

Handbook – college essay



**ASSIGN
BUSTER**

BTEC Level 4 and Level 5 Higher National Diplomas in Business Unit 1:
Business Environment (Y/601/0546)

Textbooks Sawyer M, (ed) - The UK Economy: A Manual of Applied Economics, 16th edition (OUP Oxford; 2004) ISBN: 9780199266517 Begg D - Foundations of Economics, 4th edition (McGraw-Hill Higher Education, 2009) ISBN: 9780077121884 Morrison J - International Business Environment: Global and Local Marketplaces in a Changing World (Palgrave Macmillan, 2006) ISBN: 9781403936912 A & C Black Publishers Ltd - Whitaker's Almanack 2010, 142nd Revised edition (A & C Black Publishers Ltd, 2009) ISBN: 9781408113646 Journals Harvard Business Review (Harvard Business Publishing) The Economist (The Economist Newspaper Ltd) The broadsheet newspapers have daily business sections. Many business stories will appear in the news sections. Websites [www. direct. ov. uk/en/index. htm](http://www.direct.gov.uk/en/index.htm) www. berr. gov. uk the government's portal has sections on business support, Europe, Business Law and regional development as well as other materials Online journal for British Economy Survey Competition Commission's web site regulates competition between companies in the UK by conducting in-depth inquiries is a directory of materials that can be used for teaching and covers a broad spectrum of business and economics is the web site of the Office of the Gas and Electricity Markets. Each industry regulator has a similar site Bized provides a selection of teaching and learning resources www. ac777. dial. pipex. com/bes/index. tml www. competition-commission. org. uk/ www. economicsnetwork. ac. uk/journals [www. ofgem. gov. uk/Pages/OfgemHome. aspx](http://www. ofgem. gov. uk/Pages/OfgemHome.aspx) www. bized. co. uk/ www. bbc. co. uk/news/business/ http://europa. eu/index_en. htm www. thetimes100. co. uk the BBC web site's business

section The website of the European Union includes a number of business and economics oriented case studies Videos Television news, current affairs and business programmes will also provide useful additional and up to date material on business and the economy often with special features on particular business environment subjects. Many programmes are archived and can be viewed on demand.

Unit 2: Managing Financial Resources and Decisions (H/601/0548) Textbooks

Dyson J R - Accounting for Non-Accounting Students (Financial

Times/Prentice Hall, 2007) ISBN: 9780273709220 Journals and newspapers

The financial and mainstream press can provide useful background reading, and can also be a useful source of case studies and financial information.

Copies of published financial reports are available from companies

themselves, or via The Financial Times (a free online ordering service is

available). Websites The professional accounting bodies all have websites

with lots of useful information and links. [www. aat. co. uk](http://www.aat.co.uk) [www. bized. co. uk](http://www.bized.co.uk)

[www. ft. com](http://www.ft.com) The Association of Accounting Technicians Bized provides a

selection of teaching and learning resources The Financial Times Unit 3:

Organisations and Behaviour (H/601/0551)

Textbooks Brooks I - Organisational Behaviour, Individuals, Groups and

Organisation 4th Edition (Financial Times/Prentice Hall, 2008) ISBN:

9780273715368 Mullins J L- Essentials of Organisational Behaviour (Financial

Times/Prentice Hall, 2008) ISBN: 9780273716464 Bloisi W, Cook C and

Hunsaker P - Management and Organisational Behaviour (McGraw-Hill

Education 2006) ISBN: 9780077111076 Journals Personnel Review (Emerald)

Personnel Today (Reed Business Information) Websites [www. cipd. co. uk](http://www.cipd.co.uk)

<https://assignbuster.com/handbook-college-essay/>

Chartered Institute of Personnel and Development website with a range of learning resources and journals up-to-date intelligence on employment issues (Incomes Data Services) www.incomesdata.co.uk Unit 4: Marketing Principles (F/601/0556)

Brassington F and Pettitt S — Principles of Marketing 4th Edition (Financial Times/Prentice Hall, 2006) ISBN: 9780273695592 Kotler P et al — Principles of Marketing, 5th Edition (Financial Times/prentice Hall, 2010) ISBN: 9780273743279 Journals Campaign (Haymarket Publishing) Harvard Business Review (Harvard Business Publishing) The Marketing Review (Westburn Publishers Ltd) The Marketer (Journal of the Chartered Institute of Marketing Magazine) Marketing Business (The Chartered Institute of Marketing Magazine) Marketing Week (Centaur Communications Ltd) The Financial Times and other daily newspapers which contain a business section and market reports Websites www.bized.co.uk www.cim.co.uk www.ft.com www.thetimes100.co.uk Bized provides a selection of teaching and learning resources The Chartered Institute of Marketing's site contains a useful knowledge centre The Financial Times business sections multimedia resources

Unit 5: Aspects of Contract and Negligence for Business (Y/601/0563)

Textbooks Elliot C and Quinn F - Tort Law (Longman, 2009) ISBN: 9781405899338 Horsey K and Rackley E - Tort Law (OUP Oxford, 2009) ISBN: 9780199216376 McKendrick, E - Contract Law: Text, Cases, & Materials: Text, Cases, and Materials (OUP Oxford, July 2008) ISBN: 9780199208012 Peel E and Treitel G H - Treitel on the Law of Contract (Sweet and Maxwell 2007) ISBN: 9780421948402 Journals Law Society <https://assignbuster.com/handbook-college-essay/>

Gazette (The Law Society) New Law Journal (LexisNexis Butterworths)

Websites [www. bailii. org/](http://www.bailii.org/) British and Irish Legal Information Institute - access to freely available British and Irish public legal information The Office of Fair Trading The Incorporated Council of Law Reporting for England and Wales Main site for trading standards and its business advice [http://www. oft. gov. uk/](http://www.oft.gov.uk/) [http://iclr. co. uk/](http://iclr.co.uk/) [http://www. tradingstandards. gov. uk/](http://www.tradingstandards.gov.uk/) [http://www. berr. gov. k/whatwedo/consumers/](http://www.berr.gov.k/whatwedo/consumers/) Department for Business Innovation and Skills - Links and data on buying? selling/ucp/ consumer protection [www. hmso. gov. uk/acts/acts2001. htm](http://www.hmso.gov.uk/acts/acts2001.htm) Public Acts of the UK Parliament Unit 6: Business Decision Making (D/601/0578) Textbooks Newbold P et al - Statistics for Business and Economics (Pearson Education, 2009) ISBN: 9780135072486 Day A - Mastering Financial Mathematics with Excel: A Practical Guide for Business Calculations (Financial Times/Prentice Hall, 2005) ISBN: 9780273688662 Beynon-Davies P - Business Information Systems (Palgrave Macmillan, 2009) ISBN: 9780230203686 Websites [www. bized. co. uk](http://www.bized.co.uk) [http://www. revisionworld. co. uk/](http://www.revisionworld.co.uk/) [www. ons. gov. uk](http://www.ons.gov.uk) [www. statistics. gov. k](http://www.statistics.gov.k) Bized provides a selection of teaching and learning resources Free GCSE, AS, A2 (A-Level) revision resources Office for National Statistics UK National Statistics Unit 7: Business Strategy (A/601/0796) Textbooks Sufficient library resources should be available to enable learners to achieve this unit. Particularly relevant texts are: Johnson G et al - Exploring Corporate Strategy: Text and Cases, 8th edition (Financial Times/Prentice Hall, 2007) ISBN: 9781405887328 BPP Learning Media - Business Essentials - Unit 7 Business Strategy (BPP Learning Media, 2007) ISBN: 9780751744798 Grant M R - Contemporary Strategy Analysis (Wiley-Blackwell, 2007) ISBN: 9781405163095 Journals The Financial Times and <https://assignbuster.com/handbook-college-essay/>

other quality newspapers Websites [www. bized. co. uk](http://www.bized.co.uk) [www. bloomberg. com](http://www.bloomberg.com) [www. businessballs. om](http://www.businessballs.com) Bized provides a selection of teaching and learning resources Bloomberg – Business and Financial news Businessballs – a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership Independent publisher of global research The Federation of Small Businesses The Financial Times business sections Share prices, stocks, investing and company information [www. emerald-library. com](http://www.emerald-library.com) [www. fsb. org. uk](http://www.fsb.org.uk) [www. ft. com](http://www.ft.com) [www. hemscott. net](http://www.hemscott.net) Unit 8: Research Project (K/601/0941) NO SPECIFIC RESOURCES Unit 9: Management Accounting; Costing and Budgeting (R/601/0836) Employer engagement and vocational contexts Centres should develop links with local businesses.

Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers.. [www. fsb. org. uk/](http://www.fsb.org.uk/) The Federation of Small Businesses provides information, support and guidance about small businesses in the UK. Many businesses provide information about themselves. For example, Unilever, found at: [http://www. unilever. co. uk/](http://www.unilever.co.uk/) Textbooks Drury C – Management Accounting for Business (Cengage Learning EMEA, 2009) ISBN: 9781408017715 Seal W, Gamson H R and Noveen E – Management Accounting (McGraw-Hill Higher Education, 2008) ISBN: 9780077121648 Journals The financial and mainstream press can be a useful source of information, both in terms of data for case studies and background understanding.

Unit 10: Financial Accounting and Reporting (F/601/0864) Employer engagement and vocational contexts Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers. www.fsb.org.uk/ The Federation of Small Businesses provides information, support and guidance about small businesses in the UK. Many businesses provide information about themselves. For example, Unilever, found at: <http://www.unilever.co.uk/> Textbooks Sufficient library resources should be available to enable learners to achieve this unit.

Particularly relevant texts are: Dyson R J – Accounting for Non-Accounting Students (Financial Times/Prentice Hall, 2010) ISBN: 9780273722977

Journals The financial and mainstream press can be a useful source of information, particularly when trying to appraise/interpret the performance and position of companies. Websites The professional accounting bodies all have useful websites which include a wealth of information and numerous links. The websites of newspapers and accounting journals can also be useful. The Accounting Standards Board have an informative website, particularly useful when considering accounting and reporting standards.

www.aat.co.uk www.frc.org.uk/ www.ft.com The Association of Accounting Technicians The Financial Reporting Council The Financial Times

Unit 11: Financial Systems and Auditing (J/601/0901) Employer engagement and vocational contexts Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities,

information about businesses and the local business context and visiting speakers. www.fsb.org.uk/ The Federation of Small Businesses provides information, support and guidance about small businesses in the UK. Many businesses provide information about themselves. For example, Unilever, found at: <http://www.unilever.co.uk/>

Textbooks Arnold G - Corporate Financial Management (Financial Times/Prentice Hall, 2008) ISBN: 9780273725220 Cosserat G and Rodda N - Modern Auditing (John Wiley & Sons, 2008) ISBN: 9780470319734 Millichamp A - Auditing (Thomson Learning, 2008) ISBN: 9781844809400 Journals The financial and mainstream press is a useful source of background information, and could provide case studies too. Unit 12: Taxation (Y/601/0904) Daily Telegraph guides (updated annually) Journals and Newspapers The Times and Daily Telegraph on Saturday are excellent supplementary reading on personal finance and taxation. Which taxation guides, updated annually Daily Telegraph guides (updated annually) Websites www.hmrc.gov.uk HM Revenue and Customs Unit 13: Personal and Professional Development (T/601/0943) NO SPECIFIC RESOURCES

Unit 14: Working with and Leading People (M/601/0908) Employer engagement and vocational contexts Centres should develop links with local businesses. Many businesses and chambers of commerce want to promote local business and are often willing to provide work placements, visit opportunities, information about businesses and the local business context and visiting speakers. For this unit it would be useful for learners to be able to investigate the recruitment and selection processes in different organisations, as well as the functions and performance of different types of <https://assignbuster.com/handbook-college-essay/>

team. www.fsb.org.uk/ The Federation of Small Businesses provides information, support and guidance about small businesses in the UK.

Indicative reading for learners

Textbooks Leigh A and Maynard M - Leading Your Team: How to Involve and Inspire Teams (Nicholas Brealey Publishing, 2002) ISBN: 9781857883046

Mullins J L - Management and Organisational Behaviour, 8th Edition

(Financial Times/Prentice Hall, 2007) ISBN: 9781405854764 Roberts G -

Recruitment and Selection (Developing Practice), 2nd Edition (CIPD, 2005)

ISBN: 9781843981176 Journals Personnel Today (Reed Business Information)

People Management (Chartered Institute of Personnel and Development)

Management Today (Haymarket Business Media) Websites www.thetimes100.co.uk

www.cipd.co.uk www.businessballs.com Free

materials and case studies Chartered Institute of Personnel and

Development Businessballs - a free ethical learning and development

resource. Free materials, articles and ideas for team roles and leadership

Belbin's website with team role profiles Advisory, Conciliation and Arbitration

Service website with guidance on legal requirements for recruitment and

selection www.belbin.com www.acas.org.uk

Unit 15: Managing Business Activities to Achieve Results (J/601/0946)

Indicative reading for learners Krajewski L, Ritzman L and Malhotra M -

Operations Management: International Version (Pearson Education, 2009)

ISBN: 9780132458917 Heizer J and Render B - Principles of Operations

Management and Student DVD & CD-ROM, 7th Edition (Pearson Education,

2008) ISBN: 9781408222492 Slack N et al - Operations

Management/Quantitative Analysis in Operations Management/Companion

<https://assignbuster.com/handbook-college-essay/>

Website with Gradetracker Student Access Card: Operations Management, 5th Edition (Financial Times/Prentice Hall, 2008) ISBN: 9781408215371

Newspapers The Times The Guardian The Financial Times Many professional and academic institutions publish journals relevant to this unit. Examples are: Production, Planning & Control International Journal of Productivity & Performance Management The TQM Magazine

Unit 16: Managing Communications, Knowledge and Information (L/601/0950) Indicative reading for learners Textbooks Mutch A - Managing Information and Knowledge in Organisations (Routledge, 2008) ISBN: 9780415417266

Fothergill S - Business is from Mars, IT is from Venus: Understanding IT Governance and Security (J Wiley and Sons. 008) ISBN: 9780470026656

McKenzie J and van Winkelen C - Understanding the Knowledgeable Organisation: Nurturing Knowledge Competence (Thomson Learning, 2003) ISBN: 9781861528957

Journals Journal of Management Information Systems (Fairleigh Dickinson University) Journal of Information Systems Management (Taylor and Francis) Websites [www. allacademic. com](http://www.allacademic.com) [www. knowledgemanagement. ittoolbox. com](http://www.knowledgemanagement.ittoolbox.com) [www. findwhitepapers. com](http://www.findwhitepapers.com) All Academic Incorporated - research resource IT Topics Technology research for business professionals

Unit 17: Marketing Intelligence (K/601/0955) Burns A C and Bush R F - Marketing Research: Online Research Applications (Prentice Hall, 2005) ISBN: 9780132280358

Malhotra N and Birks, D - Marketing Research, An Applied Approach (Financial Times/Prentice Hall, 2006) ISBN: 9780273706892

Journals Campaign (Haymarket Publishing) The Financial Times and other daily newspapers which contain a business section and market reports International Journal of Market Research (Warc

Ltd) The Marketer (Journal of the Chartered Institute of Marketing) Marketing Business (The Chartered Institute of Marketing Magazine) The Marketing Review (Westburn Publishers) Marketing Week (Centaur Communications Ltd) Websites www.acnielsen.co.uk www.cim.co.uk website of A E Nielsen, marketing information company The Chartered Institute of Marketing - a professional marketing body based in UK. The Economist Intelligence Unit Euromonitor International, provides market analysis www.eiu.com www.euromonitor.com Unit 18: Advertising and Promotion in Business (J/601/1000) Textbooks Wells W et al - Advertising Principles and Effective IMC Practice, (Pearson Ed Asia, 2007) ISBN: 9780131676602

Journals Campaign (Haymarket Publishing) The Marketer (Journal of the Chartered Institute of Marketing) Marketing Week (Centaur Communications Ltd) Promotions & Incentive (Haymarket Media Group) Newspapers and magazines All newspapers and magazines will provide source material for this unit, but a more formal and critical perspective will be found in the business sections of the quality newspapers. Television and radio All channels will provide source material for this unit, although it will be the commercial channels where advertising per se is most explicit. Advertising and promotion campaigns are sometimes covered in topical news magazine programmes. Websites www.asa.org.uk www.campaignlive.co.uk www.marketingmagazine.co.uk

Advertising Standards Authority - the ASA is independent regulator for advertisements, sales promotion and direct marketing in the UK Website for campaign magazine, the trade magazine of the advertising industry. Website for Marketing magazine, for the latest stories across the industry including <https://assignbuster.com/handbook-college-essay/>

the major media, branding, direct marketing and retail sectors. www.marketingweek.co.uk Website for Marketing Week magazine, for marketing jobs, marketing news, opinion and information. www.promotionsandincentives.co.uk Website for Promotions & Incentives magazine, www.tradingstandards.gov.uk Trading Standards Central - a one stop shop for consumer protection information in the UK. The site is supported and maintained by TSI, the Trading Standards Institute Unit 19: Marketing Planning (Y/601/1259)

Textbooks Dibb S et al - Marketing: Concepts and Strategies, 4th Edition (Houghton Mifflin, 2000) ISBN: 9780395962442 Fifield P - Marketing Strategy, 3rd Edition (Butterworth-Heinemann, 2007) ISBN: 9780750656757 Hatton A - The Definitive Guide to Marketing Planning (Financial Times/Prentice Hall, 2000) ISBN: 9780273649328 McDonald M and Wilson H - Marketing Plans: How to Prepare Them, How to Use Them, 5th Edition (John Wiley and Sons, 2011) ISBN: 9780470669976 Journals The Marketer (Journal of the Chartered Institute of Marketing) Marketing Week (Centaur Communications Ltd) Newspapers and magazines All newspapers and magazines will provide some source material for this unit, but a more formal and critical perspective will be found in the business sections of the quality newspapers, which often report on marketing plans and the ethical issues that affect organisations.

Television and radio Like newspapers, the reporting of general marketing strategy and plans is often covered in news broadcasts and news magazine programmes. Ethical issues that affect organisations and their plans are often included in consumer oriented programmes such as ' Watchdog' on the <https://assignbuster.com/handbook-college-essay/>

BBC. Websites [www. bbc. co. uk/watchdog](http://www.bbc.co.uk/watchdog) Website for the BBC consumer programme, which often includes an examination businesses affected by of ethical issues that affect consumers. The Chartered Institute of Marketing (CIM) - a professional marketing body based in UK. Website for Marketing magazine, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors. Website for Marketing Week magazine, for marketing jobs, marketing news, opinion and [www. cim. o. uk](http://www.cim.co.uk) [www. marketingmagazine. co. uk](http://www.marketingmagazine.co.uk) [www. marketingweek. co. uk](http://www.marketingweek.co.uk) information. Unit 20: Sales Planning and Operations (Y/601/1261) Textbooks Calvin J R - Sales Management (McGraw-Hill Professional, 2004) ISBN: 9780071435352 Jobber D and Lancaster G - Selling and Sales Management (Financial Times/Prentice Hall, 2003) ISBN: 9780273674153 Schwartz M - Fundamentals of Sales Management for the Newly Appointed Sales Manager (Amacom, 2006) ISBN: 9780814408735 Journals Campaign (Haymarket Publishing) The Marketer (Journal of the Chartered Institute of Marketing) Marketing Week (Centaur Communications Ltd) Promotions & Incentive (Haymarket Media Group)

Newspapers and magazines All newspapers and magazines will provide source material for this unit, but a more formal and critical perspective on selling will be found in the business sections of the quality newspapers.

Television and radio All channels will provide source material for this unit, although it will be the commercial channels where selling is most explicit, especially the 'shopping channels' which specialise in direct selling to viewers. Video Arts, [www. videoarts. co. uk](http://www.videoarts.co.uk), have a wide range of entertaining DVDs which focus on sales methods and selling skills. Websites

www.campaignlive.co.uk Website for Campaign Magazine, the trade magazine of the advertising industry. Website for the Institute of Sales & Marketing Management.

Website for Marketing magazine, for the www.ismm.co.uk www.marketingmagazine.co.uk latest stories across the industry including the major media, branding, direct marketing and retail sectors. www.marketingweek.co.uk Website for Marketing Week magazine, for marketing jobs, marketing news, opinion and information Website for Sales promotions & Incentive magazine, Trading Standards Institute- a one stop shop for consumer protection information in the UK. The site is supported and maintained by TSI, the Trading Standards Institute www.promotionsandincentives.co.uk www.tradingstandards.gov.uk Unit 21: Human Resource Management (K/601/1264)

Textbooks Torrington D et al - Human Resource Management (Financial Times/Prentice Hall, 2007) ISBN: 9780273710752 Bratton J and Gold J - Human Resource Management: Theory and Practice, (Palgrave MacMillan, 2007) ISBN: 9780230001749 Marchington M and Wilkinson A - Human Resource Management at Work: People Management and Development, (CIPD, 2008) ISBN: 9781843982005 Journals Human Resource Management Journal (Wiley-Blackwell) People Management (Chartered Institute of Personnel and Development) Personnel Review (Emerald) Personnel Today (Reed Business Information) Newspapers The broadsheet newspapers have weekly sections on human resource management matters. Unit 22: Managing Human Resources (F/601/1268)

Textbooks Armstrong M — Armstrong's Handbook of Human Resource Management Practice (Kogan Page, 2009) ISBN: 9780749452421 Foot M and Hook C — Introducing Human Resource Management (Financial Times/Prentice Hall, 2008) ISBN: 9780273712008 Torrington D, Hall L and Taylor S — Human Resource Management (Financial Times/Prentice Hall, Harlow, 2004) ISBN: 9780273687139 Journals Human Resource Management Journal (Wiley-Blackwell) People Management (Chartered Institute of Personnel and Development) Personnel Review (Emerald) Personnel Today (Reed Business Information) Websites [www. peoplemanagement. co. uk](http://www.peoplemanagement.co.uk) bi-monthly People Management journal of the Chartered Institute of Personnel and Development Chartered Institute of Personnel and development website with a range of human resources learning resources relevant articles and statistics Equal Opportunities Commission Health and Safety Executive [www. ipd. co. uk](http://www.ipd.co.uk) [www. personneltoday. com](http://www.personneltoday.com) [www. eoc. org. uk](http://www.eoc.org.uk) [www. hse. gov. uk](http://www.hse.gov.uk)

Unit 23: Human Resources Development (J/601/1269) Textbooks Armstrong M - Armstrong's Handbook of Human Resource Management Practice (Kogan Page, 2009) ISBN: 9780749452421 Mankin D - Human Resource Development (OUP Oxford, 2009) ISBN: 9780199283286 Reid M, Barrington H and Brown M - Human Resource Development (CIPD, 2004) ISBN: 9781843980131 Journals Personnel Today (Reed Business Information) Personnel Review (Emerald) People Management (Chartered Institute of Personnel and Development) International Journal of Public Sector Management (Emerald) Websites [www. cipd. co. k](http://www.cipd.co.uk) Chartered Institute of Personnel and development website with a range of human resources learning resources Learning and Skills Council Learndirect - flexible online learning from home or work Personnel Today - articles and statistics <https://assignbuster.com/handbook-college-essay/>

Investors in People - the standard for developing staff Department for Business, Innovation and Skills www.isc.gov.uk www.learndirect.co.uk www.personneltoday.com www.investorsinpeople.co.uk www.berr.gov.uk <http://www.cipd.co.uk/> Unit 24: Employee Relations (F/601/1271)

Textbooks Armstrong M - Armstrong's Handbook of Human Resource Management Practice (Kogan Page, 2009) ISBN: 9780749452421 Gennard J and Judge G - Employee Relations (CIPD, 2005) ISBN: 9781843980636 Rose E - Employment Relations (Financial Times/Prentice Hall, 2004) ISBN: 9780273682592 Journals People Management (Chartered Institute of Personnel and Development) Websites www.acas.org.uk www.bis.gov.uk www.cipd.co.uk The Advisory, Conciliation and Arbitration Service Department for Business, Innovation and Skills Chartered Institute of Personnel and development website with a range of human resources learning resources Trades Union Congress www.tuc.org.uk Unit 25: English Legal System (R/601/1159) Textbooks Elliot C and Quinn F - English Legal System (Longman, 2008) ISBN: 9781405859417 Elliot C and Quinn F - English Legal System: Essential cases and materials (Longman, 2009) ISBN: 9781408225127 Slapper G and Kelly D - The English Legal System (Routledge-Cavendish, 2008) ISBN: 9780415459549 Stychin C F and Mulcahy L - Legal Method and Systems: Text and Materials (Sweet & Maxwell, 2007) ISBN: 9780421965409 Journals New Law Journal (LexisNexis Butterworths) Student Law Review (Routledge Cavendish/Taylor and Francis) The Times - especially Law Times on Tuesdays Websites www.arcouncil.org.uk www.cedr.co.uk The Bar Council Centre for effective dispute resolution Public information about crime and justice Information on the administration and regulation of the justice system in England and Wales Her Majesty's Courts <https://assignbuster.com/handbook-college-essay/>

and Tribunals Service Information regarding the work of judges, magistrates and tribunal members in England and Wales The Law Society of England and Wales - representative of [www. direct. gov. uk/en/CrimeJusticeAndTheLaw/index. htm](http://www.direct.gov.uk/en/CrimeJusticeAndTheLaw/index.htm) [www. justice. gov. uk/](http://www.justice.gov.uk/) [www. hmcourts-service. gov. uk](http://www.hmcourts-service.gov.uk) [www. judiciary. gov. uk](http://www.judiciary.gov.uk) [www. lawsociety. org. uk](http://www.lawsociety.org.uk) solicitors in England and Wales Unit 26: Business Law (R/601/1145)

Textbooks Keenan D and Riches S - Business Law (Longman, 2007) ISBN: 9781405846974 Roach L - Card & James' Business Law for Business, Accounting, and Finance Students (OUP Oxford, 2009) ISBN: 9780199289219 Journals Law Society Gazette (The Law Society) New Law Journal (LexisNexis Butterworths) Websites [www. companies-house. gov. uk](http://www.companies-house.gov.uk) Companies House - The foundation of company information exchange in the UK: helping business, informing the public and benefiting the economy. Competition Commission's web site regulates competition between companies in the UK by conducting indepth inquiries The website of the European Union Office of Fair Trading [www. competition-commission. org. uk](http://www.competition-commission.org.uk) [http://europa. eu/index_en. htm](http://europa.eu/index_en.htm) [http://www. oft. gov. uk/about/](http://www.of.gov.uk/about/)

Unit 27: Further Aspects of Contract and Tort (Y/601/1132) Textbooks McKendrick E - Contract Law: Text, Cases, & Materials: Text, Cases, and Materials (OUP Oxford, July 2008) ISBN: 9780199208012 Horsey K and Rackley E - Tort Law (OUP Oxford, 2009) ISBN: 9780199216376 Journals Law Society Gazette (The Law Society) New Law Journal (LexisNexis Butterworths) Websites [www. bailii. org/](http://www.bailii.org/) British and Irish Legal Information Institute - access to freely available British and Irish public legal Information The Office of Fair Trading The Incorporated Council of Law Reporting for <https://assignbuster.com/handbook-college-essay/>

England and Wales <http://www.ofg.gov.uk/> <http://iclr.co.uk/> Unit 28:

European Law (K/601/1118)

Textbooks Fairhurst J - Law of the European Union (Longman, 2009) ISBN:

9781405899086 Horspool M and Humphreys M - European Union Law: Core

Texts (OUP Oxford, 2008) ISBN: 9780199234196 Journals New Law Journal

(LexisNexis Butterworths) European Law Journal (Wiley-Blackwell) European

Law review (Thomson Reuters) Websites www.bailii.org/ British and Irish

Legal Information Institute - access to freely available British and Irish public

legal information eur-lex.europa.eu/en/index.htm <http://www.europeanlawmonitor.org/>

europarl.europa.eu/news/public/default_en.htm

direct free access to European Union law Information service with links on EU

law European Parliament website Unit 29: The Internet and E-Business

(J/601/1109)

Textbooks Chaffey D - E-Business & E-Commerce Management: Strategy,

Implementation and Practice (Financial Times/Prentice Hall, 2009)

9780273719601 Newspapers The Guardian Online - supplement (available

with the Thursday edition of The Guardian newspaper) Websites www.bized.co.uk/

www.ico.gov.uk/ Bized provides a selection of teaching and learning

resources The Information Commissioner's Office, responsible for enforcing

the Data Protection Act 1998 and Freedom of Information Act 2000 Office of

the e-Envoy, government website [website of The Guardian newspaper](http://www.guardian.co.uk/)

Worldwide Web Consortium ZDNet UK provides information and services for

software and e-business sector Accessibility report online ecommerce journal

<http://archive.abinetoffice.gov.uk/e-envoy/index-content.htm> www.guardian.co.uk/online

www.w3c.org www.zdnet.co.uk www.nngroup.com

<https://assignbuster.com/handbook-college-essay/>

com/reports/accessibility www. ecommerce-journal. com Employer engagement and vocational contexts It would be useful for learners to engage with a local business that has an online presence or is considering one. Elements of what led to a certain layout would assist understanding. It might also be useful to consider a cross-curricular approach with, perhaps an IT based unit to create a website for a real or fictitious business, or to support an enrichment activity within the establishment. Unit 30: Internet Marketing (D/601/1102)

Textbooks Chaffey D and Smith P R - eMarketing eXcellence: planning and optimizing your digital marketing (Butterworth-Heinemann, 2008) ISBN: 9780750689458 Chaffey D - Internet marketing: strategy, implementation and practice, (Pearson, 2008) ISBN: 9780273717409 Gay R, Charlesworth A and Esen R - Online marketing: a customer-led approach (Oxford University Press, 2007) ISBN: 9780199265855 Newspapers Useful articles regularly appear in the business pages of quality newspapers. Journals Harvard Business Review (Harvard Business Publishing) The Economist (The Economist Newspaper Ltd) Websites: www. ecommerce-times. com www. ecommerce-journal. com/ www. free-ecommerce-information. com www. googleblog. blogspot. com www. google. com/insights/search/ www. davechaffey. com/ www. onlinemarketingindex. com www. witiger. com/ www. webmarketcentral. com/ www. amazon. com topical ecommerce articles. nline ecommerce journal ecommerce information advice and resources official opinion from Google staffers, updates of emerging technology and insights e-commerce case-studies by author on e-commerce. portal offering information and links to online marketing tools. website by

author on e-commerce, Professor Richardson, W. T G portal offering internet marketing tips and tools. trail blazing website selling books, DVDs, electronics, software, toys and clothes. An online internet marketing textbook website and blog of media research expert (Roger Wimmer) including sample sizes. www.quirk.biz/emarketingtextbook www.rogerwimmer.com/ Unit 31: E-Business Operations (Y/601/1101)

Textbooks Chaffey D - E-Business and E-Commerce Management: Strategy, Implementation and Practice (Financial Times/Prentice Hall, 2009) ISBN: 9780273719601 Meier A and Stormer H - eBusiness & eCommerce: Managing the Digital Value Chain (Springer, 2010) ISBN: 9783642100390 Journals Harvard Business Review (Harvard Business Publishing) The Economist (The Economist Newspaper Ltd) International Small Business Journal (Sage) Journal of Internet Commerce (Routledge) Websites: www.ecommercetimes.com www.ecommerce-journal.com/ www.free-ecommerce-information.com www.googleblog.blogspot.com www.google.com/insights/search/ www.davechaffey.com/ www.emarketservices.com www.rogerwimmer.com/ topical ecommerce articles. Online ecommerce journal ecommerce information official opinion from Google staffers, updates of emerging technology and insights E-commerce case-studies by author on Ecommerce. Basic information on E-Business operations. website and blog of media research expert (Roger Wimmer) including sample sizes. Unit 32: Quality Management in Business (R/601/1100)

Textbooks Beckford J - Quality (Routledge, 2009) ISBN: 9780415996358 Kemp S - Quality Management Demystified (McGraw-Hill Professional, 2006) ISBN: 9780071449083 Oakland J S - TQM: Text with Cases (Butterworth-
<https://assignbuster.com/handbook-college-essay/>

Heinemann, 2003) ISBN: 9780750657402 Journals Benchmarking: An International Journal (Emerald) Business Process Management Journal (Emerald) Harvard Business Review (Harvard Business Publishing) Managing Service Quality (Emerald) The TQM Journal (Emerald) Websites www.businessballs.com Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership Independent publisher of global research Encyclopedia of Management Quality management Library www.emerald-library.com www.enotes.com/managementencyclopedia managementhelp.org/quality/quality.htm Unit 33: Small Business Enterprise (H/601/1098)

Textbooks Most books are self-help guides for people in business published by various banks, for example: Williams S - Lloyds Bank Small Business Guide (Penguin Books Ltd, published annually) ISBN: 9780140268362 Journals First Voice and Business Network-bi monthly journal of the Federation of Small Businesses Websites www.fsb.org.uk Federation of Small Businesses-provides information and advice to small businesses Department for Business Innovation and Skills- information and articles for small businesses Bized provides a selection of teaching and learning resources bis.gov.uk www.bized.co.uk Unit 34: Operations Management in Business (F/601/1092)

Textbooks Nigel Slack et al - Operations Management (Financial Times/Prentice Hall) ISBN: 9780273731603 Journals Journal of Operations Management (Elsevier) Websites www.apics.org/default.htm APIC - The Association for Operations Management Unit 35: European Business (F/601/1089) Textbooks Haan de de J et al - European Financial Markets and <https://assignbuster.com/handbook-college-essay/>

Institutions - (Cambridge University Press, 2009) ISBN: 9780521709521 El-Agraa A and Ardy B- The European Union: Economics & Policies (Cambridge University Press, 2011) ISBN: 9781107400115 Websites [www. ojec. com](http://www.ojec.com) [eur-lex. eu/en/index. htm](http://eur-lex.europa.eu/en/index.htm) Official Journal of the European Community direct free access to European Union law Unit 36: Employment Law (A/601/1088)

Kidner, R - Blackstone's Statutes on Employment Law 2009-2010 (OUP Oxford, 2009) ISBN: 9780199569199 Selwyn N - Law of Employment (OUP Oxford, 2008) ISBN: 9780199235865 Journals Specialist employment law sources: The Industrial Relations Law Reports People Management (Chartered Institute of Personnel and Development) More general sources which cover employment law matters: The Independent The Times and other law reports in the broadsheet press General law journals: The New Law Journal (LexisNexis Butterworths) The Modern Law Review (Blackwell Publishing) Websites [www. peoplemanagement. co. uk/law](http://www.peoplemanagement.co.uk/law) People Management - online magazine of the Chartered Institute of Personnel and Development Unit 37: Company Law (M/601/1069) Textbooks French, D - Blackstone's Statutes on Company Law 2009-2010 (OUP Oxford, 2009) ISBN: 9780199569175 Davies P L - Gower and Davies - The Principles of Modern Company Law (Sweet and Maxwell, 2008) ISBN: 9780421949003 French D, Mayson S and Ryan C - Mayson, French and Ryan - Company Law (OUP Oxford, 2009) ISBN: 9780199567799

Journals Law Society Gazette (The Law Society) New Law Journal (LexisNexis Butterworths) Websites [www. companies-house. gov. uk](http://www.companies-house.gov.uk) [www. competition-commission. org. uk](http://www.competition-commission.org.uk) Companies House - Company Information Competition <https://assignbuster.com/handbook-college-essay/>

Commission's web site regulates competition between companies in the UK by conducting in-depth inquiries The website of the European Union European Patent Office Lawtel — legal information service Lexis Nexis — provides legal information Intellectual Property Office website of The Times newspaper http://europa.eu/index_en.htm www.european-patent-office.org www.lawtel.co.uk www.lexis-nexis.com www.patent.gov.uk www.timesonline.co.uk Unit 38: Business Events Management (Y/601/1048)

Textbooks Bowdin G et al - Events Management, (Butterworth-Heinemann, 2006) ISBN: 9780750665339 Andersen S E et al - Goal Directed Project Management: Effective Techniques and Strategies (Kogan Page, 2009) ISBN: 9780749453343 Royal Hardingham - Team Work in Practice (Jaico Publishing House, 2005) ISBN: 9788172244309 Locker K - Business and Administrative Communication (McGraw-Hill Higher Education, 2005) ISBN: 9780071116138 Robson M - Problem Solving in Groups (Gower Publishing Ltd, 2002) ISBN: 9780566084676 Journals Management Today (Haymarket Business Media) Websites <http://www.managementhelp.org> Free online Management library for personal, professional and organisational development Unit 39: Financial Investment Opportunities (T/601/1042) Textbook Arnold G - The Financial Times Guide to Investing (Financial Times/Prentice Hall, 2009) ISBN: 9780273723745 Journals Investors Chronicle weekly(The Financial Times Group) Websites www.hemscott.com www.ft.com www.thisismoney.com www.motleyfool.com Share prices, stocks, investing and company information The Financial Times business sections Financial news and information Stock investing advice and research . Unit 40: Business Work Experience (T/601/1039) Textbooks Sufficient library resources should be

available. Examples of relevant texts are: Bolton, G E - Reflective Practice: Writing and Professional Development (Sage Publications Ltd, 2005) ISBN: 9781412908122 Institute of Leadership and Management (ILM) - Project and Report Writing Super Series (Pergamon Flexible Learning, 2003) ISBN: 9780750658768 Jankowicz D - Business Research Projects (Thomson Learning, 2004) ISBN: 9781844800827 Websites [www. work-experience. org](http://www.work-experience.org) National Council for Work Experience

Unit 41: Contemporary Issues in Marketing Management (K/601/1037)

Textbooks Brassington F and Pettitt S - Principles of Marketing 4th Edition (Financial Times Prentice Hall, 2006) ISBN: 9780273695592 Egan J - Relationship Marketing: Exploring Relational Strategies in Marketing, 4th Edition (Financial Times/Prentice Hall, 2011) ISBN: 9780273737780 Journals Campaign (Haymarket Publishing) Harvard Business Review (Harvard Business Publishing) Journal of Marketing (American Marketing Association) Journal of Marketing Management (Westburn Publishers Ltd) Journal of Services Marketing (Emerald) The Marketer (Journal of the Chartered Institute of Marketing) Marketing Business (The Chartered Institute of Marketing Magazine) The Marketing Review (Westburn Publishers Ltd) Marketing Week (Centaur Communications Ltd) The Financial Times and other daily newspapers which contain a business section and market reports Websites [www. bized. co. uk](http://www.bized.co.uk) [www. cim. co. uk](http://www.cim.co.uk) Bized provides a selection of teaching and learning resources The Chartered Institute of Marketing's site contains a useful Knowledge Centre The Financial Times business sections Website for Marketing magazine, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors.

business educational resources [www. ft. com](http://www.ft.com) [www. marketingmagazine. co. uk](http://www.marketingmagazine.co.uk) [www. thetimes100. co. uk](http://www.thetimes100.co.uk) Unit 42: Project Management for Business (H/601/1036) NO SPECIFIC RESOURCES Unit 43: Administrative Services (L/601/1032)

Textbooks Patterson C and Moira S - Higher Administration Course Notes (Leckie and Leckie, 2007) ISBN: 9781843722861 Hardingham A - Team Work in Practice (Jaico Publishing House, 2005) ISBN: 9788172244309 Locker K - Business and Administrative Communication, (McGraw-Hill Higher Education, 2005) ISBN: 9780071116138 Mullins L - Management and Organisational Behaviour, 8th Edition (Financial Times/Prentice Hall, 2007) ISBN: 9780273708889 Journals Management Today (Haymarket Business Media) Websites [http://www. managementhelp. org](http://www.managementhelp.org) Free online Management library for personal, professional and organisational development Unit 44: Business Psychology (F/601/1027)

Textbooks Arnold J Prof et al - Work Psychology: Understanding Human Behaviour in the Workplace (Financial Times/Prentice Hall, 2010) ISBN: 9780273711216 Mullins J L - Management and Organisational Behaviour, 8th Edition (Financial Times/Prentice Hall, 2007) ISBN: 9780273708889 Journals Guardian/Observer/The Times/Sunday Times Index available on CD-Rom Journal of Applied Behavioural Science (Sage) Journal of Occupational Psychology (Department for Work and Pensions) The Psychologist, published monthly (British Psychological Society) Websites [www. alleydog. com](http://www.alleydog.com) [www. bps. org. uk](http://www.bps.org.uk) [www. nap. edu/readingroom/books/obas](http://www.nap.edu/readingroom/books/obas) resource for psychology students The British Psychological Society website online book on

responsible conduct in scientific research Unit 45: Business Ethics
(M/601/1024)

Textbooks Carroll B A - Business Ethics: Brief Readings on Vital Topics
(Routledge, 2009) ISBN: 9780415997362 Crane A and Matten D - Business
Ethics (Oxford University Press, 2003) ISBN: 9780199255153 Fisher C and
Lovell A - Business Ethics and Values: Individual, Corporate and International
Perspectives (Financial Times/Prentice Hall, 2008) ISBN: 9780273716167
Journals Business Review Magazine (Philip Allan Updates) Economic Review
Magazine (Philip Allan Updates) Ethical Consumer (Ethical Consumer
Research Association Publishing Ltd) Websites [www. business-ethics. com](http://www.business-ethics.com)
[www. ethical-junction. org](http://www.ethical-junction.org) [www. ibe. org. uk](http://www.ibe.org.uk) Business Ethics - Corporate
responsibility online magazine Ethical businesses directory for the UK and
Ireland Institute of Business Ethics

Unit 46: Corporate Environmental and Social Management (Y/601/1017)

Textbooks Kemp D D - Exploring Environmental Issues: An Integrated
Approach, (Routledge, 2004) ISBN: 9780415268646 Dresner S - The
Principles of Sustainability, 2nd edition (Earthscan Ltd, 2008) ISBN:
9781844074969 Schaltegger S & Wagner M - Managing the Business Case
for Sustainability (Greenleaf Publishing, 2006) ISBN: 9781874719953
Hawkins D E - Corporate Social Responsibility (Palgrave Macmillan, 2006)
ISBN: 9780230002203 Sheldon C & Yoxon M - Environmental Management
Systems: A Step by Step Guide to Implementation and Maintenance, 3rd
Edition (Earthscan, 2006) ISBN: 9781844072576 Journals Journal of
Environmental Management (Elsevier) Corporate Social Responsibility and
Environmental Management are frequent areas for supplements to
<https://assignbuster.com/handbook-college-essay/>

broadsheet newspapers Websites www.unep.org is the portal of the United Nations Environment Programme. It gives access to reports on the implementation of the Earth Summit Agreements The website of the European Union the UK government's portal Department for Environment Food and Rural Affairs (Defra) - the UK government's website for sustainable development is the British Standards Institution website. Overviews of ISO14001 and EMAS can be accessed from here. For organisations that subscribe, copies of standards can also be downloaded http://europa.eu/index_en.htm www.direct.gov.uk www.defra.gov.uk/sustainable/government www.bsigroup.com/en/ Videos Television news, current affairs and business programmes will also provide useful additional material on business and the environment. Many programmes are archived and can be viewed on demand. People's Century Volume 7 Endangered Planet, though now a decade old, is a useful background to changing environmental attitudes. Unit 47: Employability Skills (A/601/0992) Thompson L L - Making the Team: A Guide for Managers (Prentice Hall, 2003) ISBN: 9780131416581 Unit 48: Project Design, Implementation and Evaluation (L/601/0995) NO SPECIFIC RESOURCES Unit 49: Work-based Experience (D/601/0998) NO SPECIFIC RESOURCES