

**School of Business**  
**2010 TEXTBOOKS**  
**For Diploma, Degree and Graduate Diploma courses**

Code	Course Name	Textbook details	Offered
AMIA/NZDB605	Internal Audit	Pickett, K. H. (2005). <i>The essential handbook of internal auditing</i> . West Sussex, England: John Wiley & Sons Ltd.	S2
AMIC600	Innovation and Creativity	Students will be required to purchase a compiled set of selected readings; these will be issued in class.	S2
AMLB610	The Law of Business Entities	Walker, G., Reid, T., Hanrahan, P., Ramsay, I., & Stapledon, G. (2005). <i>Commercial applications of company law in New Zealand</i> (2nd ed.). Auckland, New Zealand: CCH.	S2
AMMD600	Market Development and Sales	Manning, G.L., Reece, B.L., & Ahearne, M. (2010). <i>Selling today: Creating customer value</i> . New Jersey: Pearson Education Inc.	S2
AMPL630/NZDB630	Principles of Leadership	Daft, R. L., & Pirola-Merlo, A. (2009). <i>The leadership experience: Asia Pacific edition</i> . South Melbourne, Victoria: Cengage Learning.	S2
AMSP/NZDB631	Strategic Planning for Small Business		S2
AMSA/NZDB652	Systems Analysis and Design	Shelly, G. B., & Rosenblatt, H. J. (2009). <i>Systems analysis and design</i> (8 <sup>th</sup> ed.). Boston, MA: Course Technology Ptr.	S2
AMAC/NZDB650	Applied Computing	No required text	S1
AMAM/NZDB636	Applied Management	Wood, W., Cugin J., and Beckmann J. (2009) <i>Managerial problem solving - frameworks, tools, techniques</i> . McGraw-Hill: Australia	S1 & S2 \$45.89
AMAP/NZDB501	Accounting Practices	McIntosh, R. (2007) <i>Accounting practices: The New Zealand context</i> (2 <sup>nd</sup> ed.) Auckland, New Zealand: Pearson/Prentice Hall.	S1 & S2 \$95.39
AMBA600	Introduction to Business Analysis	Paul, D. & Yeates, P. (2006). <i>Business Analysis</i> . The British Computer Society	S1 \$107.09
AMBA700	Business Analysis	Carlenord, B. (2009). <i>Seven steps to mastering business analysis</i> . Fort Lauderdale, Florida: J. Ross.	S1 \$116.09

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AMBC/NZDB550	Business Computing	<p>Zimmerman, S. S., Zimmerman, B. B., Shaffer, A., &amp; Pinard, K. T. (2008). <i>New Perspectives on Microsoft Office Word 2007, Introductory</i>. Boston, Massachusetts: Thomson Course Technology.</p> <p>Parsons, J. J., Oja, D. Ageloff, R. &amp; Carey, P. (2008). <i>New Perspectives on Microsoft Office Excel 2007, Introductory</i>. Boston, Massachusetts: Thomson Course Technology.</p> <p>Adamski, J. J., &amp; Finnegan, K. T. (2008). <i>New Perspectives on Microsoft Office Access 2007, Introductory</i>. Boston, Massachusetts: Thomson Course Technology.</p> <p>(Shrink wrapped as a set ISBN: 978-1-4283-2963-8)</p> <p>Required Text for Theory (Online students only)            O'Leary, T. J. &amp; O'Leary L. J. (2008) <i>Computing Essentials 2008 (Complete)</i>. Boston, Massachusetts: McGraw-Hill/Irwin.</p>	<p>S1 &amp; S2 \$177.29</p> <p>\$79.19</p>
AMBH500	Business Heritage, Culture and Sustainability	Students will be required to purchase a compiled set of selected readings; these will be issued in class	S1 & S2
AMCB/NZDB644	Consumer Behaviour	No required text	S1 & S2
AMCE700	Co-operative Education Project	No required text	S1 & S2
AMCL/NZDB510	Commercial Law	Gerbic, P., & Lawrence, M. (2006). <i>Understanding commercial law</i> (6 <sup>th</sup> ed.) Wellington, New Zealand: Butterworths.	S1 & S2 \$90.89
AMEC/NZDB520	Economics	Stewart, J., Moodie, B., & St John, S. (2008). <i>Economic concepts and applications – the contemporary New Zealand environment</i> (4 <sup>th</sup> ed.). Auckland, New Zealand: Pearson Education.	S1 & S2 \$106.19
AMEL600	Event Logistics	<p>Allen, J. et al. (2008). <i>Festival and special event management</i> (4th ed.). Milton, QLD: John Wiley &amp; Sons.</p> <p>Tum, J., Norton P., &amp; Wright, J. (2006). <i>Management of event operations</i>. Event Management Series. Oxford: Elsevier Butterworth-Heinemann.</p>	S1 \$113.39 \$102.59
AMEM700	Event Marketing and Sponsorship	<p>Grey, A., &amp; Skildum-Reid, K. (2007). <i>Sponsorship Seeker's Toolkit</i> (3rd ed.). Auckland, New Zealand: McGraw-Hill.</p> <p>Students will be required to purchase a compiled set of selected readings, these will be issued in class</p>	S1 \$44.09
AMEN600	Entrepreneurship	Students will be required to purchase a compiled set of selected readings, these will be issued in class	S1
AMEP600	Event Planning and Management	Allen, J., O'Toole, W., McDonnell, I., & Harris, R. L. (2008). <i>Festival and special event management</i> (4th ed.). Milton, Queensland: John Wiley & Sons.	S1 \$113.39

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AMEP700	Event Project	Allen, J. et al. (2008). <i>Festival and special event management</i> (4th ed.). Milton, QLD: John Wiley & Sons.	S1 & S2 \$113.39
AMFA/NZDB601	Intermediate Financial Accounting	Smart, M. J., & Bourke, D. H. (2008). <i>Financial accounting: A New Zealand perspective</i> (2 <sup>nd</sup> ed.). Auckland, New Zealand: Pearson Education.	S1 & S2 \$106.99
AMFA700	Advanced Financial Accounting	Deegan, C. & Samkin G. (2008). <i>New Zealand financial accounting</i> . (4th ed.). Auckland, New Zealand: McGraw-Hill.	S1 \$131.39
AMHR/NZDB633	Human Resources	Stone, R. J. (2008). <i>Managing human resources</i> (2 <sup>nd</sup> ed.). Brisbane, QLD: John Wiley & Sons.	S1 & S2 \$108.89
AMHR700	Advanced Human Resource Management	Macky, K. (Ed.). (2008). <i>Managing human resources: contemporary perspectives in New Zealand</i> . Sydney: McGraw Hill	S1 \$95.39
AMHR721	Contemporary Issues in the Human Resource Management	No required text	S1
AMIA/NZDB400	Introduction to Accounting	Smart, M. J., Awan, N., & Bourke, D. H. (2008). <i>Principles of accounting</i> (3 <sup>rd</sup> ed.). Auckland, New Zealand: Pearson Hall.  Students will be required to purchase a workbook. This is to be paid for at Enrolments (advise Enrolments Charge Code is T1 FCCBL account code 1310. Use your receipt to collect this from Customer Services, Faculty of Commerce prior to the first lecture.	S1 & S2 \$95.39
AMIC700	Management of Information and Communication Technology	TBA by School of Computing	S1
AMIF/NZDB603	Introduction to Finance	Gitman, L. J., Juchau, R., Pearson, K. (2007). <i>Principles of managerial finance</i> (5th ed.). Frenchs Forest, NSW: Pearson Education.	S1 \$124.19
AMIM/NZDB541	Introduction to Marketing	Kotler, P., Adam, S., Denize, S & Armstrong; G. (2008) <i>Principles of marketing</i> (4th ed.) Frenchs Forest, NSW: Pearson Prentice Hall.	S1 & S2 \$120.59
AMIM700	International Marketing	Cateora, P. R., & Graham, J. L. (2009). <i>International marketing</i> (14th ed.) Mc Graw Hill- Higher Education	S1 \$140.39
AMIN700	Industry Internship	No textbook	S1 & S2
AMIP700	Industry Project	No required text	S1 & S2
AMIR/NZDB635	Industrial Relations	Rudman, R. (2009). <i>New Zealand employment law guide</i> . Auckland, New Zealand: CCH	S1 & S2 \$75.59

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Code	Course Name	Textbook details	Offered
AMMA/NZDB530	Management	Robbins, S. P., Bergman R., Stagg, I., & Coulter, M. (2009). <i>Foundations of management</i> (3 <sup>rd</sup> ed.). Frenchs Forest, NSW: Pearson Education.	S1 & S2 \$116.99
AMMA/NZDB602	Intermediate Management Accounting	Garrison, R. H., Noreen, E. W., & Brewer, P. C. (2008) <i>Managerial accounting</i> (12 <sup>th</sup> ed.). Boston, Massachusetts: McGraw-Hill/Irwin.	S1 & S2 \$135.89
AMMA700	Advanced Management Accounting	Hoque, Z. (2006). <i>Strategic management accounting</i> (2nd ed.). Sydney, NSW: Pearson Education.	S1 \$97.99
AMMG700	Managing for Growth	McKaskill, T. (2006). <i>Winning ventures – 14 principles of high growth businesses</i> . Wilkinson Publishing Pty Ltd: Melbourne. Students will be required to purchase a compiled set of selected readings; these will be issued in class	S1 \$37.99
AMMK700	Strategic Marketing	Wilson, R. M. S., & Gilligan, C. (2005). <i>Strategic marketing management planning, implementation and control</i> (3rd ed.). Oxford: Butterworth-Heinemann.	S1 \$97.19
AMMP/NZDB648	Marketing Planning & Control	Kotler, P., & Keller, K. L. (2008). <i>Marketing management</i> . (13 <sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Prentice Hall.	S1 & S2 \$125.99
AMOB600/NZDB697	Organisational Behaviour	McShane, S., & Travaglione, T. (2009). <i>Organisational behaviour on the Pacific rim</i> (3rd ed.). Sydney, NSW: McGraw Hill.	S1 & S2 \$120.59
AMOM/NZDB632	Operations Management	Heizer, J., & Render, B. (2008). <i>Operations management</i> (9th ed.). Saddle River, New Jersey: Pearson Prentice Hall.	S1 & S2 \$127.79
AMPC/NZDB560	Professional Communication	Barnett, S. & O'Rourke, S. (2008). <i>Communication: Organisation and innovation</i> (2 <sup>nd</sup> ed.). Auckland, New Zealand: Pearson Education.	S1 & S2 \$100.79
AMPD700	Product Development	Ulrich, K. T., & Eppinger, S. D. (2008). <i>Product design and development</i> (4th ed.). Boston, Massachusetts: Irwin McGraw-Hill	S1 \$126.89
AMPM600	Project Management	Gray C., & Larson E. <i>Project management : The managerial process</i> (4 <sup>th</sup> ed.), McGraw Hill.	S1 & S2 \$120.59
AMPM700	Advanced Project Management	Githens, G. D., & Rosenau, M.D. (2005). <i>Successful project management: A step-by-step approach with practical examples</i> (4th ed.). New York, NY: John Wiley & Sons.	S1 \$107.99
AMRI700	Resource Integration Management	Gardiner, David, (2006), <i>Operations management for business excellence</i> . Auckland: Pearson Education.	S1 \$66.59
AMRM600	Research Methodology	Cooper, D. R., & Schindler, P. S. (2008). <i>Business research methods</i> (10 <sup>th</sup> ed.). Boston, Massachusetts: McGraw-Hill.	S1 & S2 \$155.69
AMSM700	Strategic Management	Hill, C. W., Jones, G. R., & Galvin, P. (2007). <i>Strategic management: An integrated approach</i> (2nd revised ed.). New York, NY: Wiley.	S1 \$140.39

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AMTC700	Business Transformation and Change	Graetz, F., Rimmer ,M., Lawrence, A., & Smith A. (2006). <i>Managing organisational change</i> . (2nd Australasian edition.). Brisbane, QLD: John Wiley & Sons.  Nilakant, V., & Ramnarayan, S. (2006). <i>Change management: Altering mindsets in a global context</i> . New Delhi: Response Books.	S1 \$104.39  \$73.79
AMTX/NZDB606	Taxation in New Zealand	CCH. (2010). <i>The Master Tax Guide (Student Edition)</i> . Auckland, New Zealand: CCH.	S1 & S2 \$105.29
NZDB435	Introduction to New Zealand Business Studies	Oliver, L. & English, J. (2007). <i>The small business book: A New Zealand guide for the 21st century</i> (5 <sup>th</sup> ed.). Sydney, Australia: Allen & Unwin.	S1 & S2 \$46.79