



BUSINESS MANAGEMENT

REQUIRED TEXTBOOKS - TEXTBOOK SUPPLIERS - TRIMESTER 1 and 2 2018

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	Pearson	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	Pearson	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	LexisNexis	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	McGraw Hill Education	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. Bentrott, I. (2017). Wiley. ISBN: 9780730350507	Wiley	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
550 Business Computing	<i>Using MIS. (2nd ed.)</i> . Kroenke, D., & Hooper, T. (2013). Pearson. ISBN: 9781442562714. Electronic version available. ISBN: 9781486011872	Pearson	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	Pearson	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	Edify	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 Education. ISBN: 9781260153132	McGraw-Hill Education	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	McGraw Hill Education	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	Wolters Kluwer	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	Cengage	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	Wiley	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	Wolters Kluwer	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
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	Pearson	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	Pearson	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	Pearson	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	Cengage	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	Pearson	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	Pearson	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	Pearson	Y	N	Y	N	N	N	N	N	N	Y	Y	N
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	Pearson	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	Edify	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	McGraw-Hill Education	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	Wolters Kluwer	N	N	N	N	N	N	N	N	N	N	Y	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	Pearson	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
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	Pearson	Y	Y	N	N	Y	Y	N	N	N	N	N	N
BUS5216 Leading in the Workplace	<i>The Leadership Experience – Asia Pacific</i> (7th edition). Daft, R. (2018) A. Cengage Learning. ISBN: 9781337102278	Cengage	N	Y	N	Y	Y	Y	N	N	Y	Y	N	Y

PROGRAMME/COURSE HV4508 Bachelor of Applied Management	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Book Depository	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	University Bookshop Dunedin	Wheeler
AM5101 Business Computing	<i>Using MIS</i> . (2nd ed.). Kroenke, D., & Hooper, T. (2013). Auckland, New Zealand: Pearson Education. (NZ adaptation book) ISBN: 9781442562714. Electronic version available ISBN: 9781486011872	Pearson	Y	N	Y	N	N	N	N	N	Y	N	Y	N
AM5103 Commercial Law	<i>Understanding commercial law</i> . (8th ed.). Gerbic, P., & Miller, L. (2014). Wellington, New Zealand: Lexis Nexis. ISBN: 9781927248157. Electronic version available ISBN: 97812927248386	LexisNexis	Y	N	N	N	N	N	N	N	N	Y	Y	Y
AM5105 Introduction to Accounting	<i>Principles of accounting</i> . (5th ed.) Smart, M., & Awan, N., & Baxter, R. (2013). Auckland, New Zealand: Pearson. ISBN: 9781486010134. Electronic version available ISBN: 9781486011858	Pearson	Y	N	Y	N	Y	Y	N	N	Y	Y	Y	Y
AM5106 Introduction to Marketing	<i>Marketing: (Au) + istudy Version 3 registration card</i> . (3rd ed.). Elliot, G., Rundle-Thiele, S., & Waller, D. (2014). Milton, Australia: Wiley. ISBN: 9780730309178. Electronic version available ISBN: 9780730308874	Wiley	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
AM5107 Management - Electronic book	<i>Management Foundations: A Pacific rim focus</i> . (6th ed.). Bartol, K., & Tein, M (2017). ISBN: 9781308446486	Mcgraw Hill Education	N	N	N	N	N	N	N	N	N	N	N	Y
AM5108 Business 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	Pearson	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y
AM5110 Accounting Practices	<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	Pearson	Y	N	Y	N	N	N	N	N	Y	Y	N	Y
AM6203 Intermediate Financial Accounting	<i>Financial accounting: A New Zealand perspective</i> . (4th ed.) Smart, M., Awan, N., & Baxter, R. (2017). Auckland, New Zealand: Edify. ISBN: 9780947496449	Edify	N	N	N	N	N	Y	N	N	N	Y	Y	Y
AM6204 Intermediate Management Accounting	<i>Managerial accounting, (16th Rev. ed.)</i> . Garrison, R., Noreen, R., & Brewer, P. (2017). McGraw-Hill ISBN: 9781260153132	McGraw-Hill Education	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y
AM6205 Taxation in NZ	<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	Wolters Kluwer	N	N	N	N	N	N	N	N	N	Y	N	N
AM6207 Leadership	<i>The Leadership Experience – Asia Pacific</i> (7th edition). Daft, R. (2018) A. Cengage Learning. ISBN: 9781337102278	Cengage	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
AM6208 Organisational Behaviour	<i>Organisational behaviour: Emerging knowledge, global insights</i> . (5th ed.). McShane, S., Olekalns, M., & Travaglione, T. (2015). North Ryde, Australia: McGraw Hill. ISBN: 9781743760451	n/a	Y	N	Y	Y	Y	Y	N	N	Y	Y	N	Y
AM6212 Project Management	<i>Project management essentials</i> . Linton, T. (2014). South Melbourne, Australia: Cengage Learning. ISBN: 9780170237062	Cengage	Y	N	Y	Y	Y	Y	N	Y	Y	N	N	Y
AM6213 Event Logistics	<i>Festival & special event management</i> . (5th Rev. ed.). Allen, J., O'Toole, W., Harris, R., & McDonnell, I. (2011). Milton, Australia: Wiley. ISBN: 9781742164618. Electronic version available ISBN: 9780730300069	N/A	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM6214 Event Planning & Management	<i>Festival & special event management</i> . (5th Rev. ed.). Allen, J., O'Toole, W., Harris, R., & McDonnell, I. (2011). Milton, Australia: Wiley. ISBN: 9781742164618. Electronic version available ISBN: 9780730300069	N/A	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
AM6217 Services Marketing Management	<i>Services marketing: Integrating customer focus across the firm</i> (7 th ed.). Zeithaml, V., Bitner, M. & Gremler, D. (2017). Dubuque: McGraw-Hill Education. ISBN: 9780078112102 Electronic Version available ISBN: 9781309098370	McGraw Hill Education	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	Y
AM6220 Industrial 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	Wolters Kluwer	N	N	N	N	N	N	N	N	N	N	N	N

PROGRAMME/COURSE HV4508 Bachelor of Applied Management (CONT'D)	TEXTBOOK	Publishers (Buy direct from publisher)	Academy	Amazon	Bennetts	Depository	Booktopia	Fishpond	Mcleods	Mighty Ape	The Nile	UBS	Bookshop	Wheeler's
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	McGraw Hill Education	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	Cengage	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	Sage Publications, US	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	McGraw Hill Education	Y	N	Y	Y	Y	Y	N	Y	N	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	Pearson	Y	Y	N	N	N	Y	N	N	Y	Y	N	Y
AM7308 Strategic Management	<i>Strategic management: Thinking, analysis, action</i> (5 th ed.). Hubbard, G., Rice, J. & Galvin, P. (2014). Frenchs Forest, N.S.W., Australia: Pearson. ISBN: 9781486010806 Electronic Version Available ISBN: 9781486012428	Pearson	Y	N	N	N	Y	Y	N	N	Y	N	N	Y
AM7310 Event Marketing and Sponsorship	<i>Festival & 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 Event Project	<i>Festival & 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	Pearson	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7321 Strategic Marketing	<i>Marketing strategy & competitive positioning.</i> (6th ed.).Hoooley, G., Nicoulaud, B., & Piercy, N. F., Rudd J. (2017). Harlow, England: Pearson Education. ISBN: 9781292017310. Electronic Version available: ISBN: 9781292017341	Pearson	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y
AM7331 Industry 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
AM7331 Industry Project	<i>Research design: Qualitative, quantitative, and mixed methods approaches.</i> (4th Ed.) Creswell, J. (2014). Thousand Oaks, California. ISBN: 9781452226101	Sage Publications, US	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	Routledge	N	Y	N	Y	Y	Y	N	Y	N	N	Y	Y
HM6001 Front Office	<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	Pearson	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: 97808866124768	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	Routledge	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