



business growth

BUSINESS MANAGEMENT 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 Business Communication

- *Introduction to Business Communication* – ABE Study Manual
- Dr J. Shaw, *Introduction to Business Communication: The Essential Handbook for Students*. Available only from www.jacademia.co.uk.

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

Introduction to Quantitative Methods

- *Introduction to Quantitative Methods* – ABE Study Manual
- L. Swift, and S. Piff, *Quantitative Methods for Business, Management and Finance* (2005), (Palgrave Macmillan) ISBN: 9781403935281
- J. Curwin, and R. Slater, *Improve your Maths: A Refresher Course* (2000), (Thomson Learning) ISBN: 9781861525512
- *Understanding Business Maths*, (2008) Kaplan Publishing ISBN: 9781847107060

Diploma

Economic Principles and their Application to Business

- *Economic Principles and their Application to Business* – ABE Study Manual
- John Sloman, *Economics*, 6th Edition (2006) Pearson Education, ISBN: 9781405847186
- Gregory Mankiw and Mark Taylor, *Economics* (2006) Cengage Learning, ISBN: 9781844801336

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

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

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

Management in Action

- *Management in Action* – ABE Study Manual
- Stella Cottrell, *The Study Skills Handbook*, 3rd Edition (2008) Palgrave Macmillan, ISBN: 9780230573055
- Anderton, I. Chambers, D. Gray, D. Hall, R. Jones, C. Raffo, *Business Studies*, 4th Edition (2008) Causeway Press, ISBN: 9781405892315
- *Business: The Ultimate Resource*, 2nd Edition (2006) A&C Black, ISBN: 9780713675092

Managerial Accounting

- *Managerial Accounting* – ABE Study Manual

Principles of Business Law

- *Principles of Business Law* – ABE Study Manual
- Selwyn, N.M., *Selwyn's Law of Employment*, 15th edition, LexisNexis UK, 2008 ISBN: 9780199235865
- Kidner, R. (2009), *Blackstone's Statutes on Employment Law 2009-2010*, 19th edition, Oxford University Press, 2009 ISBN: 9780199569199
- Smith & Keenan, *Company Law*, 14th edition, Wild & Weinstein, Pearson Education, 2009, ISBN: 9781405846158
- Hannigan, B. *Company Law*, 2nd edition, Oxford University Press, 2009. ISBN: 9780199286386
- French, D, *Blackstone's Statutes on Company Law 2009-2010*, 13th edition, Oxford University Press, 2009, ISBN: 9780199569175
- Roach, L, *Card & James' Business Law: for Business and Accounting students*, 1st edition, Oxford University Press, 2009, ISBN: 9780199289219

Useful Websites

When looking up statutes with a view to obtaining extracts you can visit this website: www.opsi.gov.uk

www.acas.org.uk

www.cre.gov.uk

www.drc.gov.uk

www.eoc.org.uk

www.employmentappeals.gov.uk

www.publications.parliament.uk

***See also the 'Tuition Resources' section of the members area of the ABE website for Revision Notes.**

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 9780135094907. See also the associated website for chapter summaries, power point presentations and tests:
http://wps.prenhall.com/bp_kendall_sad_6/

Concepts and Principles of Islamic Economics

- Munawar Iqbal, *A Guide to Islamic Finance* (2007) Risk Books, ISBN: 9781904339854
- Mansoor M. Khan and Ishaq M. Bhatti, *Developments in Islamic Banking: The Case Study of Pakistan* (2008) Palgrave Macmillan, ISBN: 9781403998774
- Frank E. Vogel and Samuel L. Hayes III, *Islamic Law and Finance: Religion, Risk, and Return* (1998) Koninlijke Brill NV, ISBN: 9789041106243
- *New Horizon Magazine*, www.newhorizon-islamicbanking.com (Institute of Islamic Banking and Insurance, UK)

Advanced Diploma

Corporate Strategy and Planning

- *Corporate Strategy* – ABE Study Manual

- Johnson G., Scholes K., Whittington R., *Exploring Corporate Strategy* , 8th edn. (2010) Prentice Hall ISBN 13: 9780273731566
- McGee J., Thomas H., Wilson D., *Strategy Analysis and Practice* ,Mc Graw Hill (2005) ISBN 13: 9780077107062
- Pearce J., Robinson R., *Strategic Management*.11th edn., Mc Graw Hill (2008) ISBN 13: 9780071263756
- Grant R.M. *Contemporary Strategy Analysis* 7th edn., Wiley(2009) ISBN 13: 9780470747100

International Business Case Study

- *International Business* – ABE Study Manual
- Hill C, *International Business* (2008),McGraw-Hill, ISBN 9780071287982
- McFarlin D B & Sweeney P D, *International Management* (2008), Biztantra (in India) Houghton Mifflin (US) ISBN: 8177227580 Routledge (UK) 4TH Edition (2010) ISBN: 9780415802970
- Rugman A & Collinson S, *International Business* (2009), Prentice Hall. ISBN: 0273716549

Managing in Organisations

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

Corporate Finance

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

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

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>

Managing the Information Resource

- *Managing the Information Resource* – ABE Study Manual
- K.C. Laudon and J.P. Laudon, *Managing Information Systems: Managing the Digital Firm*, 10th Edition (2008) Pearson Education, ISBN: 9780132415798
- Paul Bocji, Dave Chaffey, Andrew Greasley, and Simon Hickie, *Business Information Systems: Technology, Development and Management for the E-business*, 4th Edition (2008) FT/Prentice Hall, ISBN: 9780273716624
- Dave Chaffey and Steve Wood, *Business Information Management: Improving Performance Using Information Systems*, (2004) FT/Prentice Hall, ISBN: 9780273686552

Islamic Finance

- Munawar Iqbal, *A Guide to Islamic Finance* (2007) Risk Books, ISBN: 9781904339854
- Mansoor M. Khan and Ishaq M. Bhatti, *Developments in Islamic Banking: The Case Study of Pakistan* (2008) Palgrave Macmillan, ISBN: 9781403998774

- Frank E. Vogel and Samuel L. Hayes III, *Islamic Law and Finance: Religion, Risk, and Return* (1998) Koninlijke Brill NV, ISBN: 9789041106243
- *New Horizon Magazine*, www.newhorizon-islamicbanking.com (Institute of Islamic Banking and Insurance, UK)

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