



business growth

## FINANCIAL 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](http://www.jacademia.co.uk).

#### Introduction to Financial Accounting

- D. Cox, *Business Accounts* (2004) Osborne ISBN: 978-1872962634
- F. Wood, A. Sangster, *Business Accounting* (2005) Pearson Higher Education, ISBN: 978-0273681496
- B. Ryan, *Finance and Accounting for Business*. (2004) Thompson Learning. ISBN: 9781844808977
- Gillespie, R. Lewis, K. Hamilton, *Principles of Financial Accounting* (2004) (3rd Ed.) Prentice Hall, ISBN: 978027367300

## **Introduction to Cost and Management Accounting**

- C. Drury, *Cost and Management Accounting* (2007) Cengage Learning, ISBN: 9781844805662
- T. Lucey, *Costing* (2002) Thomson Learning, ISBN: 9780826455109
- P. Atrill, E. McLaney, *Management Accounting for Decision Makers* (2006) Prentice Hall, ISBN: 9781405846752

## **Diploma**

### **The Business Environment**

#### **Recommended Reading:**

- I. Worthington and C. Britton, *The Business Environment*, (2009) 6<sup>th</sup> edition, Financial Times / Prentice Hall, ISBN: 978-0273716754
- D. Needle, *Business in Context: An Introduction to Business and Its Environment* (2000), Thomson Learning, ISBN: 978-1861523587
- E.A. Martin, J. Law, *A Dictionary of Law* (2006), Oxford University Press, ISBN: 978-0192806987
- A. Bryman, E. Bell, *Business Research Methods* (2007), Oxford University Press, ISBN: 978-0199284986

#### **Website:**

- [www.bized.co.uk](http://www.bized.co.uk)

## **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: 978-0273711148

## 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

## Managerial Accounting

- *Managerial Accounting* – ABE Study Manual

## Financial Management

- G. Arnold, *The Handbook of Corporate Finance*, (2004) Prentice Hall, ISBN: 9780273688518

- Drury, *Management and Cost Accounting*, (2007) Thomson Learning, ISBN: 9781844805662
- Probably the best source for study is the Study Manual for Corporate Finance on the Advanced Diploma of the Business Management programme. This is an excellent text. Questions will **NOT** be asked from chapters 7 and 8 (Portfolio Theory and the CAPM) or chapter 14 (Hedging and Interest Rate Risk). Other areas which can be ignored are Ch 1 section C 'Corporate Governance', Ch 2 sections F and G 'Predicting Company Failure' and 'Capital Reconstruction' and Ch 13 sections D,E and F 'Lease Versus Buy Decisions', 'Adjusted Present Value' and 'CAPM'. Students will also need to revise Costing and Costing Systems from their managerial accounting studies.
- Candidates need to acquaint themselves, and learn to use, the formulae provided on the formulae sheet (with the exception of the CAPM).

## Systems Management and Internal Financial Controls

- S. Alter, *The Work System Method: Connecting People, Processes, and IT for Business Results*, Work System Press, (2006) ISBN: 978-0977849703
- G.W. Parker, *The Internal Auditing of Management Systems: A PARSEC Guide* (1995), Gower Publishing, ISBN: 9780566075841

### Websites:

[http://www.chris-kimble.com/Courses/mis/mis\\_links.html](http://www.chris-kimble.com/Courses/mis/mis_links.html)

[www.smartdraw.com](http://www.smartdraw.com)

[www.referenceforbusiness.com](http://www.referenceforbusiness.com)

[www.treasury.gov.uk/documents/public\\_spending\\_reporting/governance\\_risk/psr\\_governance\\_gia\\_guidance.cfm](http://www.treasury.gov.uk/documents/public_spending_reporting/governance_risk/psr_governance_gia_guidance.cfm)

[www.cipfa.org.uk/panels/audit/download/internal\\_audit\\_draftcop.pdf](http://www.cipfa.org.uk/panels/audit/download/internal_audit_draftcop.pdf)

[www.cipfa.org.uk/international/download/paper\\_nh\\_may2002.doc](http://www.cipfa.org.uk/international/download/paper_nh_may2002.doc)

[www.qualityclinics.com/ams.htm](http://www.qualityclinics.com/ams.htm)

[www.investorsinpeople.co.uk/](http://www.investorsinpeople.co.uk/)

[www.iso.org/tc176/ISO9001AuditingPracticesGroup](http://www.iso.org/tc176/ISO9001AuditingPracticesGroup)

## Financial and Business Planning in a Global Context

- J.M. Roehl-Anderson, and M.S. Bragg, *The Controller's Function* (2005), 3rd Ed., Wiley, ISBN: 9780471683308

## Project Operations and Quality Management

- Project Operations and Quality Management: C.R. Cook, *Just Enough Project Management*, McGraw-Hill
- Professional, 1st edition (2004) ISBN: 978-0071445405 J. Bank, *The Essence of Total Quality Management* (The Essence of Management Series), Prentice Hall (1999) SBN: 978-0135731147

### Websites:

[www.businessballs.com](http://www.businessballs.com)

[www.qualityclinics.com/ams.htm](http://www.qualityclinics.com/ams.htm)

[www.investorsinpeople.co.uk/](http://www.investorsinpeople.co.uk/)

[www.iso.org/tc176/ISO9001AuditingPracticesGroup](http://www.iso.org/tc176/ISO9001AuditingPracticesGroup)

[www.referenceforbusiness.com](http://www.referenceforbusiness.com)

## 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

## Entrepreneurship

- J. Bessant and J. Tidd, *Innovation and Entrepreneurship*, (2007) John Wiley & Sons, ISBN: 978-0470032695
- S. Bridge, K. O'Neill, and S. Cromie, *Understanding Enterprise: Entrepreneurship and Small Business* (2008), Palgrave Macmillan Press: Basingstoke, 3rd Ed., ISBN: 978-0230552708
- P. Burns, *Corporate Entrepreneurship: Building an Entrepreneurial Organisation*, 2nd Ed., Palgrave Macmillan: Basingstoke (2005), ISBN: 978-0230542631
- E. Chell, *The Entrepreneurial Personality: A Social Construction* 2nd Ed., (2005), Routledge: London. ISBN: 978-0415328098
- R. Lowe and S. Mariott, *Enterprise: Entrepreneurship and Innovation: Concepts, Contexts and Commercialization*, (2006)
- Oxford: Butterworth Heneimann, ISBN: 978-0750669207 P.A. Wickham, *Strategic Entrepreneurship* (2006), 4th edition, London, FT/Prentice Hall, ISBN: 978-0273706427

### Websites:

- Academy of Entrepreneurship Journals – <http://www.alliedacademies.org/>
- [entrepreneurship/index.html](http://entrepreneurship/index.html)
- Babson College, USA – Frontiers of Entrepreneurship Research – <http://www.babson.edu/entrep/fer/>
- Entrepreneur.com – <http://www.entrepreneur.com>
- ESRC Centre for Research on Innovation and Competition – <http://www.cric.ac.uk>
- European Commissioner's Enterprise and Innovation Directorate – <http://www.cordis.lu/innovation-policy/studies>
- Small Business Research Trust – <http://www.sbrt.co.uk>
- Small Firm Enterprise Development Initiative (SFEDI) – <http://www.sfedi.co.uk/>

## 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: 978-0750643818
- D. Jobber, *Principles and Practice of Marketing*, 5th Edition (2006), McGraw-Hill ISBN: 978-0077114152

## 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](http://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](http://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/>



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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