

School of Business & Computing

NZDB Online Textbook List 2011 as at 28 February 2011

The following list details the texts that are recommended as a required resource for the study of the relevant paper in 2011. The list published is subject to change. Prices shown are indicative and provided by the retail supplier. The prices are subject to change.

Students wishing to purchase texts are advised that the listed texts are available from:
Volume 1 Bookshop, 154 Fitzherbert Ave, Palmerston North

You may also be able to purchase a second hand textbook at half the retail cost for selected papers only.

Please email: nzdbonline@ucol.ac.nz

400 Accounting Principles

Weternan F., & Fisher, C. (2010). *Understanding Accounting Principles*. (6th ed.). LexisNexis: Wellington

\$88.00

435 Fundamentals of Small Business

Oliver, L., & English, J. (2007). *The small business book: a New Zealand guide for the 21st century*. (5th ed.). NSW: Allen & Unwin.

\$45.00

501 Accounting Practices

McIntosh, R. *Accounting practices: the New Zealand context*. (2nd edition). North Shore: Pearson Education New Zealand Ltd.

\$97.00

MYOB Premier v4 CD-ROM (the CD is for your use from Week 9 of your study). If you do not have MYOB loaded on your own computer you will need to purchase the MYOB CD for **\$30 + GST (\$33.75)**. Please order promptly by contacting our UCOL Online Administrator.

510 Introduction to Commercial Law

Gerbic, P., & Lawrence, M. (2006). *Understanding commercial law*. (7th ed.). Wellington: LexisNexis New Zealand Ltd. (**second hand books 6th edition available at \$40.50**)

\$98.00

520 The Economic Environment

Stewart, J., & Rankin, K. (2008). *Economic concepts and applications*. (4th ed.). Auckland: Pearson Education New Zealand Ltd.

\$108.00

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530 Organisation and Management

Bartol, Tein, Matthews & Sharma. (2008). *Management: a pacific rim focus*. (5th ed.). NSW: McGraw Hill Australia Pty Ltd. **\$122.00**
(4th edition is OK to use - second hand books available at \$52.50)

541 Fundamentals of Marketing

Solomon, M., Charbonneau, J., Hughes, A., Chitty, B., Marshall, G., Stuart, E. (2009). *Marketing: real people, real choices*. North Shore: Pearson Education New Zealand Ltd. **\$118.00**

550 Business Computing

O'Leary, T & O'Leary L. (2008). *Computing Essentials, Complete 2008*. McGraw. Also a second book, O'Leary, T & O'Leary L. (2008). *Microsoft Office 2007*. McGraw Hill. These can be purchased shrink wrapped together. **\$146.00**

560 Business Communication

Barnett, S., & O'Rourke, S. (2008). *Communication, organisation and innovation*. (2nd edition) North Shore: Pearson Education New Zealand Ltd. **\$103.00**

630 Leadership

Manning: The Art of Leadership. 3e, McGraw-Hill **\$119.00**

633 Human Resource Management

To be advised

635 Employment Relations

Rudman, R. *New Zealand Employment Law Guide 2010* CCH **\$77.00**

636 Applied Management

No text