ABMA
EDUCATION

Core Textbooks

Business Management

Level 4 Diploma

Unit 1

Hughes, R. L., Ginnett, R. C. and Curphy, G. J., 2012. *Leadership: Enhancing the Lessons of Experience*. 7th ed. New York: McGraw-Hill.

Lynch, R. L., 2012. *Strategic Management*. 6th ed. Harlow: Pearson Education.

Williamson, D., Jenkins, W., Cooke, P. and Moreton, K. M., 2004. *Strategic Analysis and Business Management*. Oxford; Burlington: Butterworth-Heinemann.

Unit 2

Barrow, C. 2011. *Practical Financial Management: Key Financial Statements, Tools of Financial Analysis, Business Planning and Budgeting*. 8th ed. London: Kogan Page.

Butler, J. 2012. *Wealth Management: How to Plan, Invest and Protect Your Financial Assets*. Harlow: Pearson.

Harrison, D., 2005. *Personal Financial Planning: Theory and Practice*. Harlow: Financial Times Prentice Hall.

Unit 3

Bamford, D. and Forrester, P., 2010. *Essential Guide to Operations Management: Concepts and Case Notes*. Chichester: John Wiley & Sons.

Jones, P. and Robinson, P., 2012. *Operations Management*. Oxford: Oxford University Press.

Krajewski, L. J., Ritzman, L. P. and Malhotra, M. K., 2013. *Operations Management: Processes and Supply Chains*. 10th ed. Harlow: Pearson Education.

Unit 4

Evans, J. R. and Lindsay, W. M., 2011. *The Management and Control of Quality*. 8th ed. Mason: Cengage Learning South Western.

Goetsch, D. L. and Davis, S., 2013. *Quality Management for Organizational Excellence: Introduction to Total Quality*. 7th ed. Harlow: Pearson.

Hoyle, D., 2009. *ISO 9000 Quality Systems Handbook: Using the Standards as a Framework for Business Improvement*. 6th ed. Amsterdam; London: Elsevier Butterworth-Heinemann.

Unit 5

Bloisi, W., Cook, C. W. and Hunsaker, P. L., 2007. *Management & Organisational Behaviour*. 2nd ed. Maidenhead: McGraw Hill.

Hofstede, G., Hofstede, G. J. and Minkov, M., 2010. *Cultures and Organizations: Software of the Mind*. 3rd ed. New York; London: McGraw-Hill.

Schein, E. H., 2010. *Organizational Culture and Leadership*. 4th ed. San Francisco: Jossey-Bass.

Level 5 Diploma

Unit 1

Campbell, D., Edgar, D. and Stonehouse, G., 2011. *Business Strategy: An Introduction*. 3rd ed. Basingstoke; New York: Palgrave Macmillan.

Fitzroy, P., Hulbert, J. M. and Ghobadian, A., 2012. *Strategic Management: The Challenge of Creating Value*. 2nd ed. London; New York: Routledge.

Lake, N., 2012. *The Strategic Planning Workbook*. 3rd ed. London; Philadelphia; New Delhi: Kogan Page.

Unit 2

Hill, C. W. L. and Hernández-Requejo, W., 2011. *Global Business Today*. 7th ed. New York: McGraw-Hill.

Luthans, F. and Doh. J. P., 2012. *International Management: Culture, Strategy, and Behaviour*. 8th ed. Boston: McGraw-Hill.

Unit 3

Hughes, R. L., Ginnett, R. C. and Curphy, G. J., 2012. *Leadership: Enhancing the Lessons of Experience. 7*th ed. New York: McGraw-Hill.

Kouzes, J. M. and Posner, B. Z., 2012. The Leadership Challenge Workbook. 3rd ed. San Francisco: Jossey-Bass.

Kouzes, J. M. and Posner, B. Z., 2012. *The Leadership Challenge: How to Make Extraordinary Things Happenin Organizations*. 5th ed. San Francisco: Jossey-Bass.

Unit 4

Buttle, F., 2009. Customer Relationship Management: Concepts and Technologies. 2nd ed. Oxford: Butterworth-Heinemann.

Greenberg, P., 2010. CRM at the Speed of Light: Social CRM Strategies, Tools and Techniques for Engaging Your Customers. 4th ed. New York; London: McGraw-Hill.

Unit 5

Chaffey, D. and White, G., 2010. *Business Information Management*. 2nd ed. Harlow: Financial Times Prentice Hall.

Pearlson, K. E. and Saunders, C. S., 2012. *Managing & Using Information Systems: A Strategic Approach*. 5th ed. Chichester: John Wiley & Sons.

Turban, E. and Volonino, L., 2012. *Information Technology for Management*. 8th ed. Hoboken: John Wiley & Sons.

Level 6 Diploma

Unit 1

David, F. R., 2011. *Strategic Management: Concepts and Cases.* 13th ed. Upper Saddle River: Financial Times Prentice Hall.

Lynch, R. L., 2012. *Strategic Managemen*t. 6th ed. Harlow: Pearson Education.

Unit 2

Ferrell, O. C. and Hartline, M. D., 2011. *Marketing Strategy*. 5th ed. Mason: South-Western Cengage Learning.

Keller, K. L. Aperia, T. and Georgson, M., 2012. *Strategic Brand Management: A European Perspective*. 2nd ed. Harlow: Financial Times Prentice Hall.

Peppers, D. and Rogers, M., 2011. *Managing Customer Relationships: A Strategic Framework.* 2nd ed. Hoboken: John Wiley & Sons.

Unit 3

Aguinis, H., 2013. *Performance Management.* 3rd ed. London: Pearson.

Eigenhuis, A. and van Dijk, R., 2008. *High Performance Business Strategy: Inspiring Success Through Effective Human Resource Management.* London; Philadelphia: Kogan Page.

Garber, P. R., 2008. *Alternative Workforce Strategies*. Amherst: HRD Press.

Unit 4

Calder, A. and Watkins, S., 2008. *IT Governance: A Manager's Guide to Data Security and ISO 27001/ISO 27002.* 4th ed. London: Kogan Page.

Shankman, P., 2011. *Customer Service: New Rules for a Social Media World*. Indianapolis: Que.

Turban, E. and Volonino, L., 2012. *Information Technology for Management*. 8th ed. Hoboken: John Wiley & Sons.

Turban, E. et al., 2012. *Electronic Commerce 2012: A Managerial and Social Neworks Perspective*. 7th ed. London: Pearson.

Unit 5

Harvard Business School, 2002. *Harvard Business Essentials: Finance for Managers*. Boston: Harvard Business School Press.

Atrill, P. and McLaney, E., 2012. *Management Accounting for Decision Makers.* 7th ed. Harlow: Pearson Education.

Brigham, E. F. and Houston, J. F., 2013. *Fundamentals of Financial Management.* 13th ed. Mason: South-Western Cengage Learning.

Human Resource Management

Level 4 Diploma

Unit 1

Armstrong, M., 2012. *Armstrong's Handbook of Human Resource Management Practice.* 12th ed. London: Kogan Page.

Buchanan, D. A. and Huczynski, A. A., 2010, *Organizational Behaviour.* 7th ed. Harlow: Financial Times Prentice Hall.

Martin, M., Whiting, F. and Jackson, T., 2010. *Human Resource Practice.* 5th ed. London: Chartered Institute of Personnel and Development.

Unit 2

Bryson, J.M., Anderson, S. R. and Alston, F. K., 2011. *Implementing and Sustaining Your Strategic Plan: A Workbook for Public and Nonprofit Organizations.* San Francisco: John Wiley & Sons.

Wright, G. and Cairns, G., 2011. *Scenario Thinking: Practical Approaches to the Future.* Basingstoke: Palgrave Macmillan.

Unit 3

Daniels, K. and Macdonald, L., 2005. *Equality, Diversity and Discrimination.* London: Chartered Institute of Personnel and Development.

Fowler, A., 2000. *Writing Job Descriptions.* London: Chartered Institute of Personnel and Development.

Hackett, P., 1998. *The Selection Interview.* London: Chartered Institute of Personnel and Development.

Unit 4

Bragg, S. M., 2003. *Essential Payroll: Management and Accounting.* Hoboken: John Wiley & Sons.

Love, P. E., 2012. *The Employer's Payroll Question and Answer Book (2012).* USA: Createspace.

Budd, J. W., 2004. *Employment with a Human Face: Balancing Efficiency, Equity, and Voice.* Ithaca; London: Cornell University Press.

Yates, M. D., 2009. *Why Unions Matter.* 2nd ed. New York: Monthly Press Review.

Unit 5

Daniels, K. and Macdonald, L., 2005. *Equality, Diversity and Discrimination.* London: Chartered Institute of Personnel and Development.

Jackson, T., 2001. *Handling Discipline.* London: Chartered Institute of Personnel and Development.

McMullen, J., 2011. *Redundancy: The Law and Practice.* 3rd ed. Oxford: Oxford University Press.

Wright, J. M., 2011. *Unfair Dismissal.* 2nd ed. Hampshire: www.e-authorsdirect.com.

Level 5 Diploma

Unit 1

Kearns, P., 2010. *HR Strategy: Creating Business Strategy with Human Capital.* 2nd ed. Oxford; Burlington: Butterworth-Heinemann.

Price, A., 2011. *Human Resource Management.* 4th ed. Andover: Cengage Learning.

Unit 2

Beevers, K. and Rae, A., 2010. *Learning and Development Practice.* London: Chartered Institute of Personnel and Development.

Harrison, R., 2009. *Learning and Development.* 5th ed. London: Chartered Institute of Personnel and Development.

Pedlar, M., Burgoyne, J. and Boydell, T., 1997. *The Learning Company: A Strategy for Sustainable Development.* 2nd ed. Maidenhead: McGraw-Hill.

Kirkpatrick, J. D. and Kirkpatrick, W. K., 2010. *Training on Trial.* New York: Amacom.

Unit 3

Macleod, D. and Brady, C., 2008. *The Extra Mile: How to Engage Your People.* Harlow: Financial Times Prentice Hall.

Morrell, F., 2011. *90 Steps to Employee Engagement & Staff Motivation.* Forest Gate Publishing.

Blyton, P. and Turnbull, P., 2004. *The Dynamics of Employee Relations.* 3rd ed. Basingstoke; New York: Palgrave Macmillan.

Hall, G. E., and Hord, S. M., 2010. *Implementing Change: Patterns, Principles, and Potholes.* 3rd ed. Boston: Pearson.

Unit 4

Boddy. D., 2011. *Management: An Introduction.* 5th ed. Harlow: Financial Times Prentice Hall.

Buchanan, D. A. and Huczynski, A. A., 2010, *Organizational Behaviour.* 7th ed. Harlow: Financial Times Prentice Hall.

Kesler, G. and Kates, A., 2011. *Leading Organization Design: How to Make Organization Design Decisions to Drive The Results You Want.* San Francisco: Jossey-Bass.

Unit 5

Armstrong, M. and Baron, A., 2005. *Managing Performance: Performance in Action.* London: Chartered Institute of Personnel and Development.

Fletcher, C., 2008. *Appraisal, Feedback and Development: Making Performance Review Work.* 4th ed. London: Routledege.

Price, A., 2011. *Human Resource Management.* 4th ed. Andover: Cengage Learning.

Ramsbottom, O., Woodhouse, T. and Miall, H., 2011. *Contemporary Conflict Resolution.* 3rd ed. Cambridge; Malden: Polity Press.

Level 6 Diploma

Unit 1

Hayton, J. C., Biron, M., Christiansen, L. C. and Kuvaas, B. eds., 2011. *Global Human Resource Management Casebook.* New York; London: Routledge.

Hayton, J., Hornsby, J. and Kuratko, D., 2013. *Human Resource Management: A Frontline Managers Perspective.* New York; London: Routledge.

Truss, K., Mankin, D. and Kelliher, C., 2012. *Strategic Human Resource Management*. Oxford: Oxford University Press.

Unit 2

Hendry, C., 2011. *Human Resource Management: A Strategic Approach to Employment.* London; New York: Routledge.

Taylor, S., 2010. *Resourcing and Talent Management.* 5th ed. London: Chartered Institute of Personnel and Development.

Charan, R., Drotter, S. and Noel, J., 2011. *The Leadership Pipeline: how to Build the Leadership Powered Company.* 2nd ed. San Francisco: Jossey-Bass.

Unit 3

Armstrong, M., 2010. *Armstrong's Handbook of Reward Management Practice: Improving Performance Through Reward*. 3rd ed. London: Kogan Page.

Perkins, S. J. and White, G., 2008. *Employee Reward: Alternatives, Consequences and Contexts*. London: Chartered Institute of Personnel and Development.

Armstrong, M., Cummins, A., Hastings, S. and Wood, W., 2005. *Job Evaluation Handbook: A Guide to Achieving Equal Pay.* London; Sterling: Kogan Page.

Unit 4

Gennard, J. and Judge, G., 2010. *Managing Employment Relations.* 5th ed. London: Chartered Institute of Personnel and Development.

Phillips, J. and Seymour, D., 2010. *Why Join A Trade Union?* London: Biteback.

Price, A., 2011. *Human Resource Management.* 4th ed. Andover: Cengage Learning.

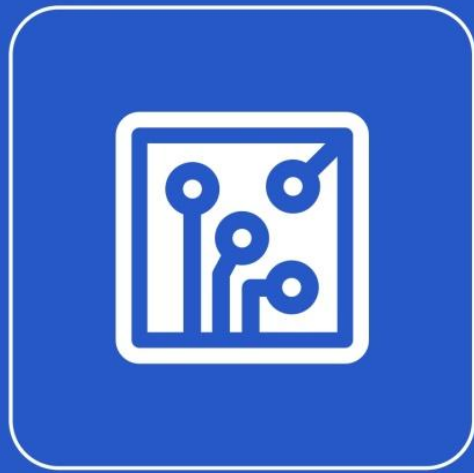Morrell, F., 2011. 90 Steps to Employee Engagement & Staff Motivation. Forest Gate Publishing.

Fisher, R. and Ury, W., 2012. Getting to Yes: Negotiating an Agreement Without Giving In. 3rd ed. London: Random House.

Unit 5

French, R., 2010. *Cross-Cultural Management in Work Organisations.* 2nd ed. London: Chartered Institute of Personnel and Development.

Morrell, F., 2011. *90 Steps to Employee Engagement & Staff Motivation*. Forest Gate Publishing.

Carnall, C., 2007. *Managing Change in Organizations.* 5th ed. Harlow: Financial Times Prentice Hall.

Computer Engineering

Level 4 Diploma

Unit 1

Blundell, B. G., 2007. *Computer Systems and Networks: How Hardware, Operating Systems and Networks form Computer Systems*. London: Thomson Learning.

Gelenbe, E. and Mitrani, I., 2010. *Analysis and Synthesis of Computer Systems*. 2nd ed. London: Imperial College Press.

Warford, J. S., 2010. *Computer Systems*. 4th ed. Sudbury: Jones and Bartlett Publishers.

Unit 2

Gollmann, D., 2011. *Computer Security*. 3rd ed. Chichester: John Wiley & Sons.

McClure, S., Scambray, J. and Kurtz, G., 2012. *Hacking Exposed: Network Security Secrets & Solutions*. 7th ed. New York; London: McGraw-Hill.

Unit 3

Barker, S. and Cole, R., 2012. *Brilliant Project Management: What The Best Project Managers Know, Do and Say*. 3rd ed. Harlow: Pearson.

Newton, R., 2011. *Brilliant Checklists for Project Managers: Your Shortcut to Success*. 2nd ed. Harlow: Financial Times Prentice Hall.

Phillips, J., 2010. *IT Project Management: On Track from Start to Finish*. 3rd ed. New York: McGraw-Hill.

Unit 4

Edwards, J. and Bramante, R., 2009. *Networking Self-Teaching Guide: OSI, TCP/IP, LANs, MANs, WANs, Implementation, Management, and Maintenance*. Indianapolis: John Wiley & Sons.

Sosinsky, B., 2009. *Networking Bible*. Indianapolis: John Wiley & Sons.

Unit 5

Carpenter, T., 2012. *Microsoft Windows Operating System Essentials.* Indianapolis: John Wiley & Sons. (This book is focussed on Windows 7).

Vandome, N., 2012. *Windows 8: In Easy Steps.* Leamington Spa: In Easy Steps.

Field, D., 2005. 70-270: *Installing, Configuring, and Administering Microsoft Windows XP Professional.* 2nd ed. Redmond: Microsoft Press.

Level 5 Diploma

Unit 1

Jacko, J. A. ed., 2012. The Human-Computer Interaction Handbook: Fundamentals, Evolving Technologies and Emerging Applications. 3rd ed. Boca Raton; London; New York: CRC Press.

Purchase, H. C., 2012. Experimental Human-Computer Interaction: A Practical Guide with Visual Examples. Cambridge; New York: Cambridge University Press.

Unit 2

Piasevoli, T., 2011. *MDX with Microsoft SQL Server 2008 R2 Analysis Services: Cookbook*. Birmingham: Packt Publishing.

Totok, A. 2009. *Modern Internet Services: Exploiting Service Usage Information for Optimizing Service Management*. Saabrücken: VDM Verlag Dr. Müller Aktiengesellschafy & Co. KG.

Webb C., Ferrari, A. and Russo, M., 2009. *Expert Cube Development with Microsoft SQL Server 2008 Analysis Services.* Birmingham, UK: Packt Publishing.

Unit 3

Blokdijk, G. and Menken, I., 2008. *IT Security Management Best Practice Handbook*. London: Emereo.

Partida, A. and Andina, D., 2010. *IT Security Management: IT Securiteers – Setting up an IT Security Function*. Dordrecht; Heidelberg; London; New York: Springer.

Unit 4

Beasley, J. S. and Nilkaew. P., 2013. *A Practical Guide to Advanced Networking*. 3rd ed. Pearson Education.

Glisic, S. G., 2011. *Advanced Wireless Communications and Internet: Future Evolving Technologies*. 3rd ed. Chichester; Hoboken: John Wiley & Sons.

Unit 5

Portnoy, M., 2012. *Virtualization Essentials. Indianapolis*: John Wiley & Sons.

Shackleford, D., 2013. *Virtualization Security: Protecting Virtualized Environments. Indianapolis*: John Wiley & Sons.

Level 6 Diploma

Unit 1

Arregoces, M. and Portolani, M., 2004. Data Center Fundamentals: Understand Data Center Network Design and Infrastructure Architecture, Including Load Balancing, SSL, and Security. Indianapolis: Cisco Press.

Josyula, V., Orr, M. and Page, G., 2012. Cloud Computing: Automating the Virtualised Data Center. Indianapolis: Cisco Press.

Smith, H., 2011. Data Center Storage: Cost-Effective Strategies, Implementation, and Management. Boca Raton: CRC Press.

Unit 2

Kann, C. W., 2004. Creating Components: Object Oriented, Concurrent and Distributed Computing in Java. TayloBoca Raton; London; New York; Washington: Auerbach Publications.

Kshemkalyani, A. D. and Singhal, M., 2011. Distributed Computing: Principles, Algorithms and Systems. Cambridge: Cambridge University Press.

Unit 3

Lyons, R. G., 2011. Understanding Digital Signal Processing. 3rd ed. Boston: Pearson Education.

Manolakis, D. G. and Ingle, V., 2011. Applied Digital Signal Processing: Theory and Practice. Cambridge; New York: Cambridge University Press.

Unit 4

Aho, A. V., Lam, M. S., Sethi, R., and Ullman, J. D., 2007. *Compilers: Principles, Techniques, & Tools*. 2nd ed. Boston: Pearson Addison Wesley.

Lipiansky, E., 2012. *Embedded Systems Hardware for Software Engineers*. New York: McGraw-Hill.

Tanenbaum, A. S. and Woodhall, A. S., 2006. *Operating Systems: Design and Implementation*. 3rd ed. Upper Saddle River: Prentice Hall.

Unit 5

Buyya, R., Broberg, J. and Goscinski, A. eds., 2011. Cloud Computing: Principles and Paradigms. Hoboken: John Wiley & Sons.

Chee, B. J. S. and Franklin, C., 2010. Cloud Computing: Technologies and Strategies of the Ubiquitous Data Center. Boca Raton: CRC Press.

Jamsa, K., 2013. Cloud Computing: SaaS, PaaS, IaaS, Virtualization, Business Models, Mobile, Security, and More. Burlington: Jones & Bartlett Learning.

Computing and Information Systems

Level 4 Diploma

Unit 1

Beynon-Davies, P., 2009. Business Information Systems. Basingstoke; New York: Palgrave Macmillan.

Boddy, D., Boonstra, A. and Kennedy, G., 2009. Managing Information Systems: Strategy and Organisation. 3rd ed. Harlow: Financial Times Prentice Hall.

Rainer, R. K. and Cegielski, C. G., 2011. Introduction to Information Systems: Supporting and Transforming Business. 3rd ed. John Wiley & Sons.

Unit 2

Haverbeke, M., 2011. *Eloquent JavaScript: A Modern Introduction to Programming*. San Francisco: No Starch Press.

Pine, C., 2009. *Learn to Program*. 2nd ed. Raleigh: Pragmatic Bookshelf.

Shaw, Z. A., 2013. *Learn Python The Hard Way: A Very Simple Introduction to the Terrifyingly Beautiful World of Computers and Code*. 3rd ed. Addison-Wesley Professional.

Unit 3

Rainer, R. K. and Cegielski, C. G., 2011. Introduction to Information Systems: Supporting and Transforming Business. 3rd ed. John Wiley & Sons.

Satzinger, J. W., Jackson, R. B. and Burd, S. D., 2012. Systems Analysis and Design in a Changing World. 6th ed. Boston: Cengage Learning.

Wang, S. and Wang, H. 2012. Information Systems Analysis and Design. Boca Raton: Universal Publishers.

Unit 4

Diamond, I. and Jefferies, J., 2001. Beginning Statistics: An Introduction for Social Scientists. London; Thousand Oaks; New Delhi: Sage Publications.

Horngren, C. T., Sundem, G. L., Elliott, J. A. and Philbrick, D., 2012. Introduction to Financial Accounting. 10th ed. Harlow: Pearson Education.

Ittelson T. R., 2009. Financial Statements: A Step by Step Guide to Understanding and Creating Financial Reports. Franklin Lakes: Career Press.

Unit 5

Godbole, A. S. and Kahate, A., 2008. *Web Technologies: TCP/IP Architecture, and Java Programming*. 2nd ed. New Delhi: Tata McGraw-Hill.

Redish, J., 2012. *Letting Go of the Words: Writing Web Content that Works*. 2nd ed. Waltham: Morgan Kaufmann.

Srivastava, R. N., 2011. *Web Technology*. New Delhi: Global Vision Publishing House.

Level 5 Diploma

Unit 1

Coronel, C., Morris, S. and Rob. P., 2013. *Database Systems: Design, Implementation and Management.* 10th ed. Boston: Cengage Learning.

Harrington, J. L., 2009. *Relational Database Design: Clearly Explained*. 3rd ed. Burlington: Morgan Kaufmann Publishers.

Rahimi, S. K. and Haug, F. S., 2010. *Distributed Database Management Systems: A Practical Approach.* Hoboken: John Wiley & Sons.

Silberschatz, A., Korth, H. F. and Sudarshan, S., 2011. *Database System Concepts.* 6th ed. New York: McGraw-Hill.

Unit 2

Gomaa, H., 2011. Software Modeling & Design: UML, Use Cases, Patterns & Software Architectures. Cambridge; New York: Cambridge University Press.

Kaner, C., Bach, J. and Pettichord, B., 2002. Lessons Learned in Software Testing: A Context-Driven Approach. New York: John Wiley & Sons.

Tuffley, D., 2011. Software Test Plans: A How To Guide for Project Staff. USA: CreateSpace.

Unit 3

Curtis, G. and Cobham, D., 2008. *Business Information Systems: Analysis, Design and Practice.* 6th ed. Harlow: Financial Times Prentice Hall.

Henver, A. and Chatterjee, S., 2010. *Design Research in Information Systems: Theory and Practice*. New York; Dordrecht; Heidelberg; London: Springer.

McDermott, P., 2011. *Information Systems Analysis & Design: Lecture Notes & Supplements*. USA: Createspace.

Unit 4

DiFeterici, G., 2012. *The Web Designer's Roadmap*. Collingwood: SitePoint Pty.

Shklar, L. and Rosen, R., 2009. Web *Application Architecture: Principles, Protocols and Practices.* 2nd ed. Chichester: John Wiley & Sons.

Unit 5

Chaffey, D., 2011. *E-Business & E-Commerce Management: Strategy, Implementation and Practice*. 5th ed. Harlow: Financial Times Prentice Hall.

Laudon, K. C. and Traver, C. G., 2012. *E-commerce: Business, Technology, Society*. 8th ed. Boston: Pearson Education.

Turban, E. et al., 2012. *Electronic Commerce 2012: Managerial and Social Networks Perspectives*. 7th ed. London: Financial Times Prentice Hall.

Level 6 Diploma

Unit 1

Daylight, E. G., De Grave, K., Naur, P. eds., 2011. *Pluralism in Software Engineering: Turing Award Winner Peter Naur Explains.* Heverlee: Lonely Scholar.

Mishra, J. and Mohanty, A., 2011. *Software Engineering*. Pearson Education.

Szeliski, R., 2011. *Computer Vision: Algorithms and Applications*. London; New York: Springer.

Unit 2

Bernard, S. A., 2012. *An Introduction to Enterprise Architecture*. 3rd ed. Bloomington: AuthorHouse.

Lankhorst, M. et al., 2013. *Enterprise Architecture at Work: Modelling, Communication and Analysis.* 3rd ed. Berlin; Heidelberg: Springer-Verlag.

Ross, J. W., Weill, P. and Robertson, D. C., 2006. *Enterprise Architecture As Strategy: Creating A Foundation For Business Execution*. Boston: Harvard Business School Press.

Unit 3

Ciampa, M., 2009. *Security+ Guide to Network Security Fundamentals*. 3rd ed. Boston: Course Technology, Cengage Learning.

Pfleeger, C. P. and Pfleeger, S. L., 2006. *Security in Computing*. 4th ed. Upper Saddle River: Prentice Hall.

Whitman, M. E. and Mattord, H. J., 2012. *Principles of Information Security*. 4th ed. Boston: Course Technology, Cengage Learning.

Unit 4

Doraiswamy, P., 2011. *IT Project Management: 30 Steps to Success*. Ely: IT Governance Publishing.

Heagney, J., 2012. *Fundamentals of Project Management.* 4th ed. New York: American Management Association.

Newton, R., 2011. *Brilliant Checklists for Project Managers: Your Shortcut to Success*. 2nd ed. Harlow: Financial Times Prentice Hall.

Unit 5

Garfinkel, S. and Spafford, G., 2002. *Web Security, Privacy & Commerce*. 2nd ed. Sebastopol: O'Reilly Media.

Godinez, M. et al, 2010. *The Art of Enterprise Information Architecture: A Systems- Based Approach for Unlocking Business Insight*. Upper Saddle River: IBM Press.

Weerawarana, S. et al, 2005. *Web Services Platform Architecture: SOAP, WSDL, WS-Policy, WS-Addressing, WS-BPEL, WS-Reliable Messaging and More.* Upper Saddle River: Prentice Hall.

Level 6 Diploma

Community Development

Level 4 Diploma

Unit 1

Craig, G., Popple, K., and Shaw, M. eds., 2008. *Community Development in Theory and Practice: An International Reader*. Nottingham: Spokesman.

Gilchrist, A., and Taylor, M., 2011. *The Short Guide to Community Development*. Bristol: Policy Press.

Ledwith, M., 2011. *Community Development: A Critical Approach*. 2nd ed. Bristol: Policy Press.

Unit 2

Levine, R., 2007. *Case Studies in Global Health: Millions Saved (Essential Public Health)*. Sudbury; London: Jones and Bartlett Publishers.

Merson, M. H., Black, R. E. and Mills, A. J. ed., 2012. *Global Health: Diseases, Programs, Systems, and Policies*. 3rd ed. Burlington; Mississauga; London: Jones and Bartlett Learning.

Skolnik, R., 2012. *Global Health 101 (Essential Public Health)*. 2nd ed. Burlington; Mississauga; London: Jones and Bartlett Learning.

Unit 3

Gordon, D. et al., 2003. *Child Poverty in the Developing World.* Bristol: Policy Press.

Lister, R., 2004. *Poverty*. Cambridge; Malden: Polity Press.

Saunders, P., 2011. *Down and Out: Poverty and Exclusion in Australia.* Bristol: Policy Press.

World Bank, 2011. *Poverty and Social Exclusion in India*. Washington: World Bank Publications.

Unit 4

Gilchrist, A. and Taylor, M., 2011. *The Short Guide to Community Development*. Bristol: Policy Press.

Heymann, J., Sherr, L. and Kidman, R. eds., 2012. *Protecting Childhood in the AIDS Pandemic: Finding Solutions that Work*. New York; Oxford: Oxford University Press.

Ledwith, M., 2011. *Community Development: A Critical Approach*. 2nd ed. Bristol: Policy Press.

Mandelstam, M., 2009. *Safeguarding Vulnerable Adults and the Law*. London; Philadelphia: Jessica Kingsley.

Unit 5

Braham, P., 2013. *Key Concepts in Sociology.* Thousand Oaks; London: Sage Publications.

Giddens, A., Duneier, M., Appelbaum, R. P. and Carr, D., 2012. *Introduction to Sociology.* 8th ed. New York: W. W. Norton.

Gilchrist, A. and Taylor, M., 2011. *The Short Guide to Community Development*. Bristol: Policy Press.

Level 5 Diploma

Unit 1

Axson, D. A. J., 2010. *Best Practices in Planning and Performance Management: Radically Rethinking Management for a Volatile World*. 3rd ed. Hoboken: John Wiley & Sons.

Hamann, R., Woolman, S. and Sprague, C. eds., 2008. *The Business of Sustainable Development in Africa: Human Rights, Partnerships, Alternative Business Models*. Pretoria: Unisa Press.

Lawrie, A., 2007. *The Complete Guide to Business and Strategic Planning for Voluntary Organisations*. 3rd ed. London: Directory of Social Change.

Sørensen, H. E., 2012. *Business Development: A Market-Oriented Perspective*. Chichester: John Wiley & Sons.

Unit 2

Poitras, J. and Raines, S., 2013. *Expert Mediators: Overcoming Mediation Challenges in Workplace, Family and Community Conflicts*. Lanham; Plymouth: Jason Aronson.

Ramsbottom, O., Woodhouse, T. and Miall, H., 2011. *Contemporary Conflict Resolution*. 3rd ed. Cambridge; Malden: Polity Press.

Robins, J. and Stookes, P., 2008. *People Power: How to Run a Campaign and Make a Difference in Your Community*. London: Lawpack Publishing.

Unit 3

Bennett, S. ed., 2012. *Innovative Thinking in Risk, Crisis, and Disaster Management*. Farnham; Burlington: Gower Publishing.

Howitt, A. M. and Leonard, H. B. eds., 2009. *Managing Crises: Responses to Large-Scale Emergencies*. Washington: CQ Press.

MacQueen, N., 2011. *Humanitarian Intervention and the United Nations*. Edinburgh: Edinburgh University Press.

Polman, L., 2011. *The Crisis Caravan: What's Wrong with Humanitarian Aid?* New York: Picador.

Unit 4

Buttrick, R., 2009. *The Project Workout: The Ultimate Handbook of Project and Programme Management*. 4th ed. Harlow: Financial Times Prentice Hall.

Callahan, K. R., Stetz, G. S. and Brooks, L. M., 2011. *Project Management Accounting: Budgeting, Tracking, and Reporting Costs and Profitability*. 2nd ed. Hoboken: John Wiley & Sons.

Gatti, S., 2013. *Project Finance in Theory and Practice: Designing, Structuring, and Financing Private and Public Projects*. 2nd ed. Waltham; San Diego; London: Academic Press.

Unit 5

Bradley, N. 2013. *Marketing Research: Tools and Techniques.* 3rd. ed. Oxford: Oxford University Press.

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Journalism and Media Studies

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