



business growth

BUSINESS INFORMATION SYSTEMS READING LIST

Certificate

Introduction to Business

- *Introduction to Business* – ABE Study Manual
- Ian Marcouse, et al., *Business Studies*, 2nd Edition (2003) Hodder Arnold, ISBN: 9780340811108
- John Wolinski and Gwen Coates, *AS Business Studies* 2nd Edition (2008) Philip Allan Updates, ISBN: 9780340959350
- Barry Brindley and Martin Buckley, *Revision Express AS and A2 Business Studies* (2008) Pearson Education, ISBN: 9781408206508
- Michael Barratt and Andy Mottershead, *Business Studies*, Pearson Education, ISBN 0582405475

Introduction to the World of Computers

- H.L. Capron, J.A. Johnson, *Computers – Tools for the Information Age*, 8th Edition (2006) Pearson Education, ISBN: 9780132300865

Introduction to Accounting

- *Introduction to Accounting* – ABE Study Manual
- Alan Sangster and Frank Wood, *Business Accounting, Volume 1*, 11th Edition (2008) FT Prentice Hall, ISBN: 9780273712121



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IT Applications and Skills

- P. Holden, *ICDL 4: the Complete Coursebook for Microsoft Office 2003: The Complete Coursebook for Microsoft Office 2003*, (2005) Prentice Hall, ISBN: 9780131964273.

Website:

- www.ineasysteps.co.uk

Diploma

Computer Applications in Business and Finance

- Laudon K, Laudon J, *Management Information Systems: Managing the Digital Firm Global Edition (11th Edition)* (2009), Pearson Education Limited ISBN: 013609368X
- Holden P, Munnely B, *ECDL 4 The Complete Coursebook for Office XP* (2003), Pearson Education Limited ISBN: 0131964313

Computer Fundamentals

- *Computer Fundamentals* - ABE Study Guide
- White R, Downs TE, *How Computers Work* (2007) QUE, ISBN: 9780789736130
- Capron HL, Johnson JA, *Computers: Tools for an Information Age*, 8th Edition. (2006) Pearson Education Ltd, ISBN: 9780132300865
- Robson W, *Strategic Management and Information Systems: An Integrated Approach*, 2nd Edition (1997) Prentice Hall, ISBN: 9780273615910

Principles of Programming

- P. Bundell, A. Jarvis, C. Smart, J. Lawson, A. Smith, *Software Development Pathway for the IPRO Certificate for IT Practitioners:*

With Visual Basic and Java: Level 2 (2006) Heinemann Educational Publishers, ISBN: 9780435450632

Organisational Behaviour

- *Organisational Behaviour* – ABE Study Manual
- Laurie J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) Pearson Education, ISBN: 9781405854764
- Rollinson, D, *Organisational Behaviour and Analysis: An Integrated Approach* (2008) Financial Times / Prentice Hall, ISBN: 9780273711148

Financial Accounting

- *Financial Accounting* – ABE Study Manual
- International Financial Reporting Standards, 2009 – IASB (see <http://www.iasb.org/Home.htm>)
- Sangster, and F. Wood, *Business Accounting 2*, 11th Edition (2008) Pearson Education, ISBN: 9780273712138
- Britton, and C. Waterson, *Financial Accounting*, 5th Edition (2009) FT Prentice Hall, ISBN: 9780273719304
- D. Alexander, A. Britton, and A. Jorissen, *International Reporting and Analysis*, 4th Edition (2009) Thomson Learning, ISBN: 9781408017920
- Elliot, and J. Elliot, *Financial Accounting and Reporting*, 12th Edition (2007) Pearson Education, ISBN: 9780273712312

Computer Networking

Essential reading:

- Irving, P. *Computer Networks* 3rd edition. Lexden publishing, Colchester 2010, ISBN: 9781904995548. (Available at www.lexden-publishing.co.uk)

Recommended reading:

- A.S. Tanenbaum, *Computer Networks*, 4th Edition (2002) Pearson Education, ISBN: 9780130384881

Website:

www.howstuffworks.com

Information Systems Project Management

- Nokes S, Kelly S, *The Definitive Guide to Project Management: The fast track to getting the job done on time and on budget* (2007), Prentice Hall, ISBN: 9780273710974
- Field M, Keller L, *Project Management* (1997), Thomson Learning, ISBN: 9781861522740

Quantitative Methods for Business and Management

- *Quantitative Methods for Business and Management* - ABE Study Manual.
- J. Curwin, and R. Slater, *Quantitative Methods for Business Decisions*, 6th Edition (2007) Cengage Learning, ISBN: 9781844805747
- F. Dewhurst, *Quantitative Methods for Business and Management* 2nd Edition (2006) McGraw-Hill Higher Education ISBN: 0077109023

Systems Analysis and Design

- *Systems Analysis and Design* – ABE Study Manual
- David Avison and Guy Fitzgerald, *Information Systems Development: Methodologies, Techniques and Tools*, 4th Edition (McGraw-Hill Higher Education) ISBN: 9780077114176
- Kendall K and Kendall JE, *Systems Analysis and Design*, Prentice-Hall 978-0135094907. See also the associated website for chapter

summaries, power point presentations and tests:
http://wps.prenhall.com/bp_kendall_sad_6/

Managerial Accounting

- *Managerial Accounting* – ABE Study Manual

Human Resource Management

- *Human Resource Management* – ABE Study Manual
- Michael Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

Marketing, Policy, Planning and Communication

- *Marketing, Policy, Planning and Communication* – ABE Study Manual
- G. Lancaster, P. Reynolds, *Marketing: The One Semester Introduction* (2001), Butterworth-Heinemann, ISBN: 9780750643818
- D. Jobber, *Principles and Practice of Marketing*, 5th Edition (2006), McGraw-Hill ISBN: 9780077114152

Advanced Diploma

Contemporary Application Development Methods

- Bennett S, Skelton J, Lunn K, *Schaum's Outline of UML* (2004), McGraw-Hill, ISBN: 9780077107413
- Fowler M, *UML Distilled: A Brief Guide to the Standard Object Modelling Language* (2003), Addison Wesley ISBN: 9780321193681

- Johnson R, *An Introduction to Java Programming and Object- Oriented Application Development* (2005), Thomson Course Technology, ISBN: 9780619217464

Websites:

- A highly relevant site is <http://www.omg.org/>

Internet Systems Development

- Castro, E., *HTML, XHTML, and CSS: Visual QuickStart Guide: With XHTML and CSS (Visual QuickStart Guides)*, Peachpit Press, 2006, ISBN 0321430840
- Bates C.D., *Web Programming: Building Internet Applications*, 3 Rev Ed, John Wiley And Sons Ltd (United Kingdom), 2006, ISBN: 9780470017753
- Zwicky, Cooper, Chapman and O'Reilly, *Building Internet Firewalls* (2nd edition) ISBN 1565928717 – Chapter 6 contains a set of diagrams that clearly describe possible firewall architectures

Websites:

<http://www.w3.org> - The World Wide Web Consortium's website, contains numerous tutorials and other resources to help students.

<http://www.w3schools.com> - contains a wide range of programming tutorials and the basics of TCP/IP;

The following link gives a good overview of site design guidelines:

<http://www.webstyleguide.com>

.Although a little dated, the following article provides a concise description of internet security threats: http://www.cert.org/encyc_article/tocencyc.html

The following sites contain links concerning cryptography and general security: <http://williamstallings.com/Crypto/Crypto4e.html>;

<http://www.us-cert.gov/cas/tips/>

<http://computer.howstuffworks.com/internet-infrastructure.htm>

- contains a series of introductory articles describing Internet technologies;

<http://www.businesslink.gov.uk>

- select "IT & e-commerce" link; provides an introductory e-commerce tutorial.

Information Systems Strategic Management

Primary reading:

- Chaffey, D and Wood, S, *Business Information Management: Improving Performance Using Information Systems* (2010), Financial Times/ Prentice Hall, ISBN: 9780273711797

Secondary reading:

- Clarke S, *Information Systems Strategic Management: An Integrated Approach* (2006), Routledge, ISBN: 9780415381871
- K.C. Laudon and J.P. Laudon, *Managing Information Systems: Managing the Digital Firm*, 10th Edition (2008) Pearson Education, ISBN: 9780132415798

Relational Database Applications in Business

- Connolly T, Begg C, *Database Systems: A Practical Approach to Design, Implementation and Management* (2004), Addison Wesley ISBN: 9780321210258
- Elmasri R, Navathe S, *Fundamentals of Database Systems* (2006), Fifth Edition, Pearson Education ISBN: 9780321415066
- Umanath N S, Scamell R W, *Data Modeling and Database Design* (2007), Thomson Press ISBN-10: 8131501345
- Ramakrishnan R, Gehrke J, *Database Management Systems*, 3rd Edition (2002), McGraw Hill ISBN: 9780071230575

Strategic Human Resource Management for Business Organisation

- Iain Henderson, *Human Resource Management for MBA Students* (2008) CIPD, ISBN: 9781843981473
- Mick Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005

- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

Corporate Finance

- *Corporate Finance* – ABE Study Manual
- Glen Arnold, *Corporate Financial Management with MyFinanceLab Mathxl* 4th Edition, (2008) FT/Prentice Hall, ISBN: 9780273725220

Managing in Organisations

- *Managing in Organisations* – ABE Study Manual
- L.J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) FT/Prentice Hall, ISBN: 9781405854764

Strategic Marketing Management

Essential:

- *Strategic Marketing Management* – ABE Study Manual
- Peter Doyle and Philip Stern, *Marketing Management and Strategy*, 4th Edition (2006) FT/Prentice Hall, ISBN: 9780273693987

Additional:

- Dr Frances Brassington and Stephen Pettitt, *Essentials of Marketing*, 2nd Edition (2007) FT/Prentice Hall, ISBN: 9781405858281
- S. Dibb, L. Simkin, W.M. Pride, and O.C. Ferrell, *Marketing Concepts and Strategies* (2005) Houghton Mifflin, ISBN: 9780618532032
- M.S. Wilson and Colin Gilligan, *Strategic Marketing Management – planning, implementation, and control*, 3rd Edition (2005) Butterworth-Heinemann, ISBN: 0 7506 5938 6

Candidates must keep up to date with developments in marketing and create a portfolio of contemporary examples to support their discussions and

recommendations. The following list of marketing journals, marketing magazines, and websites may be useful. Candidates should also read the quality daily press.

Harvard Business Review – Harvard
Journal of Marketing Management – Westburn Pubs Group
Marketing Review – Westburn Pubs Ltd
Internet Business – Haymarket
Marketing – Haymarket
Marketing Week – Centaur
Revolution – Haymarket
Marketing Business – Chartered Institute of Marketing
www.businessballs.com (excellent for marketing models and free tools)
www.brandrepublic.com (Marketing magazine)
www.timesonline.co.uk (UK newspaper)
www.ft.com (International newspaper)
www.timesonline.co.uk (UK newspaper)
<http://money.howstuffworks.com/business-marketing-advertising-channel.htm>

All books recommended can be purchased direct from the listed publisher or from www.amazon.co.uk.

See below for contact details for some of the publishers mentioned in the reading lists:

Pearson Education and FT/Prentice Hall -
<http://www.pearsoned.co.uk/ContactUs/>

Palgrave Macmillan - <http://www.palgrave.com/contactus/index.asp>

Thomson Learning and Cengage Learning - Tel: +44 (0)20 7067 2500

CIPD (Chartered Institute of Personnel and Development) -
<http://www.cipd.co.uk/Bookstore/>

McGraw-Hill Higher Education -
<http://www.mheducation.com/home/index.shtml>

Butterworth-Heinemann - +44 (0)1865 888000

Philip Allan Updates (Hodder Education Group) - Tel: + 44 (0)20 7873 6000