

Business, Administration and Finance resource list

Level 2

Books

Applied Business for GCSE: Student Book Published by: Collins Educational, 2002 ISBN: 978-0007138081	SurrIDGE, M
AQA Accounting AS: Student's Book Published by: Nelson Thornes, 2008 ISBN: 978-0748798698	Austen, D.; Hailstone, P.
Communication for Work Published by: Heinemann Education, 1998 ISBN: 978-0435455422	Carysforth, C
The Fast Forward MBA in Project Management Published by: John Wiley & Sons, 2008 ISBN: 978-0470247891	Verzuh, E
GCSE Business Studies: Introduction to Enterprise Published by: Hodder Arnold, 2006 ISBN: 978-0340926987	Marcouse, I
How to Advertise: What Works, What Doesn't, and Why Published by: Kogan Page, 2005 ISBN: 978-0749444624	Roman, K; Maas, J; Nisenholtz, M
The New Integrated Direct Marketing Published by: Gower, 1998 ISBN: 978-0566079603	Berry, M
Personal Finance for Dummies Published by: John Wiley & Sons; 5th edition, 2006 ISBN: 978-0470038321	Tyson, E
The Rough Guide to Ethical Shopping Published by: Rough Guides Ltd, 2004 ISBN: 978-1843532651	Clark, D
Team Roles at Work Published by: Butterworth-Heinemann Ltd, 1996 ISBN: 978-0750626750	Belbin, M

CDs, CD-ROMs and DVDs

Achbar, M. (2003). *The Corporation*. ASIN: B000P1KTEQ.

Risk and reward CD-ROM – www.pfeg.com

Studio: Cerebellum Corp – ASIN: B0000694W7

The Apprentice TV programme (UK or USA episodes)

Trailblazers DVD – www.cabinetoffice.gov.uk/third_sector/social_enterprise/ambassadors.aspx

Journals and Magazines

- Accountancy Age
- Accounting Technician
- Ethical Consumer
- Ethical Corporation
- Financial pages from weekend newspapers.
- International Institute for Environment and Development – Corporate Social Responsibility at a
- Crossroads: Futures for CSR in the UK to 2015 available at www.iiied.org/pubs/pdfs/16019IIED.pdf
- Money Matters – Claire Whyley, Elaine Kempson and Alicia Herbert. Policy Studies Institute.
- Philip Allan Updates. Business Review Magazine.
- Trailblazers Magazine
www.cabinetoffice.gov.uk/third_sector/social_enterprise/make_your_mark.aspx#trailblazers

Websites

About.com: Human Resources	www.humanresources.about.com
Accountancy Age	www.accountancyage.com
AccountingWEB	www.accountingweb.co.uk
AdviceOnline	www.adviceonline.co.uk
Ask CE dRIC: Consumer Education Resource and Astute Investor	www.astute-investor.co.uk
Bank of Scotland	www.bankofscotland.co.uk
BBC GCSE Bitesize	www.bbc.co.uk/gcsebitesize/business
BBC: Dragons' Den	www.bbc.co.uk/dragonsden
Belbin ® Team Roles	www.belbin.com
Better World Links	www.betterworldlinks.org
Big Barn	www.bigbarn.co.uk
Biz/ed	www.bized.co.uk
Bradley CVs	www.bradleycvsdemon.co.uk
British Chambers of Commerce	www.britishchambers.org.uk
Business & Human Rights Resource Centre	www.business-humanrights.org
Business Balls	www.businessballs.com
Business Green: How to... decipher food labels	www.businessgreen.com/
Business in the Community	www.bitc.org.uk/
Business Link	www.businesslink.gov.uk
Business Link: Environment and Efficiency	www.businesslink.gov.uk/bdotg/action/
Cabinet Office: Social Enterprise Ambassadors	www.cabinetoffice.gov.uk/third_sector/
Careers A-Z	www.careersa-z.co.uk
Careers Wales Online/Gyrfa Cymru Ar-Lein	www.careerswales.com
Changemakers	www.changemakers.org.uk
Channel 4: Ramsay's Kitchen Nightmares	www.channel4.com/food/on-tv/
Charity Finance	www.charityfinance.co.uk
Connexions	www.connexions.gov.uk
Cooltests.com	www.cooltests.com
Corporate Critic categories	www.corporatecritic.org/info/

Corporate Register	www.corporateregister.com
Corpwatch	www.corpwatch.org
DEFRA: A Shopper's Guide to Green Labels	www.defra.gov.uk/ENVIRONMENT/
Dept for Environment, Food & Rural Affairs	www.defra.gov.uk/
Directgov	www.direct.gov.uk
Directgov jobs and skills search	www.worktrain.gov.uk
EcoCities: Finance	www.ecocities.net/links/finance.html
Edward de Bono & Robert Heller's Thinking Managers	www.thinkingmanagers.com
EffectiveMeetings.com	www.effectivemeetings.com
Enterprise Educators UK	www.enterprise.ac.uk
Enterprise Nation	www.enterprisenation.com
Environment Agency: Business & Industry	www.environment-agency.gov.uk/
Ethical Consumer	www.ethicalconsumer.org
Ethical Corporation	www.ethicalcorp.com
ethiscore	www.ethiscore.org
Fifteen	www.fifteen.net
Financial Services Authority	www.fsa.gov.uk
Financial Services Skills Council – Accounting	www.aosg.org
Forest Stewardship Council	www.fsc.org
FunderFinder	www.funderfinder.org.uk
Growing Business	www.growingbusiness.co.uk
Guardian Jobs Advice	http://jobsadvice.guardian.co.uk/
Health & Safety Executive	www.hse.gov.uk
HM Revenue & Customs	www.hmrc.gov.uk
HSBC: Business Banking	www.hsbc.co.uk/1/2/business/home
Human Rights Watch: Business & Human Rights	www.hrw.org/doc/?t=corporations
IFA Promotion	www.unbiased.co.uk
Information Centre	www.askcedric.org.uk
Innocent Drinks	www.innocentdrinks.co.uk
Inside Careers	www.insidecareers.co.uk
Intute: Virtual Training Suite	www.vts.intute.ac.uk/
Jobcentre Plus	www.jobcentreplus.com
Learn Management	www.learnmanagement2.com
learndirect	www.learndirect.co.uk
Learning and Skills Council	www.lsc.gov.uk
LearnMarketing.net: image bank	www.learnmarketing.net/images.htm
LearnMarketing.net: Promotion Strategies	www.learnmarketing.net/promotion.htm
Live 8 – The Long Walk To Justice	www.live8live.com
Lloyds TSB: Business Banking	www.lloydstsbbusiness.com
Make Your Mark	www.makeyourmark.org.uk
Management Accounting for Non-Governmental Organisations	www.mango.org.uk
Management-Resources	www.management-resources.org
Marine Stewardship Council	www.msc.org
Microsoft Office Accounting Express 2008 Overview	www.msofficeaccounting.co.uk/
Money Matters To Me	www.moneymatterstome.co.uk
Moneysupermarket	www.moneysupermarket.com
MySkillsProfile	www.myskillsprofile.com
National Institute of Adult Continuing Education	www.niace.org.uk/
NatWest	www.natwest.com
Office of Government Commerce – Managing change	www.ogc.gov.uk/delivery_lifecycle