

## Cambridge International Diploma in Management at Professional Level

### Managing Yourself

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
How to Be an Even Better Manager	Armstrong, M	2004	Kogan Page	074944262X
Six Thinking Hats	DeBono, E	2004	Penguin	0140296662
The On-time, On-target Manager	Blanchard, K, Gottry, S	2005	Harper Collins	0007190352
The Seven Habits of Highly Effective People	Covey, S	2004	Sagebrush Education Resources	0743272455
Embracing Change: Essential Steps to Make Your Future Today	Buzan, T	2005	BBC Books	0563487623
Get a Grip!: Overcoming Stress and Thriving in the Workplace	Losyk, B	2005	John Wiley & Sons Inc	0471659495
Emotional Intelligence	Goleman, D	1996	Bloomsbury	0747528306
Men are from Mars, Women are from Venus	Gray, J	1999	HarperCollins Publishers	0091827108
Management of Organizational Behavior	Hersey, P, Blanchard, K H, Johnson, D E	2000	Pearson	0130175986
The Learning Styles Helper's Guide	Honey, P, Mumford, A	2000	Peter Honey Publications	1902899105
Teach Yourself NLP	Bavister, S., Vickers, A	2005	Teach Yourself	0071452087
Managing With the Power of NLP: Neuro-linguistic Programming for Personal Competitive Advantage	Molden, D	1996	Pearson	0273620630

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[www.managers.org.uk](http://www.managers.org.uk)

## Managing Information

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Strategic Management and Information Systems	Robson W.	1997	Pearson	0273615912
Fluency with Information Technology: Skills, Concepts and Capabilities	Snyder, L	2005	Addison Wesley	0321357825
Decision Making – An Integrated Approach	Jennings and Wattam	1998	Pearson	0273628593
Managing Knowledge: An Essential Reader	Little, S., Ray, T	2005	Sage Publications Ltd	1412912415
Introducing Information Management: The Business Approach	Hinton, M	2005	Butterworth Heinemann	0750666684
Giving Presentations	Billingham, J., Baumgartner-Cohen, B., Sealy, J	2003	Oxford University Press	0198606818
Pocket Guide to Technical Presentations and Professional Speaking	Pfeiffer, W., Zwickel, S	2005	Prentice Hall	0131529625
Meetings Made Easy: The Ultimate Fix-it Guide	Micale, F	2005	McGraw-Hill Education	1932531246

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## Managing Change

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Managing Change	Burnes, B	2004	Pearson	0273683365
Managing Change in Organisations	Carnall, C	2002	Pearson	0273657356
Management: Making the Most of People	Evenden, R, Anderson, G	1992	Addison-Wesley	0201544482
Understanding Organizations	Handy, C	1993	Penguin Books	0140156038
Imaginization	Morgan, G	1997	Sage Publications	076191269X
Management and Organisational Development	Mullins, L	2004	Pearson	0273688766
Thriving on Chaos	Peters, T	1988	Harper Collins	0060971843
Manage Change to Reduce Resistance	Harvard Business School	2005	Harvard Business School	1591397812
Leadership and the Art of Change	Beach, LR	2005	Sage Publications	1412913829
Dynamic Change Management: How to Get Enduring Results in the Real World	Leintz, B., Rea, K	2005	Butterworth Heinemann	0750676868

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## Managing Teams

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Building Effective Teams	Duke Corporation Education	2005	Dearborn Trade, US	0793195233
Building Smart Teams: Roadmap to High Performance	Beatty, C., Barker Scott, B	2004	Sage Publications	0761929568
Effective Teambuilding	Adair, J	2002	Pan Macmillan	0330298097
Management Teams: Why They Succeed or Fail	Belbin, RM	2003	Butterworth-Heinemann	0750659106
The One Minute Manager Builds High Performance Teams	Blanchard, K et al	2004	HarperCollins Business	0007105800
Team Roles at Work	Belbin, RM	1996	Butterworth-Heinemann	0750626755
Getting To Yes	Fisher, R, Ury, W, Patton, B	1997	Arrow	0099248425
Emotional Intelligence	Goleman, D	1996	Bloomsbury	0747528306
Managing Disagreement Constructively	Kindler, HS	1996	Crisp Learning	1560523832
Management and Organisational Behavior	Mullins, L	2004	Pearson	0273688766
Management	Naylor, J	2003	Pearson	0273673211

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## Managing Finance

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Management Accounting	Atrill, P, McLaney, EJ	1994	Blackwell Publishers	0631195386
Financial Management	Chadwick, L, Kirby, D	1995	International Thomson Business Press	041511067X
Accounting for Non-Accounting Students	Dyson, JR	2003	Pearson	0273683853
Finance for Non-Financial Managers	Millichamp, AH	2000	Thomson Learning	0826453791
Managing Budgets	Sleight, S	2000	Dorling Kindersley	0751307718
Budgeting Basics and Beyond	Shim, J., Siegel, J	2005	John Wiley & Sons Inc	0471725021

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[www.investopedia.com](http://www.investopedia.com)  
[www.onlinewbc.gov/docs/finance/fs\\_ratio1.html](http://www.onlinewbc.gov/docs/finance/fs_ratio1.html)  
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[www.your-small-business-accounting-adviser.com](http://www.your-small-business-accounting-adviser.com)  
[www.accounting.com](http://www.accounting.com)  
[www.accounting.rutgers.edu](http://www.accounting.rutgers.edu)  
[www.bizhelp24.com/accounting](http://www.bizhelp24.com/accounting)

### Managing for Quality

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
The Essence of Total Quality Management	Bank, J	1997	Pearson	0135731143
Six Sigma for Dummies	Gugi, C et al	2005	Hungry Minds Inc,U.S	0764567985
TQM: Text with Cases	Oakland, J., Porter, L	2004	Butterworth Heinemann	0750657405
Operations Management: Strategy and Analysis	Krajewski, L., Ritzman, L	2001	Prentice Hall	0201615452
Managing the Supply Chain: The Definitive Guide for the Business Professional	Simchi-Levi, D., Kaminsky, P	2003	McGraw-Hill Education	0071410317
What is Total Quality Control – The Japanese Way	Ishikawa, K	1988	Prentice Hall	0139524339
Imaginization	Morgan, G	1997	Sage Publications	076191269X
Delivery Quality Service: Balancing Customer Perceptions and Expectations	Parasuraman,A, Zeithami, V, Leonard, L, Berry, L	1990	Free Press	0029357012

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## Managing Operations

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Out of the Crisis	Deming, WE	2000	The MIT Press	0262541157
Principles of Operations Management	Harrison, M	1996	Pearson	0273614509
Production and Operations Management	Lockyer, KG, Oakland, JS, Muhlemann, AP	1992	Pearson	0273032356
Operations Management	Naylor, J	2002	Pearson	0273655787
TQM: Text with Cases	Oakland, J S	2004	Butterworth-Heinemann	0750657405
Statistical Process Control	Oakland, JS	2002	Butterworth-Heinemann	0750657669
Building a Chain of Customers	Schonberger, RJ	1990	Free Press	0029279917
Operations Management	Slack, N, Chambers, S	2003	Pearson	0273679066
Managing the Supply Chain: The Definitive Guide for the Business Professional	Simchi-Levi, D., Kaminsky, P	2003	McGraw-Hill Education	0071410317

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## Managing the Market

TITLE	AUTHOR	PUBLISHED	PUBLISHER	ISBN NUMBER
Marketing: Principles and Practice	Adock, D, Bradfield, R, Halbourg, A, Ross, C	2001	Pearson	027364677X
Marketing	Mercer, D	1995	Blackwell Publishers	0631196382
Marketing: Concepts and Strategies	Dibb, S, Simkin, L, Pride, W, Ferrell, OC	2005	Houghton Mifflin	061853203X
Principles of Marketing	Kotler, P, Armstrong, G	2003	Pearson	0131212761
Marketing Management	Kotler, P	2005	Pearson	0131457578
The Highly Effective Marketing Plan	Knight, P	2004	Financial Times Prentice Hall	0273687867
Marketing: Concepts and Strategies	Dibb	2005	Houghton Mifflin	061853203X
Marketing Management: An Asian Perspective	Kotler, P., Tan Chin-Tiong, Ang Swee-Hoon Siew-Meng Leong	2004	Pearson	0131066250

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