

Business, Administration and Finance resource list

Level 3

Books

Applied Business A2 for AQA: Student's Book Published by: Collins Educational, 2006 ISBN: 978-0007201426	Chapman, T; Surridge, M; Merrills, S; McGuire, G; Buchanan, N
Applied Business AS for AQA: Student's Book Published by: Collins Educational, 2005 ISBN: 978-0007201402	Surridge, M; Chapman, T; Cornelius, D; Merrills, S
AQA Accounting AS: Student's Book Published by: Nelson Thornes, 2008 ISBN: 978-0748798698	Austen, D; Hailstone, P
AQA A2 Accounting Student's Book (AQA for A2) Published by: Nelson Thornes, 2009 ISBN: 978-0748798704	Halls-Bryan, J; Cole, L
AQA AS Business Studies Published by: Nelson Thornes, 2008 ISBN: 978-0748798469.	Foden, S; Mansell, D and Stimpson, P
AQA A2 Business Studies Published by: Nelson Thornes, 2008 ISBN: 978-0748798476.	Coupland-Smith H; Mansell, D; Stimpson, P.
AS Accounting for AQA Published by: Osborne Books Ltd, 2009 ISBN: 978-1905777174	David Cox, D; Fardon, M
Communication for Work Published by: Heinemann Education, 1998 ISBN: 978-0435455422	Carysforth, C
Entrepreneurship: How to Start and Operate a Small Business Published by: Prentice Hall, 2009 ISBN: 978-0135128442	Mariotti, S
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	Roman, K; Maas, J; Nisenholtz, M

Published by: Kogan Page, 2005
 ISBN: 978-0749444624

Investing in Stocks and Shares
 Published by: How To Books Ltd; 6th edition, 2003
 ISBN: 978-1857038477

White, J

The New Integrated Direct Marketing
 Published by: Gower, 1998
 ISBN: 978-0566079603

Berry, M.

Managing Customer Service
 Published by: Gower Publishing Ltd, 1998
 ISBN: 978-0566080050

Hayes, J & Dredge, F

Monitoring, Measuring and Managing Customer Service
 Published by: Jossey Bass, 2000
 ISBN: 978-0787951399
 Personal Finance – Turning Money into Wealth
 and Student Workbook.
 Published by: Pearson Education; 4th Edition, 2006
 ISBN13: 978-0131742819

Goodman, G

Keown, A

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, 2007
 ISBN: 978-1843537922

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.

Dragons Den TV programme (UK episodes)

Network for Teaching Entrepreneurship: Jump Start Learner DVD

Risk and reward CD-Rom – www.pfeg.com
 Studio: Cerebellum Corp – ASIN: B0000694W7

The Apprentice TV programme (UK or USA episodes)

The Standard Deviants: Learn Personal Finance

Trailblazers DVD

Journals and Magazines

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

Websites

About.com: Human Resources	www.humanresources.about.com
Accountancy Age	www.accountancyage.com
AccountingWEB	www.accountingweb.co.uk
Astute Investor	www.astute-investor.co.uk
Bank of Scotland	www.bankofscotland.co.uk
BBC GCSE Bitesize	www.bbc.co.uk/gcsebitesize/business
BBC GCSE Bitesize: Business Studies	www.bbc.co.uk/schools/
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
Bureau van Dijk Electronic Publishing	www.bvdep.com
Business & Human Rights Resource Centre	www.business-humanrights.org
Business Balls	www.businessballs.com
Business Green: How to... decipher food labels	www.businessgreen.com/businessgreen/aaly/sis/2223209/decipher-food-labels
Business in the Community	www.bitc.org.uk/
Business Link	www.businesslink.gov.uk
Cabinet Office: Charter Mark	www.cabinetoffice.gov.uk/
Careers A-Z	www.careersa-z.co.uk
Careers Wales Online/Gyrfa Cymru Ar-Lein	www.careerswales.com
Changemakers	www.changemakers.org.uk
Charity Finance	www.charityfinance.co.uk
Connexions	www.connexions.gov.uk
Cooltests.com	www.cooltests.com
Corporate Critic	www.corporatecritic.org
Corporate Register	www.corporateregister.com
Corpwatch	www.corpwatch.org
DEFRA: A Shopper's Guide to Green Labels	

Department for Environment, Food & Rural Affairs	www.defra.gov.uk/ENVIRONMENT/consumerprod/pdf/shoppers-guide.pdf
Directgov jobs and skills search	www.defra.gov.uk/
Directgov	www.worktrain.gov.uk
EcoCities: Finance	www.direct.gov.uk
Edward de Bono & Robert Heller's Thinking Managers	www.ecocities.net/links/finance.html
EffectiveMeetings.com	www.thinkingmanagers.com
Enterprise Educators UK	www.effectivemeetings.com
Enterprise Nation	www.enterprise.ac.uk
Ethical Consumer	www.enterprisenation.com
Ethical Corporation	www.ethicalconsumer.org
ethiscore	www.ethicalcorp.com
Fifteen	www.ethiscore.org
Financial Services Authority	www.fifteen.net
Financial Services Skills Council	www.fsa.gov.uk
Forest Stewardship Council	www.fssc.org.uk
FunderFinder	www.fsc.org
Growing Business	www.funderfinder.org.uk
Guardian Jobs Advice	www.growingbusiness.co.uk
HM Revenue & Customs	http://jobsadvice.guardian.co.uk/
HSBC: Business Banking	www.hmrc.gov.uk
Human Rights Watch: Business & Human Rights	www.hsbc.co.uk/1/2/business/home
FA Promotion	www.hrw.org/doc/?t=corporations
Innocent Drinks	www.unbiased.co.uk
Inside Careers	www.innocentdrinks.co.uk
Institute of Customer Service	www.insidecareers.co.uk
Intute: Virtual Training Suite	www.instituteofcustomerservice.com
Jobcentre Plus	www.vts.intute.ac.uk/
Learn Management	www.jobcentreplus.com
learndirect	www.learnmanagement2.com
Learning and Skills Council	www.learnmanagement2.com
LearnMarketing.net: image bank	www.learndirect.co.uk
LearnMarketing.net: Promotion Strategies	www.lsc.gov.uk
Live 8 – The Long Walk To Justice	www.learnmarketing.net/images.htm
Lloyds TSB: Business Banking	www.learnmarketing.net/promotion.htm
Make Your Mark	www.live8live.com
Management Accounting for Non-Governmental Organisations	www.lloydtsbbusiness.com
Management-Resources	www.makeyourmark.org.uk
Marine Stewardship Council	www.mango.org.uk
Microsoft Office Accounting Express 2008 Overview	www.management-resources.org
Money Matters To Me	www.msc.org
Moneysupermarket	www.msofficeaccounting.co.uk/
MySkillsProfile	www.moneymatterstome.co.uk
National Institute of Adult Continuing Education	www.moneysupermarket.com
NatWest	www.myskillsprofile.com
Network for Teaching Entrepreneurship	www.niace.org.uk/
Office of Government Commerce – Managing change	www.natwest.com
	www.nfte.co.uk
	www.ogc.gov.uk/delivery_lifecycle_managing_change_.asp
Osborne Books	www.osbornebooks.co.uk
Personal Finance Education Group	www.pfeg.org
Project Smart	www.projectsart.co.uk
Quality Improvement Agency: Excellence Gateway	http://excellence.qia.org.uk/home

Quality Improvement Agency: Teaching and Learning
 QuickBooks 2008
 Quicken® Software
 Riverford Organic Vegetables
 RSPCA Freedom Food

<http://teachingandlearning.qia.org.uk>
www.quickbooks-software.co.uk
www.quicken.com
www.riverford.co.uk/franchising

Sage (UK) Limited
 Shell Livewire
 SmallBusiness.co.uk
 Social Enterprise Coalition
 Social Enterprise Magazine
 Start Business
 Startups
 TeacherNet
 Team Technology
 Ten3 Business e-Coach
 TESconnect Resources
 The Association of Accounting Technicians
 The Basic Skills Agency at NIACE
 The British Franchise Association
 The Charity Commission
 The Chartered Institute of Management Accountants
 The Chartered Institute of Public Finance and Accountancy
 The Commission for Youth Social Enterprise
 The Fairtrade Foundation
 The Guardian
 The Independent
 The Institute of Chartered Accountants in England and Wales
 The Myers & Briggs Foundation
 The Prince's Trust
 The Royal Bank of Scotland
 The Small Business Journey
 The Soil Association
 The Telegraph
 The Times Online
 The World Bank
 topjobs
 Towards a better future: the works of Manfred Davidmann
 tutor2u
 UK Government: CSR
 UnLtd
 Voluntary Matters 1+2
 Which?
 workthing
 Young Cooperatives
 Young Enterprise
 Youth Information

www.rspca.org.uk/servlet/Satellite?pagename=RSPCA/FreedomFood/FreedomFoodHomePage
www.sage.co.uk
www.shell-livewire.org
www.smallbusiness.co.uk
www.socialenterprise.org.uk
www.socialenterprisemag.co.uk
www.startbusiness.co.uk
www.startups.co.uk
www.teachernet.gov.uk
www.teamtechnology.co.uk
www.1000ventures.com
www.tes.co.uk/resources
www.aat.org.uk
<http://archive.basic-skills.co.uk/>
www.thebfa.org
www.charity-commission.gov.uk
www.cimaglobal.com
www.cipfa.org.uk
www.yse.org.uk
www.fairtrade.org.uk
www.guardian.co.uk
www.independent.co.uk
www.icaew.co.uk
www.myersbriggs.org
www.princes-trust.org
www.rbs.co.uk
www.smallbusinessjourney.com
www.soilassociation.org
www.telegraph.co.uk
www.timesonline.co.uk
www.worldbank.org
www.topjobs.co.uk
www.solhaam.org/
www.tutor2u.net
www.csr.gov.uk
www.unltd.org.uk
www.voluntarymatters1and2.org
www.which.net
www.workthing.com
www.youngcooperatives.org.uk
www.young-enterprise.org.uk
www.youthinformation.com