hill Education</a>	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	Y
AM7303 Advanced Management Accounting	<i>Management Accounting: Strategic Decision Making, Performance and Risk.</i> (2nd Ed.) Chris Hunt, Carolyn Fowler, Lyndal Drennan. (2013). Pearson. ISBN: 9781442561298. Electronic version available ISBN: 9781486010103	<a href="#">Pearson</a>	Y	Y	N	N	N	Y	N	N	Y	Y	N	Y
AM7308 Strategic Management	<i>Strategic management: Thinking, analysis, action</i> (5 <sup>th</sup> ed.). Hubbard, G., Rice, J. & Galvin, P. (2014). Frenchs Forest, N.S.W., Australia: Pearson. ISBN: 9781486010806 Electronic Version Available ISBN: 9781486012428	<a href="#">Pearson</a>	Y	N	N	N	Y	Y	N	N	Y	N	N	Y
AM7310 Event Marketing and Sponsorship	<i>Festival &amp; Special Event Management.</i> Allen, J., O'Toole, W. Harris, R. & McDonnell, I. (2011). (5th rev ed.). Wiley. ISBN: 9781742164618 Electronic version available ISBN: 9780730300069	n/a	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM7311 EventProject	<i>Festival &amp; Special Event Management.</i> Allen, J., O'Toole, W. Harris, R. & McDonnell, I. (2011). (5th rev ed.) Wiley. ISBN: 9781742164618 Electronic version available ISBN: 9780730300069	n/a	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM7320 International Marketing	<i>International Marketing: An Asia Pacific Perspective</i> (7th ed.) Fletcher, R. & Brown, L. (2016). NSW Australia: Pearson Australia. ISBN: 9781488611162. Student edition with online ISBN: 9781488611179	<a href="#">Pearson</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7321 StrategicMarketing	<i>Marketing strategy &amp; competitive positioning.</i> (6th ed.).Hooley, G., Nicolaud, B., & Piercy, N. F., Rudd J. (2017). Harlow, England: Pearson Education. ISBN: 9781292017310. Electronic Version available: ISBN: 9781292017341	<a href="#">Pearson</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7331 IndustryProject	<i>The essential guide to doing your research project</i> (3rd Ed.)O'Leary, Z. (2017) Sage Publications London. ISBN: 9781473952089. Electronic version available ISBN: 9781526413079	n/a	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N
AM7331 IndustryProject	<i>Research design: Qualitative, quantitative, and mixed methods approaches.</i> (4th Ed.) Creswell, J. (2014). Thousand Oaks, California. ISBN: 9781452226101	<a href="#">Sage Publications, US</a>	N	Y	N	N	Y	Y	N	Y	Y	N	N	Y
HM6000 Food & Beverage Operations	<i>Food and beverage management.</i> (5th Rev. ed.).Davis, B., Lockwood, A., Alcott, P., & Pantelidis, I. (2012). New York, NY: Routledge. ISBN: 9780080966700	<a href="#">Routledge</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
HM6001 FrontOffice	<i>Check in check out: Managing hotel operations: International edition.</i> (9th Rev. ed). Vallen, G., & Vallen, J. (2013). Harlow, England: Pearson Education. ISBN: 9781292021102. Student edition with online ISBN: 9781292034355	<a href="#">Pearson</a>	N	Y	Y	Y	N	Y	N	N	Y	Y	N	Y
HM7001 Accommodation and Facilities Management	<i>Hospitality Facilities Management and Design.</i> Stipanuk, M David (2015). American Hotel and Lodging Educational Institute. ISBN: 9780866124768	N/A	N	Y	N	Y	N	Y	N	N	N	N	N	Y
HM7002 Food & Beverage Management	<i>Food and beverage management.</i> (5th Rev. ed.).Davis, B., Lockwood, A., Alcott, P., & Pantelidis, I. (2012). New York, NY: Routledge. ISBN: 9780080966700	<a href="#">Routledge</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y

Y = In Stock N = Out of Stock (at time of list publication)/Does not Stock