

## BUSINESS MANAGEMENT

### REQUIRED TEXTBOOKS - TEXTBOOK SUPPLIERS - TRIMESTER 1 AND 2

PROGRAMME/COURSE NC5121 New Zealand Diploma in Business	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Book	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	University Bookshop Dunedin	University Bookshop	Wheeler's
500 Accounting Principles	Smart, M., & Awan, N. (2013). <i>Principles of accounting</i> . (5th ed.). Auckland, New Zealand: Pearson. ISBN: 9781486010134	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y
501 Accounting Practices	McIntosh, R. (2012). <i>Accounting practices. The New Zealand context</i> . (3rd ed.). North Shore, New Zealand: Pearson. ISBN: 9781442562554	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	Y	N	Y	Y
510 Introduction to Commercial Law	Miller, L. (2014). <i>Understanding commercial law</i> . (8th ed.). Wellington, New Zealand: Lexis Nexis. ISBN: 9781927248157	<a href="#">LexisNexis</a>	Y	N	N	N	N	N	N	N	N	Y	Y	Y	Y
530 Organisation and Management - Electronic book	Bartol, K., & Tein, M (2015). <i>Management Foundations: A Pacific rim focus</i> . (6th ed.). ISBN: 9781308446486	<a href="#">McGraw Hill Education</a>	N	N	N	N	N	N	N	N	N	N	N	N	Y
541 Marketing Principles	Elliott, G., Rundle-Thiele, S., & Waller, D. (2014). <i>Marketing: (Au) + istudy version 3 registration card</i> . (3rd ed.). Milton, Australia: Wiley. ISBN: 9780730309178	<a href="#">Wiley</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y	Y
550 Business Computing	Kroenke, D., & Hooper, T. (2013). <i>Using MIS</i> . (2nd ed.). Auckland, New Zealand: Pearson Education. ISBN: 9781442562714	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	N	Y	N	N
560 Business Communication	Barnett, S., & O'Rourke, S. (2011). <i>Communication: organisation and innovation</i> . (3rd ed.). Auckland, New Zealand: Pearson Education. ISBN: 9781442541535	<a href="#">Pearson</a>	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y	Y
601 Financial Accounting	Smart, M., Awan, N., & Baxter, R. (2017). <i>Financial accounting: A New Zealand perspective</i> . (4th ed.). Auckland, New Zealand: Edify. ISBN: 9780947496449	<a href="#">Edify</a>	N	N	N	N	N	Y	N	N	N	Y	Y	Y	Y
602 Management Accounting	Garrison, R., Noreen, R., & Brewer, P. (2015). <i>Managerial accounting</i> . (15th Rev. ed.). New York, NY: McGraw-Hill Higher Education. ISBN: 9780078025631	<a href="#">McGraw Hill Education</a>	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
603 Business Finance	Ross, S.A., Westerfield, R.W., Jaffe, J. & Jordan, B. (2016). <i>Corporate finance</i> . (11th ed.). New York, NY: McGraw-Hill Higher Education. ISBN: 9780077861759	<a href="#">McGraw Hill Education</a>	Y	Y	N	Y	Y	Y	N	N	Y	Y	N	Y	Y
606 Taxation	CCH New Zealand. (2017). <i>New Zealand Master Tax Guide: 2017</i> . Auckland, New Zealand: CCH New Zealand. ISBN: 9781775472025	<a href="#">Wolters Kluwer</a>	N	N	N	N	N	N	N	N	N	Y	N	N	N
630 Leadership	Daft, R., & Pirola-Merlo, A. (2009). <i>The leadership experience: Asia Pacific edition</i> . South Melbourne, Australia: Cengage Learning. ISBN: 9780170134835	<a href="#">Cengage</a>	N	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
633 Human Resource Management	Stone, R. J. (2013). <i>Managing human resources</i> . (4th ed.). Milton, Australia: Wiley. ISBN: 9781118681060	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	N	Y	N	Y	Y	Y
635 Employment Relations	Rudman, R. (2017) <i>New Zealand employment law guide 2017</i> . CCH New Zealand, Auckland N.Z. ISBN: 9781775471943	<a href="#">CCH</a>	Y	N	Y	N	N	N	N	N	Y	Y	Y	Y	Y
PROGRAMME/COURSE HV4508 Bachelor of Applied Mangement	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Book	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS Auckland	University Bookshop Dunedin	University Bookshop	Wheeler's
AM5101 Business Computing	Kroenke, D., & Hooper, T. (2013). <i>Using MIS</i> . (2nd ed.). Auckland, New Zealand: Pearson Education. (NZ adaptation book) ISBN: 9781442562714	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	N	Y	N	Y	Y	N

AM5103 Commercial Law	Gerbic, P., & Miller, L. (2014). <i>Understanding commercial law</i> . (8th ed.). Wellington, New Zealand: Lexis Nexis. ISBN: 9781927248157	<a href="#">LexisNexis</a>	Y	N	N	N	N	N	N	N	N	N	Y	Y	Y
AM5105 Introduction to Accounting	Smart, M., & Awan, N., & Baxter, R. (2013). <i>Principles of accounting</i> . (5th ed.). Auckland, New Zealand: Pearson. ISBN: 9781486010134	<a href="#">Pearson</a>	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y
AM5106 Introduction to Marketing	Elliot, G., Rundle-Thiele, S., & Waller, D. (2014). <i>Marketing: (Au) + istudy Version 3 registration card</i> . (3rd ed.). Milton, Australia: Wiley. ISBN: 9780730309178	<a href="#">Wiley</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y	Y
AM5107 Management - Electronic book	Bartol, K., & Tein, M (2015). <i>Management Foundations: A Pacific rim focus</i> . (6th ed.). ISBN: 9781308446486	<a href="#">McGraw Hill Education</a>	N	N	N	N	N	N	N	N	N	N	N	N	Y
AM5108 Business Communication	Barnett, S., & O'Rourke, S. (2011). <i>Communication: organisation and innovation</i> . (3rd ed.). Auckland, New Zealand: Pearson Education. ISBN: 9781442541535	<a href="#">Pearson</a>	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y	Y
AM5110 Accounting Practices	McIntosh, R. (2012). <i>Accounting practices: The New Zealand context</i> . (3rd ed.). North Shore, New Zealand: Pearson. ISBN: 9781442562554	<a href="#">Pearson</a>	Y	N	Y	N	N	N	N	Y	Y	N	Y	Y	Y
AM6203 Intermediate Financial Accounting	Smart, M., Awan, N., & Baxter, R. (2017). <i>Financial accounting: A New Zealand perspective</i> . (4th ed.). Auckland, New Zealand: Edify. ISBN: 9780947496449	<a href="#">Edify</a>	N	N	N	N	N	Y	N	N	N	Y	Y	Y	Y
AM6204 Intermediate Management Accounting	Garrison, R., Noreen, R., & Brewer, P. (2015). <i>Managerial accounting</i> . (15th Rev. ed.). New York, NY: McGraw-Hill Higher Education. ISBN: 9780078025631	<a href="#">McGraw Hill Education</a>	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
AM6205 Taxation in NZ	CCH New Zealand. (2017). <i>New Zealand Master Tax Guide for students: 2017</i> . Auckland, New Zealand: CCH New Zealand. ISBN: 9781775472025	<a href="#">Wolters Kluwer</a>	N	N	N	N	N	N	N	N	N	Y	N	N	N
AM6207 Leadership	Daft, R., & Pirola-Merlo, A. (2009). <i>The leadership experience: Asia Pacific edition</i> . South Melbourne, Australia: Cengage Learning. ISBN: 9780170134835	<a href="#">Cengage</a>	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
AM6208 Organisational Behaviour	McShane, S., Olekalns, M., & Travaglione, T. (2015). <i>Organisational behaviour: Emerging knowledge, global insights</i> . (5th ed.). North Ryde, Australia: McGraw Hill. ISBN: 9781743760451	<a href="#">McGraw Hill Education</a>	Y	N	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y
AM6212 Project Management	Linton, T. (2014). <i>Project management essentials</i> . South Melbourne, Australia: Cengage Learning. ISBN: 9780170237062	<a href="#">Cengage</a>	Y	N	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y
AM6213 Event Logistics	Allen, J., O'Toole, W., Harris, R., & McDonnell, I. (2011). <i>Festival &amp; special event management</i> . (5th Rev. ed.). Milton, Australia: Wiley. ISBN: 9781742164618	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y	Y
AM6214 Event Planning & Management	Allen, J., O'Toole, W., Harris, R., & McDonnell, I. (2011). <i>Festival &amp; special event management</i> . (5th Rev. ed.). Milton, Australia: Wiley. ISBN: 9781742164618	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y	Y
AM6217 Services Marketing Management	Zeithaml, V., Bitner, M. & Gremler, D. (2013) <i>Services marketing: integrating customer focus across the firm</i> . 6th ed. McGraw Hill, New York. ISBN:9780078112058	<a href="#">McGraw Hill Education</a>	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y
AM6220 Industrial Relations	Rudman, R. (2017) <i>New Zealand employment law guide 2017</i> . CCH New Zealand, Auckland N.Z. ISBN: 9781775471943	<a href="#">CCH</a>	Y	N	Y	N	N	N	N	Y	Y	Y	Y	Y	Y
AM6226 Introduction to Finance	Ross, S.A., Westerfield, R.W., Jaffe, J. & Jordan, B. (2016). <i>Corporate finance</i> . (11th ed.). New York, NY: McGraw-Hill Higher Education. ISBN: 9780077861759	<a href="#">McGraw Hill Education</a>	Y	Y	N	Y	Y	Y	N	N	Y	Y	N	Y	Y
AM6228 Market Development and Sales	Ingram, T. N., La Forge, R. W., Avila, R. A., Schwepker, C. H., & Williams, M. R. (2016). <i>Sell 5: Trust-based professional selling. Student edition</i> . 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	Y
AM7301 Cooperative Education Project	O'Leary, Z. (2014) <i>The essential guide to doing your research project</i> (2nd Ed.) Sage Publications London. ISBN: 9781446258972	n/a	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N	N
AM7301 Cooperative Education Project	Creswell, J. (2014). <i>Research design: Qualitative, quantitative, and mixed methods approaches</i> . (4th Ed.) Thousand Oaks, California. ISBN: 9781452226101	<a href="#">Sage Publications, US</a>	N	Y	N	N	Y	Y	N	Y	Y	N	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	Y
AM7303 Advanced Management Accounting	<i>Strategic Management Accounting: concepts, processes and issues</i> . Hoque, Z. (2003). (2nd ed.). Frenchs, NSW, Australia: Pearson Education. ISBN: 9780733984457	<a href="#">Pearson</a>	Y	Y	N	N	N	Y	N	N	Y	Y	N	Y	Y
AM7308 Strategic Management	Hubbard, G., & Beamish, P. W. (2011). <i>Strategic management: Thinking, analysis, action</i> . (4th ed.). Frenchs Forest, Australia: Pearson. ISBN: 9781442528680	<a href="#">Pearson</a>	Y	N	N	N	Y	Y	N	N	Y	N	N	N	Y

AM7310 Event Marketing and Sponsorship	<b>Festival &amp; Special Event Management.</b> Allen, J., O'Toole, W. Harris, R. & McDonnell, I. (2011). (5th rev ed.). Wiley. ISBN: 9781742164618	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM7311 Event Project	<b>Festival &amp; Special Event Management.</b> Allen, J., O'Toole, W. Harris, R. & McDonnell, I. (2011). (5th rev ed.). Wiley. ISBN: 9781742164618	<a href="#">Wiley</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM7320 International Marketing	Fletcher, R. & Brown, L. (2016). <b>International Marketing: An Asia Pacific Perspective (7th ed.)</b> NSW Australia: Pearson Australia. ISBN: 9781488611162	<a href="#">Pearson</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7321 Strategic Marketing	Hooley, G., Nicoulaud, B., & Piercy, N. F. (2012). <b>Marketing strategy &amp; competitive positioning.</b> (5th Rev. ed.). Harlow, England: Pearson Education. ISBN: 9780273740933	<a href="#">Pearson</a>	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7331 Industry Project	O'Leary, Z. (2014) <b>The essential guide to doing your research project</b> (2nd Ed.) Sage Publications London. ISBN: 9781446258972	n/a	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N
AM7331 Industry Project	Creswell, J. (2014). <b>Research design: Qualitative, quantitative, and mixed methods approaches.</b> (4th Ed.) 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	Davis, B., Lockwood, A., Alcott, P., & Pantelidis, I. (2012). <b>Food and beverage management.</b> (5th Rev. ed.). New York, NY: Routledge. ISBN: 9780080966700	<a href="#">Routledge</a>	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
HM6001 Front Office	Vallen, G., & Vallen, J. (2013). <b>Check in check out: Managing hotel operations: International edition.</b> (9th Rev. ed). Harlow, England: Pearson Education. ISBN: 9781292021102	<a href="#">Pearson</a>	N	Y	Y	Y	N	Y	N	N	Y	Y	N	Y
HM7001 Accommodation and Facilities Management	Stipanuk, M David (2015). <b>Hospitality Facilities Management and Design.</b> American Hotel and Lodging Educational Institute. ISBN: 9780866124768	<a href="#">AHLEI</a>	N	Y	N	Y	N	Y	N	N	N	N	N	Y
HM7002 Food & Beverage Management	Davis, B., Lockwood, A., Alcott, P., & Pantelidis, I. (2012). <b>Food and beverage management.</b> (5th Rev. ed.). 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