

SCHOOL OF EDUCATION AND BUSINESS (BUSINESS UNITS)

TEXT BOOK LIST 2020

SEMESTER 1/STUDY PERIODS 1, 2 & 3



Students are advised to order textbooks in time for delivery for the beginning of semester.

CHC suggests the following suppliers:

- [American Bookstore](#)
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Prices may vary from supplier to supplier.

Texts may be available direct from the publisher.

UNIT	REQUIRED TEXTS
Undergraduate Studies – Semester 1	
BZ100 Introduction to Business and Management (External)	Cole, K. (2019). <i>Leadership and Management: Theory and Practice</i> . (7th ed.). Cengage Learning Australia. ISBN 9780170403856
BZ101 Business Communication (Internal/External)	Eunson, B. (2016). <i>C21 : Communicating in the 21st century</i> (4th ed.). Milton, Qld: Wiley. ISBN9780730315476 (pbk)
BZ102 Accounting Principles (Internal/External)	Nobles, T., Mattison, B., Matsumura, E., Best, P., Fraser, D., Tan, R. & Willett, R. (2016). <i>Horngren's Financial Accounting</i> . (8th ed.). Melbourne, Australia: Pearson Australia. ISBN 9781486021079
BZ195 Undergraduate Independent Study I (External)	See relevant unit outline.
BZ201 Data Analysis (Internal/External)	Selvanathan, A., Selvanathan, S., & Keller, G. (2017). <i>Business statistics: Abridged - Australia New Zealand with student resource access for 12 months</i> . (7th rev. ed.). South Melbourne, VIC: Cengage Learning. ISBN 9780170369473
BZ211 Financial Accounting (Internal/External)	Nobles, T., Mattison, B., Matsumura, E., Best, P., Fraser, D., Tan, R. & Willett, R. (2016). <i>Horngren's Financial accounting</i> (8th ed.). Frenchs Forest, NSW: Pearson Education Australia. ISBN 9781486021079 Subscription to the online MYOB practice set from Perdisco
BZ212 Management Accounting (Internal/External)	Horngren, C. T., Datar, S., Rajan, M., Maguire, W., Tan, R. (2017). <i>Cost accounting: A managerial emphasis</i> . (3rd Australian ed.). Frenchs Forest, NSW: Pearson Australia. ISBN 9781488612640

BZ213	Company Accounting (Internal/External)	Leo, K., Knapp, J., McGowan, S., & Sweeting, J. (2018). <i>Company accounting</i> (11th ed.). Milton, QLD: John Wiley & Sons. ISBN 9780730364580, 9780730343547.
BZ230	International Business (Internal/External)	Cavusgil, S. T., Knight, G., Riesenberger, J. R. (2019). <i>International business: The new realities</i> . (5 th ed., Global edition.). Great Britain: Pearson Education Limited. ISBN 9781292303246
BZ231	Human Behaviour in Organisations (Internal/External)	Robbins, S. P., Judge, T., Millett, B., & Boyle, M. (2017). <i>Organisational Behaviour</i> (8th ed.). Frenchs Forest, NSW: Pearson Education Australia. ISBN 9781488609329 (or ebook edition)
BZ251	Consumer Behaviour (Internal/External)	Solomon, M.R., Russell-Bennett, R. & Previte, J. (2019). <i>Consumer Behaviour: Buying, Having, Being</i> . (4th ed.). Melbourne: Pearson Australia. ISBN 9781488616952 or ebook ISBN 9781488615757
BZ295	Undergraduate Independent Study II (External)	See relevant unit outline.
BZ300	Christian Philosophy of Business (Internal/External)	Nil.
BZ309	Work integrated learning (Internship/Project) (Internal/External)	Nil. Readings may be set by the Unit Coordinator.
BZ331	Change Management in Organisations (Internal/External)	Waddell, D., Creed, A., Cummings, T., & Worley, C. (2019). <i>Organisational Change Development and Transformation</i> (7th ed.). Sydney, NSW: Cengage Learning. ISBN 9780170424448
BZ395	Undergraduate Independent Study III (External)	See relevant unit outline.

Postgraduate Studies – Study Period 1		
BZ540	Purpose Driven Business (External)	Van Duzer, J. (2010). <i>Why business matters to God: And what still needs to be fixed</i> . Downers Grove, IL: Inter-Varsity Press. ISBN 9780830838882
BZ550	Marketing Management and Fundraising (External)	Kotler, P., Burton, S., Deans, K., Brown, L., & Armstrong, G. (2013). <i>Marketing</i> . (9th ed.). Frenchs Forest, NSW : Pearson Education. ISBN 9781442549425
BZ678	Business Process Management (External)	Nil.
BZ696	Research Project Design (External)	Wilson, J. (2014). <i>Essentials of business research: A guide to doing your research project</i> . (2nd Revised ed.). London: Sage Publications. ISBN9781446257333(pbk)
Postgraduate Studies – Study Period 2		
BZ510	Financial Management (External)	Hancock, P., Robinson, P., and Bazley, M. J. (2015). <i>Contemporary accounting a strategic approach for users</i> . (9th ed.). China: Cengage Learning. ISBN9780170261999
BZ577	Business Planning for SMEs (External)	Birt, I. (2016). <i>Writing your plan for small business success</i> (6th ed.). Crows Nest, NSW: Allen & Unwin. ISBN 9781760293321
BZ679	Strategic Management (External)	David, F. R. & David, F.R. (2016). <i>Strategic Management: A Competitive Advantage Approach, Concepts and Cases</i> . Global Edition (16th ed.). USA: Pearson Higher Ed. 9780134167848
BZ697	Extended Research Project (External)	Wilson, J. (2014). <i>Essentials of business research: A guide to doing your research project</i> . (2nd Revised ed.) London: Sage Publications. ISBN9781446257333(pbk)
Postgraduate Studies – Study Period 3		
BZ531	Economics for Managers (External)	McTaggart, D., Findlay, C., & Parkin, M. (2013). <i>Economics</i> . (7th ed.). Sydney, NSW: Addison Wesley. ISBN 9781442550773
BZ542	Leadership and Change (External)	Nil.
BZ690	Research Methods in Business (External)	Wilson, J., (2014). <i>Essentials of business research: A guide to doing your research project</i> . (2nd Revised ed.) London: Sage Publications. ISBN9781446257333(pbk)
BZ693	Capstone Project (External)	Nil.