

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.gov.uk/en/index.htm	the government's portal
www.berr.gov.uk	has sections on business support, Europe, Business Law and regional development as well as other materials
www.ac777.dial.pipex.com/bes/index.html	Online journal for <i>British Economy Survey</i>
www.competition-commission.org.uk/	Competition Commission's web site - regulates competition between companies in the UK by conducting in-depth inquiries
www.economicsnetwork.ac.uk/journals	is a directory of materials that can be used for teaching and covers a broad spectrum of business and economics
www.ofgem.gov.uk/Pages/OfgemHome.aspx	is the web site of the Office of the Gas and Electricity Markets. Each industry regulator has a similar site
www.bized.co.uk/	Bized provides a selection of teaching and learning resources

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

The Association of Accounting Technicians

www.bized.co.uk

Bized provides a selection of teaching and learning resources

www.ft.com

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

Chartered Institute of Personnel and Development website with a range of learning resources and journals

www.incomesdata.co.uk

up-to-date intelligence on employment issues (Incomes Data Services)

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

Bized provides a selection of teaching and learning resources

www.cim.co.uk

The Chartered Institute of Marketing's site contains a useful knowledge centre

www.ft.com

The Financial Times business sections

www.thetimes100.co.uk

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

Websites

www.bailii.org/	British and Irish Legal Information Institute - access to freely available British and Irish public legal Information
http://www.offt.gov.uk/	The Office of Fair Trading
http://iclr.co.uk/	The Incorporated Council of Law Reporting for England and Wales
http://www.tradingstandards.gov.uk/	Main site for trading standards and its business advice
http://www.berr.gov.uk/whatwedo/consumers/buying-selling/ucp/	Department for Business Innovation and Skills - Links and data on consumer protection
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

Bized provides a selection of teaching and learning resources

<http://www.revisionworld.co.uk/>

Free GCSE, AS, A2 (A-Level) revision resources

www.ons.gov.uk

Office for National Statistics

www.statistics.gov.uk

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 other quality newspapers

Websites

www.bized.co.uk	Bized provides a selection of teaching and learning resources
www.bloomberg.com	Bloomberg – Business and Financial news
www.businessballs.com	Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership
www.emerald-library.com	Independent publisher of global research
www.fsb.org.uk	The Federation of Small Businesses
www.ft.com	<i>The Financial Times</i> business sections
www.hemscott.net	Share prices, stocks, investing and company information

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/ 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

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

The Association of Accounting Technicians

www.frc.org.uk/

The Financial Reporting Council

www.ft.com

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 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

Free materials and case studies

www.cipd.co.uk

Chartered Institute of Personnel and Development

www.businessballs.com

Businessballs - a free ethical learning and development resource. Free materials, articles and ideas for team roles and leadership

www.belbin.com

Belbin's website with team role profiles

www.acas.org.uk

Advisory, Conciliation and Arbitration Service website with guidance on legal requirements for recruitment and selection

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 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. 2008) 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

All Academic Incorporated – research resource

www.knowledgemanagement.ittoolbox.com IT Topics

www.findwhitepapers.com

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

website of A E Nielsen, marketing information company

www.cim.co.uk

The Chartered Institute of Marketing - a professional marketing body based in UK.

www.eiu.com

The Economist Intelligence Unit

www.euromonitor.com

Euromonitor International, provides market analysis

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

Advertising Standards Authority - the ASA is independent regulator for advertisements, sales promotion and direct marketing in the UK

www.campaignlive.co.uk

Website for campaign magazine, the trade magazine of the advertising industry.

www.marketingmagazine.co.uk

Website for Marketing magazine, for the 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.

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 BBC.

Websites

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.

www.cim.co.uk

The Chartered Institute of Marketing (CIM) - a professional marketing body based in UK.

www.marketingmagazine.co.uk

Website for *Marketing magazine*, for the 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.

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, 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.

www.ismm.co.uk

Website for the Institute of Sales & Marketing Management.

www.marketingmagazine.co.uk

Website for *Marketing magazine*, for the

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

www.promotionsandincentives.co.uk

Website for Sales promotions & Incentive magazine,

www.tradingstandards.gov.uk

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

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

bi-monthly *People Management* journal of the Chartered Institute of Personnel and Development

www.cipd.co.uk

Chartered Institute of Personnel and development website with a range of human resources learning resources

www.personneltoday.com

relevant articles and statistics

www.eoc.org.uk

Equal Opportunities Commission

www.hse.gov.uk

Health and Safety Executive

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.uk

Chartered Institute of Personnel and development website with a range of human resources learning resources

www.lsc.gov.uk

Learning and Skills Council

www.learndirect.co.uk

Learndirect – flexible online learning from home or work

www.personneltoday.com

Personnel Today – articles and statistics

www.investorsinpeople.co.uk

Investors in People – the standard for developing staff

www.berr.gov.uk

Department for Business, Innovation and Skills

<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

The Advisory, Conciliation and Arbitration Service

www.bis.gov.uk

Department for Business, Innovation and Skills

www.cipd.co.uk

Chartered Institute of Personnel and development website with a range of human resources learning resources

www.tuc.org.uk

Trades Union Congress

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.barcouncil.org.uk

The Bar Council

www.cedr.co.uk

Centre for effective dispute resolution

www.direct.gov.uk/en/CrimeJusticeAndTheLaw/index.htm

Public information about crime and justice

www.justice.gov.uk/

Information on the administration and regulation of the justice system in England and Wales

www.hmcourts-service.gov.uk

Her Majesty's Courts and Tribunals Service

www.judiciary.gov.uk

Information regarding the work of judges, magistrates and tribunal members in England and Wales

www.lawsociety.org.uk

The Law Society of England and Wales – representative of

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

Companies House - The foundation of company information exchange in the UK: helping business, informing the public and benefiting the economy.

www.competition-commission.org.uk

Competition Commission's web site - regulates competition between companies in the UK by conducting in-depth inquiries

http://europa.eu/index_en.htm

The website of the European Union

<http://www.offt.gov.uk/about/>

Office of Fair Trading

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/

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

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

The Office of Fair Trading

<http://iclr.co.uk/>

The Incorporated Council of Law
Reporting for England and Wales

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

direct free access to European Union law

<http://www.europeanlawmonitor.org/>

Information service with links on EU law

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

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/	Bized provides a selection of teaching and learning resources
www.ico.gov.uk/	The Information Commissioner's Office, responsible for enforcing the Data Protection Act 1998 and Freedom of Information Act 2000
http://archive.cabinetoffice.gov.uk/e-envoy/index-content.htm	Office of the e-Envoy, government website
www.guardian.co.uk/online	website of <i>The Guardian</i> newspaper
www.w3c.org	Worldwide Web Consortium
www.zdnet.co.uk	ZDNet UK provides information and services for software and e-business sector
www.nngroup.com/reports/accessibility	Accessibility report
www.ecommerce-journal.com	online ecommerce journal

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.ecommercetimes.com	topical ecommerce articles.
www.ecommerce-journal.com/	online ecommerce journal
www.free-ecommerce-information.com	ecommerce information advice and resources
www.googleblog.blogspot.com	official opinion from Google staffers,
www.google.com/insights/search/	updates of emerging technology and insights
www.davechaffey.com/	e-commerce case-studies by author on e-commerce.
www.onlinemarketingindex.com	portal offering information and links to online marketing tools.
www.witiger.com/	website by author on e-commerce, Professor Richardson, W. T G
www.webmarketcentral.com/	portal offering internet marketing tips and tools.
www.amazon.com	trail blazing website selling books, DVDs, electronics, software, toys and clothes.
www.quirk.biz/emarketingtextbook	An online internet marketing textbook
www.rogerwimmer.com/	website and blog of media research expert (Roger Wimmer) including sample sizes.

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	topical ecommerce articles.
www.ecommerce-journal.com/	Online ecommerce journal
www.free-ecommerce-information.com	ecommerce information
www.googleblog.blogspot.com	official opinion from Google staffers,
www.google.com/insights/search/	updates of emerging technology and insights
www.davechaffey.com/	E-commerce case-studies by author on Ecommerce.
www.emarketservices.com	Basic information on E-Business operations.
www.rogerwimmer.com/	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-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

www.emerald-library.com

Independent publisher of global research

www.enotes.com/management-encyclopedia

Encyclopedia of Management

managementhelp.org/quality/quality.htm

Quality management Library

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

bis.gov.uk

Department for Business Innovation and Skills- information and articles for small businesses

www.bized.co.uk

Bized provides a selection of teaching and learning resources

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 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

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

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	Companies House – Company Information
www.competition-commission.org.uk	Competition Commission's web site - regulates competition between companies in the UK by conducting in-depth inquiries
http://europa.eu/index_en.htm	The website of the European Union
www.european-patent-office.org	European Patent Office
www.lawtel.co.uk	Lawtel — legal information service
www.lexis-nexis.com	Lexis Nexis — provides legal information
www.patent.gov.uk	Intellectual Property Office
www.timesonline.co.uk	website of <i>The Times</i> newspaper

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

Share prices, stocks, investing and company information

www.ft.com

The *Financial Times* business sections

www.thisismoney.com

Financial news and information

www.motleyfool.com

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

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

Bized provides a selection of teaching and learning resources

www.cim.co.uk

The Chartered Institute of Marketing's site contains a useful Knowledge Centre

www.ft.com

The Financial Times business sections

www.marketingmagazine.co.uk

Website for *Marketing magazine*, for the latest stories across the industry including the major media, branding, direct marketing and retail sectors.

www.thetimes100.co.uk

business educational resources

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>

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

resource for psychology students

www.bps.org.uk

The British Psychological Society website

www.nap.edu/readingroom/books/obas

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

Business Ethics – Corporate responsibility
online magazine

www.ethical-junction.org

Ethical businesses directory for the UK and
Ireland

www.ibe.org.uk

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 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

http://europa.eu/index_en.htm

The website of the European Union

www.direct.gov.uk

the UK government's portal

www.defra.gov.uk/sustainable/government

Department for Environment Food and Rural Affairs (Defra) - the UK government's website for sustainable development

www.bsigroup.com/en/

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

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