

Cambridge International Diploma in Management at Higher Professional Level

Management Skills

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Research Methods in Business Studies: A Practical Guide	Ghauri, Pervez, N	2005	Financial Times/Prentice Hall Addison Wesley	0273681567
How to Research	Blaxter, L, Hughes, C, Tight, M	2001	Open University Press	0335209033
The Handbook of Qualitative Research	Denzin, N, Lincoln, Y	1994	Sage	0803946791
Survey Research Methods	Fowler, F	2001	Sage	0761921915
Qualitative Research for the Information Professional	Gorman, G, Clayton, P	1997	Facet Publishing	1856044726
Language in the Inner City	Labov, W	1998	University of Pennsylvania Press	0812210514
Real World Research	Robson	2002	Blackwell	0631213058
Research Methods for Business Students	Saunders, Lewis, Thornhill	2002	Pearson	0273658042
The On-time, On-target Manager	Blanchard, K, Gottry, S	2005	Harper Collins	0007190352
How to Be an Even Better Manager	Armstrong, M	2004	Kogan Page	074944262X
The Seven Habits of Highly Effective People	Covey, S	2004	Sagebrush Education Resources	0743272455
A Managers Guide to self Development	Pedler M, Burgoyne J, Boydell T	2001	McGraw Hill	0077098307
Re-imagine	Tom Peters	2004	Dorling Kindersley	1405305819

Financial Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Accounting and Finance for Non-Specialists	Atrill, P, McLaney, E	2003	Pearson	0273679627
Understanding Financial Management: A Practical Guide	Baker, K., Powell, G	2005	Blackwell Publishers	0631231005
Management Accounting	Upchurch, A	1998	Pearson	0273622269
Accounting for Non-Accounting Students	Dyson, J	2003	Pearson	0273683853
Exploring Strategic Financial Management	Grundy, A	1998	Pearson	0135701023
Corporate Finance and Investment Decisions and Strategies	Pike, R, Neale, W	2002	Pearson	0273651382
Management Accounting for Business Decisions	Drury, C	2001	Thomson Business Press	1861527705

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www.investopedia.com
www.onlinewbc.gov/docs/finance/fs_ratio1.html
www.quickmba.com/accounting/fin/equation
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www.your-small-business-accounting-adviser.com
www.accounting.com
www.accounting.rutgers.edu
www.bizhelp24.com/accounting

Human Resource Planning

TITLE	AUTHOR	PUBLISHED	PUBLISHER	
The Human Side of Enterprise	McGregor, D	1985	McGraw-Hill	0070450986
Management and Organisational Development	Mullins, LJ	2004	Pearson	0273688766
A Handbook of Human Resource Management Practice	Armstrong, M	2003	Kogan Page	0749441054
Human Resource Management	Dessler, G	2004	Prentice Hall	0131440977
Human Resource Management	Mondy, R, Noe, R	2004	Pearson	0131273892
International Human Resource Management: A Critical Text	Scullion, H., Lineham, M	2005	Palgrave Macmillan	0333741390
Human Resource Management A Contemporary Approach	Beardwell, I., Holden, L	2003	Pearson	0273679112
Managing Human Resources in Asia- Pacific (Global HRMS)	Pawan S Budhwar	2004	Routledge	0415300061
People Resourcing	Taylor S	2005	CIPD	1843980770

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Information Systems Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
A Practical Handbook for Software Development	Birrell ND, Ould, MA	1988	Cambridge University Press	0521347920
The Empty Raincoat: making sense of the future	Handy, C	1995	Arrow Business Books	0099301253
The Information Edge: Successful Management Using Information Technology	Wilson, M	1997	Pearson	0273625845
Management Information Systems	Laudon, K., Laudon, J	2005	Prentice Hall	0131538411
Knowledge Management in Organizations	Hislop, D	2004	Oxford University Press	0199262063
Strategic Management and Information Systems	Robson W.	2005	Pearson	0273651250
What Business Really Wants from IT	White, T	2004	Elsevier Butterworth Heinemann	0750660961
Information Systems Today	Valacich, J., Jessup, L	2005	Pearson	0131273965

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Organisational Behaviour and Change Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Exploring Corporate Strategy – Text and Cases	Johnson, G, Scholes, K, Whittington, G	2005	Pearson	1405824565
Management and Organisational Behaviour	Mullins, L	2004	Pearson	0273688766
Managing Across Borders: The Transnational Solution	Bartlett, CA, Ghoshal, S	1999	Harvard Business School Press	0875848494
Managing Change	Burnes, B	2004	Pearson	0273683365
Managing Change in Organisations	Carnall, C	2002	Pearson	0273657356
Understanding Organizations	Handy, C	1993	Penguin Books	0140156038
Cultures and Organisations	Hofstede, G	1994	Profile Books	1861975430
Corporate Strategy	Lynch, R	2002	Pearson	0273658549
Future Revolutions	Mercer, D	1999	Thomson Learning	0752813781
Organisational Behaviour	Huczynski, A, Buchanan, D	2003	Pearson	0273682229
Fundamentals of Organisational Behaviour	Griffin, R., Moorhead, G	2005	Houghton Mifflin Co,	0618492704
Organisational Culture	Brown, A	1998	Pearson	0273631470
Organisations and the Business Environment	Campbell, D., Craig, T	2005	Elsevier Butterworth Heinemann	0750658290

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Strategic Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Exploring Corporate Strategy – Text and Cases	Johnson, G,	2005	Pearson	1405824565
Competitive Strategy: Techniques for Analyzing Industries and Competitors	Michael E. Porter	2004	Free Press	0743260880
Managing Change	Burnes, B	2004	Pearson	0273683365
Managing Change in Organisations	Carnall, C	2002	Pearson	0273657356
Competing for the Future	Hamel, G, Prahalad, CK	1996	Harvard Business Press	0875847161
Corporate Strategy	Lynch, R	2002	Pearson	0273658549
The Rise and Fall of Strategic Planning	Mintzberg, H	2000	Pearson	0273650378
Making a Difference: Strategies and Tools for Transforming your Organisation	Nixon, B	2001	Management Books 2000	1852523727

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Customer Relations Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Delivering Quality Service: Balancing Customer Perceptions and Expectations	Zeithami, V A, Parasuraman , A, Barry, L L	1990	Simon and Schuster	0029357012
The Service Profit Chain	Heskett, J, Sasser, WE, Schlesinger, LA	1997	Simon and Schuster	0684832569
The Loyalty Effect	Reichheld, F	2001	HBS Press	1578516870
Service Management for Competitive Advantage	Fitzsimmons, JA, Fitzsimmons, MJ	2003	McGraw Hill	007121643X
CRM at the Speed of Light: Essential Customer Strategies for the 21st Century	Greenberg, P	2004	Osborne McGraw-Hill	0072231734
The Ultimate CRM Handbook: Strategies and Concepts for Building Enduring Customer Loyalty and Profitability	Freeland, J	2002	Higher Education	0071409351
The Six Principles of Service Excellence	Gilbert-Jamison, T	2005	Authorhouse	1420856308
Customer Mania! It's Never too Late to Build a Customer-Focused Company	Blanchard, K	2005	HarperCollins	0007201397

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People Development

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Managing Across Cultures	Schneider, S.C., Barsoux, J.L.	2002	Prentice Hall	027364663X
A Handbook of Human Resource Management Practice	Armstrong, M.	2003	Kogan Page	0749441054
Core Management for HR Students and Practitioners (2 nd ed)	Winfield P, Bishop R, Porter K	2003	Butterworth / Heinemann	0750658274
People management and development (people and Organisations)	Marchington M. Wilkinson A	2002	CIPD	0852929269
Learning and Development (People and organisations)	Harrison R	2002	CIPD	0852929277
The Coaching at Work Toolkit: A Complete Guide to Techniques and Practices	Zeus, Perry, Skiffington, Suzanne	2002	McGraw Hill	0074711032
Learning and Development: processes, practices and Perspectives at work	Gibb S	2002	Palgrave Macmillan	0333984471
How to Motivate Every Employee	Bruces, A	2005	McGraw-Hill	0071463305

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Strategic Marketing

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
Strategic Marketing in Practice	Ranchhod, A	2004	Elsevier Butterworth Heinemann	075066195X
International marketing strategy – Analysis, development and Implementation	Doole I, Lowe R	2004	Thomson	1844800253
Strategic Marketing Management Planning Implementation and Control	Gilligan, G., Wilson, R	2004	Elsevier Butterworth Heinemann	0750659386
Market-led Strategic change	Piercy NF	2002	Elsevier Butterworth Heinemann	075065225X
Global Marketing Management	Keegan W.	2005	Pearson	0131968548
Marketing Communications: Contexts, strategies and applications	Hughes, G., Fill, C	2005	Elsevier Butterworth Heinemann	075066648X
Marketing Management: An Asian Perspective	Kotler, P., Tan Chin-Tiong, Ang Swee-Hoon Siew-Meng Leong	2004	Pearson	0131066250
Blue Ocean Strategy	Chan, W., Mauborgne, R	2005	Harvard Business School Press	1591396190

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Performance Management

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN
A Handbook of Human Resource Management Practice	Armstrong, M.	2003	Kogan Page	0749441054
The HR Scorecard: Linking People, Strategy and Performance	Mark Huselid, et al	2001	Harvard Business School Press	1578511364
Perfect Phrases for Performance Reviews	Douglas Max	2003	McGraw-Hill Education	007140838X
Performance Management in a Week (In a Week S.)	Phil Baguley	2002	Hodder Arnold	0340849681
Performance Coaching: The Handbook for Managers, HR Professionals and Coaches	Angus McLeod	2003	Crown House Publishing	1904424058
Integrated Performance Management	Kurt Verweire (Editor), Lutgart van den Berghe (Editor)	2004	Sage Publications Ltd	1412901553
Coaching for Change: Practical Strategies for Transforming Performance	Kaye Thorne	2004	Kogan Page	0749441682
How to Motivate Every Employee	Bruce, A	2005	McGraw-Hill	0071463305

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