



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](http://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* 3<sup>rd</sup> edition. Lexden publishing, Colchester 2010, ISBN: 9781904995548. (Available at [www.lexden-publishing.co.uk](http://www.lexden-publishing.co.uk) )

### Recommended reading:

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

### Website:

[www.howstuffworks.com](http://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* 2<sup>nd</sup> 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/](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](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* 4<sup>th</sup> 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](http://www.businessballs.com) (excellent for marketing models and free tools)  
[www.brandrepublic.com](http://www.brandrepublic.com) (Marketing magazine)  
[www.timesonline.co.uk](http://www.timesonline.co.uk) (UK newspaper)  
[www.ft.com](http://www.ft.com) (International newspaper)  
[www.timesonline.co.uk](http://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](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/>

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