

Sacred Heart Canossian College of Commerce

TEXTBOOK LIST FOR THE SCHOOL YEAR

2008 - 2009

2-YEAR ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION

兩年制工商管理學高級文憑課程

(COURSE CODE: ADBA)

3-YEAR PROFESSIONAL DIPLOMA IN BUSINESS ADMINISTRATION

三年制工商管理學專業文憑課程

(COURSE CODE: PDBA)

全部課本特價九折優待

ALL TEXTBOOKS ARE SUBJECT TO A 10% DISCOUNT

學生可在下列書局選購課本

Textbooks are available at:

<p>辰衡圖書有限公司 SWINDON BOOK CO LTD 13-15 Lock Road, Kowloon Hong Kong</p> <p>Tel: 2366 8001 九龍尖沙咀樂道十三至十五號 尖沙咀地鐵站 C 出口舊凱悅酒店後面</p>	<p>香港圖書文具有限公司 HONG KONG BOOK CENTRE LTD On Lok Yuen Building 25 Des Voeux Road, Central Hong Kong Tel: 2522 7064 香港德輔道中廿五號安樂園大廈地下 中環地鐵站 B 出口德輔道中環球大廈</p>
<p>Note:</p> <ol style="list-style-type: none">1. All prices quoted on the book-list are subject to alteration in accordance with the publishers' final confirmation.2. Students are at liberty to purchase their textbooks wherever they wish.	<p>注意：</p> <ol style="list-style-type: none">一、 本書單所列各書價目如有更改時，應以各出版社之最新訂價為標準。二、 學生可以自由選購所需課本。

IMPORTANT: Book Titles highlighted in grey are LCCIEB publications. You can purchase these after term begins at good discounts through school. Order will be processed by teachers.

Sacred Heart Canossian College of Commerce

TEXTBOOK LIST 2008-2009

DIPLOMA IN BUSINESS ADMINISTRATION (YEAR 1)

工商管理文憑 (第一年課程)

(COURSE CODE: DBA)

Price (HK\$)

For students studying IELTS: (to be confirmed)

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|---|------------------|--------|
| 1. New Insight into IELTS – Vanessa Jakeman & Clare McDowell | <i>Cambridge</i> | 246.00 |
| 2. Focus on IELTS – Sue O’Connell | <i>Longman</i> | 278.00 |
| 3. IELTS Preparation and Practice: Listening and Speaking – Wendy Sahanaya and Jeremy Lindeck | <i>O.U.P.</i> | 316.00 |

For students studying English for the Workplace: (to be confirmed)

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| 4. Business Benchmark Pre-Intermediate to Intermediate (BEC Preliminary) – Norman Whitby
<i>(For new students only)</i> | <i>Cambridge</i> | 255.00 |
| 5. Business Writing for Hong Kong (3 rd Edition) – Grahame T. Bilbow | <i>Longman</i> | 246.00 |

For New Intake of Students 2008-2009:

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|---|----------------|--------|
| 6. Frank Wood’s Principles of Accounts for Hong Kong, Vol 1 (6 th Edition) – Frank Wood, Pak Cho Kan, Eric Lo Chi Chung, Lindy Yau Wan Wah | <i>Longman</i> | 290.00 |
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For students promoted from CBA to DBA 2008-2009:

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|---|----------------------|--------|
| 7. Frank Wood’s Principles of Accounts for Hong Kong, Vol 2 (6 th Edition) – Frank Wood, Pak Cho Kan, Eric Lo Chi Chung, Lindy Yau Wan Wah | <i>Longman</i> | 290.00 |
| 8. 商貿普通話上冊 – 香港理工大學中國語文教學中心 | <i>中華書局</i> | 95.00 |
| 9. Economics (8 th Edition) – Michael Parkin | <i>Pearson</i> | 320.00 |
| 10. Marketing: An Introduction (9 th Edition) – Armstrong & Kotler | <i>Prentice Hall</i> | 308.00 |

Reference:

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|---|--|-----------------------------|
| 1. How to Pass English for Business (Level 2) – Official Guide | <i>LCCI International Qualifications</i> | <i>Order through school</i> |
| 2. How to Pass Business Administration (Level 2) – Official Guide | <i>LCCI International Qualifications</i> | <i>Order through school</i> |

For students studying English for the Workplace:

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| 3. Market Leader Intermediate Business English Coursebook – David Cotton, David Falvey, Simon Kent | <i>Longman</i> | 286.00 |
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ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION (YEAR 2)

工商管理學高級文憑(第二年課程)

(COURSE CODE: ADBA)

Price (HK\$)

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|----|---|---------------|--------|
| 1. | 商貿普通話下冊 – 香港理工大學中國語文教學中心 | 中華書局 | 95.00 |
| 2. | Management – 9 th Edition, Stephen P. Robbins and Mary Coulter | Prentice Hall | 297.00 |

For students studying IELTS:

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|----|--|-----------|--------|
| 3. | New Insight into IELTS – Vanessa Jakeman & Clare McDowell | Cambridge | 246.00 |
| 4. | Focus on IELTS – Sue O’Connell | Longman | 278.00 |
| 5. | IELTS Preparation and Practice: Listening and Speaking – Wendy Sahanaya and Jeremy Lindeck | O.U.P. | 316.00 |

For students studying English for the Workplace:

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|----|--|-----------|--------|
| 6. | Business Benchmark Upper-Intermediate (BEC Vantage Edition) Guy Brook - Hart | Cambridge | 255.00 |
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Reference:

For students studying IELTS:

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|----|---|--------|--------|
| 1. | IELTS Preparation and Practice: Reading and Writing Academic Module – Wendy Sahanaya, Jeremy Lindeck, Richard Stewart | O.U.P. | 316.00 |
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For students studying English for the Workplace:

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|----|--|-------------|--------|
| 2. | Market Leader, Upper-Intermediate Business English Coursebook – David Cotton, David Falvey, Simon Kent | Longman | 289.00 |
| 3. | Management: A Practical Introduction 3 rd Edition – Angelo Kinicki and Brian K Williams | McGraw-Hill | 295.00 |
| 4. | Frank Wood’s Business Accounting Vol.2 (Latest HK Ed.) – Frank Wood, Alan Sangster, Lindy Yau, Richard Yau, Joseph Yau | Longman | 285.00 |

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|----|--|-----------------------------------|----------------------|
| 5. | How to Pass Text Production (Level 1, 2, 3) – Official Guide | LCCI International Qualifications | Order through school |
| 6. | How to Pass Business Administration (Level 3) – Official Guide | LCCI International Qualifications | Order through school |
| 7. | How to Pass Business Practice (Level 3) – Official Guide | LCCI International Qualifications | Order through school |

PROFESSIONAL DIPLOMA IN BUSINESS ADMINISTRATION (YEAR 3)

工商管理學專業文憑 (第三年課程)

(COURSE CODE: PDBA)**Price (HK\$)**

1.	Organizational Behaviour (13 th Edition) – Stephen P. Robbins and Timothy A. Judge	<i>Prentice Hall</i>	325.00
2.	Human Resource Management (11 th Edition) – Gary Dessler	<i>Prentice Hall-</i>	310.00
3.	First Course in Statistics, A, (10 th Edition) – James T. McClave & Terry Sincich	<i>Prentice Hall</i>	320.00
4.	Essentials of Management Information Systems (8th Edition) – Jane Laudon, & Kenneth Laudon	<i>Prentice Hall</i>	315.00
5.	Modern Financial Management (8 th Edition) – Stephen A. Ross, Randolph W. Westerfield, Jeffrey Jaffe	<i>McGraw Hill</i>	390.00
6.	Marketing: An Introduction (9 th Edition) – Armstrong & Kotler	<i>Prentice Hall</i>	308.00
7.	Economics (8 th Edition) – Michael Parkin	<i>Pearson</i>	320.00
8.	New Insight into IELTS – Vanessa Jakeman & Clare McDowell	<i>Cambridge</i>	246.00
9.	Focus on IELTS – Sue O’Connell	<i>Longman</i>	278.00

Reference:

1.	Business Information Systems: Technology, Development and Management for the E-business (3 rd Edition) – Paul Bocij, Dave Chaffey, Andrew Greasley, Simon Hickie	<i>Prentice Hall</i>	309.00
2.	Statistics for Business and Economics (10 th Edition) – James T. McClave, P. George Benson, Terry Sincich	<i>Prentice Hall</i>	315.00
3.	Management and Organizational Behaviour (2007) – Laurie J. Mullins	<i>Prentice Hall</i>	328.00
4.	Managing Human Resource (5 th Edition) – Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy	<i>Prentice Hall</i>	335.00
5.	Marketing – The Core (2 nd Edition) – Roger A. Kerin, Steven W. Hartley, William Rudelius	<i>McGraw-Hill</i>	295.00
6.	Financial Management – Theory & Practice (12 th Edition) – Eugene F. Brigham & Michael C Ehrhardt	<i>Thomson South-Western</i>	1,824.00
7.	Principles of Economics (4 th Ed.) – N Gregory Mankiw	<i>Thomson Learning</i>	369.00
8.	IELTS Preparation and Practice: Reading and Writing Academic Module – Wendy Sahanaya, Jeremy Lindeck, Richard Stewart	<i>O.U.P.</i>	316.00
9.	How to Pass English for Business (Level 3) – Official Guide	<i>LCCI International Qualifications</i>	<i>Order through school</i>