

## TRAVEL, TOURISM AND HOSPITALITY READING LIST

### Certificate

#### Introduction to Business

- *Introduction to Business* – ABE Study Manual
- Ian Marcouse, et al., *Business Studies*, 2nd Edition (2003) Hodder Arnold, ISBN: 9780340811108
- John Wolinski and Gwen Coates, *AS Business Studies* 2nd Edition (2008) Philip Allan Updates, ISBN: 9780340959350
- Barry Brindley and Martin Buckley, *Revision Express AS and A2 Business Studies* (2008) Pearson Education, ISBN: 9781408206508
- Michael Barratt and Andy Mottershead, *Business Studies*, Pearson Education, ISBN: 0582405475

#### Introduction to Travel, Tourism and Hospitality

- Rowe A, Smith J D, Borein F, *Career Award in Travel and Tourism: Standard Level* (2002), Cambridge University Press ISBN: 9780521892353
- John Smith, Alan Marvell, Helen Wilcockson, and Peter Hayward, *GCE as Travel and Tourism for OCR: Double Award* (2005), Heinemann, ISBN: 9780435446413
- Gillian Dale, *OCR A2 GCE Travel and Tourism* (2006), Heinemann, ISBN: 9780435463557

#### Introduction to Accounting

- *Introduction to Accounting* – ABE Study Manual
- Alan Sangster and Frank Wood, *Business Accounting, Volume 1*, 11th Edition (2008) FT Prentice Hall, ISBN: 9780273712121

## **Introduction to Business Communication**

- *Introduction to Business Communication* – ABE Study Manual
- Dr J. Shaw, *Introduction to Business Communication: The Essential Handbook for Students*. Available only from [www.jacademia.co.uk](http://www.jacademia.co.uk).

## **Diploma**

### **Economic Principles and their Application to Business**

- *Economic Principles and their Application to Business* – ABE Study Manual
- John Sloman, *Economics*, 6th Edition (2006) Pearson Education, ISBN: 9781405847186
- Gregory Mankiw and Mark Taylor, *Economics* (2006) Cengage Learning, ISBN: 9781844801336

### **Organisational Behaviour**

- *Organisational Behaviour* – ABE Study Manual
- Laurie J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) Pearson Education, ISBN: 9781405854764
- Rollinson, D, *Organisational Behaviour and Analysis: An Integrated Approach* (2008) Financial Times / Prentice Hall, ISBN: 9780273711148

### **Financial Accounting**

- *Financial Accounting* – ABE Study Manual
- International Financial Reporting Standards, 2009 – IASB (see <http://www.iasb.org/Home.htm>)
- Sangster, and F. Wood, *Business Accounting 2*, 11th Edition (2008) Pearson Education, ISBN: 9780273712138

- Britton, and C. Waterson, *Financial Accounting*, 5th Edition (2009) FT Prentice Hall, ISBN: 9780273719304
- D. Alexander, A. Britton, and A. Jorissen, *International Reporting and Analysis*, 4th Edition (2009) Thomson Learning, ISBN: 9781408017920
- Elliot, and J. Elliot, *Financial Accounting and Reporting*, 12th Edition (2007) Pearson Education, ISBN: 9780273712312

### **Travel, Tourism and Hospitality**

- Sharpley R, *The Tourism Business: an Introduction* (2002), Business Education Publishers Limited, Sunderland, ISBN: 9781901888232
- Page S, Connell J, *Tourism: a modern synthesis* (2006) Thomson, ISBN: 9781844801985

### **Marketing, Policy, Planning and Communication**

- *Marketing, Policy, Planning and Communication* – ABE Study Manual
- G. Lancaster, P. Reynolds, *Marketing: The One Semester Introduction* (2001), ButterworthHeinemann, ISBN: 9780750643818
- D. Jobber, *Principles and Practice of Marketing*, 5th Edition (2006), McGrawHill ISBN: 9780077114152

### **Human Resource Management**

- *Human Resource Management* – ABE Study Manual
- Michael Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## **Travel, Tourism and Hospitality Operations Management**

- Jones P, Lockwood A, *Hospitality Operations* (2003), Thomson Learning, ISBN: 9780826448262
- Rutherford D, O'Fallon M, *Hotel Management and Operations* (2006), John Wiley, ISBN: 9780471470656
- Rastoqi A, *Travel Agency Operations* (2007), Aman Publications, ISBN: 9788182040366

## **IT in Hospitality and Tourism Operations**

- Buhalis D, *eTourism : Information Technology for Strategic Tourism Management* (2002), Harlow, Prentice Hall, ISBN: 9780582357402
- Zhou Z, *Travel and Hospitality in Cyberspace: E-Commerce and E-Marketing in the 21st Century (E Commerce and Information Technology in Hospitality and Tourism)* (2003), New York, Thomson Delmar, ISBN: 9780766841406
- Chaffey D, *E-Business and E-Commerce Management* (2006), 3rd Ed, Harlow, Prentice Hall, ISBN: 9781405847063

## **Customer Service Skills**

- R.W. Lucas, *Customer Service Skills: Concepts for Success* (2004) McGraw Hill Higher Education, ISBN: 9780071112925
- Nankervis, R. Taylor, Yuki Miyamoto, John Milton-Smith, *Managing Services* (2005) Cambridge University Press, ISBN: 9780521606516

## **Managerial Accounting**

- *Managerial Accounting* – ABE Study Manual

## Principles of Business Law

- *Principles of Business Law* – ABE Study Manual
- Selwyn, N.M., *Selwyn's Law of Employment*, 15<sup>th</sup> edition, LexisNexis UK, 2008 ISBN: 9780199235865
- Kidner, R. (2009), *Blackstone's Statutes on Employment Law 2009-2010*, 19<sup>th</sup> edition, Oxford University Press, 2009 ISBN: 9780199569199
- Smith & Keenan, *Company Law*, 14<sup>th</sup> edition, Wild & Weinstein, Pearson Education, 2009, ISBN: 9781405846158
- Hannigan, B. *Company Law*, 2<sup>nd</sup> edition, Oxford University Press, 2009. ISBN: 9780199286386
- French, D, *Blackstone's Statutes on Company Law 2009-2010*, 13<sup>th</sup> edition, Oxford University Press, 2009, ISBN: 9780199569175
- Roach, L, *Card & James' Business Law: for Business and Accounting students*, 1<sup>st</sup> edition, Oxford University Press, 2009, ISBN: 9780199289219

## Useful Websites

When looking up statutes with a view to obtaining extracts you can visit this website: [www.opsi.gov.uk](http://www.opsi.gov.uk)

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

[www.cre.gov.uk](http://www.cre.gov.uk)

[www.drc.gov.uk](http://www.drc.gov.uk)

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

[www.employmentappeals.gov.uk](http://www.employmentappeals.gov.uk)

[www.publications.parliament.uk](http://www.publications.parliament.uk)

**\*See also the 'Tuition Resources' section of the members area of the ABE website for Revision Notes.**

## **Advanced Diploma**

### **Strategic Hospitality Management**

- Ransley J & Ingram H (Eds), *Developing Hospitality Properties and Facilities* (2nd Ed) (2004), Oxford: Butterworth-Heinemann, ISBN: 9780750659826
- Swarbrooke J, *The Development & Management of Visitor Attractions* (2nd Ed) (2002), Oxford: Butterworth-Heinemann ISBN: 9780750651691
- Webster K, *Environmental Management in the Hospitality Industry* (2000), London: Cassell, ISBN: 9780304332342

### **International Travel, Tourism and Hospitality**

- Cooper C, Hall C.M, *Contemporary Tourism. An International Approach* (2007), Butterworth-Heinemann, ISBN: 9780750663502
- Clarke A, Chen W, *International Hospitality Management: Concepts and Cases* (2007), Butterworth-Heinemann ISBN: 9780750666756

### **Sustainable Tourism Planning and Development**

- Dredge D, Jenkins J, *Tourism Planning and Policy* (2006), John Wiley, ISBN: 9780470807767
- Edgell D, *Tourism Policy and Planning. Yesterday, Today and Tomorrow* (2007), Butterworth-Heinemann, ISBN: 9780750685573

### **Managing in Organisations**

- *Managing in Organisations* – ABE Study Manual
- L.J. Mullins, *Management and Organisational Behaviour*, 8th Edition (2007) FT/Prentice Hall, ISBN: 9781405854764

## Strategic Marketing Management

### Essential:

- *Strategic Marketing Management* – ABE Study Manual
- Peter Doyle and Philip Stern, *Marketing Management and Strategy*, 4th Edition (2006) FT/Prentice Hall, ISBN: 9780273693987

### Additional:

- Dr Frances Brassington and Stephen Pettitt, *Essentials of Marketing*, 2nd Edition (2007) FT/Prentice Hall, ISBN: 9781405858281
- S. Dibb, L. Simkin, W.M. Pride, and O.C. Ferrell, *Marketing Concepts and Strategies* (2005) Houghton Mifflin, ISBN: 9780618532032
- M.S. Wilson and Colin Gilligan, *Strategic Marketing Management – planning, implementation, and control*, 3rd Edition (2005) Butterworth-Heinemann, ISBN: 0 7506 5938 6

Candidates must keep up to date with developments in marketing and create a portfolio of contemporary examples to support their discussions and recommendations. The following list of marketing journals, marketing magazines, and websites may be useful. Candidates should also read the quality daily press.

*Harvard Business Review* – Harvard

*Journal of Marketing Management* – Westburn Pubs Group

*Marketing Review* – Westburn Pubs Ltd

*Internet Business* – Haymarket

*Marketing* – Haymarket

*Marketing Week* – Centaur

*Revolution* – Haymarket

*Marketing Business* – Chartered Institute of Marketing

[www.businessballs.com](http://www.businessballs.com) (excellent for marketing models and free tools)

[www.brandrepublic.com](http://www.brandrepublic.com) (Marketing magazine)

[www.timesonline.co.uk](http://www.timesonline.co.uk) (UK newspaper)

[www.ft.com](http://www.ft.com) (International newspaper)

[www.timesonline.co.uk](http://www.timesonline.co.uk) (UK newspaper)

<http://money.howstuffworks.com/business-marketing-advertising-channel.htm>

## Strategic Human Resource Management for Business Organisation

- Iain Henderson, *Human Resource Management for MBA Students* (2008) CIPD, ISBN: 9781843981473
- Mick Marchington and Adrian Wilkinson, *Human Resource Management at Work*, 4th Edition (2008) CIPD, ISBN: 9781843982005
- Derek Torrington, Laura Hall, Stephen Taylor, Caro, Atkinson, *Fundamentals of Human Resource Management – Managing People at Work*, (2008) Financial Times/Prentice Hall, ISBN: 978 0273713067

## Managing the Information Resource

- *Managing the Information Resource – ABE Study Manual*
- K.C. Laudon and J.P. Laudon, *Managing Information Systems: Managing the Digital Firm*, 10th Edition (2008) Pearson Education, ISBN: 9780132415798
- Paul Bocji, Dave Chaffey, Andrew Greasley, and Simon Hickie, *Business Information Systems: Technology, Development and Management for the E-business*, 4th Edition (2008) FT/Prentice Hall, ISBN: 9780273716624
- Dave Chaffey and Steve Wood, *Business Information Management: Improving Performance Using Information Systems*, (2004) FT/Prentice Hall, ISBN: 9780273686552

All books recommended can be purchased direct from the listed publisher or from [www.amazon.co.uk](http://www.amazon.co.uk).

See below for contact details for some of the publishers mentioned in the reading lists:

Pearson Education and FT/Prentice Hall - <http://www.pearsoned.co.uk/ContactUs/>

Palgrave Macmillan - <http://www.palgrave.com/contactus/index.asp>

Thomson Learning and Cengage Learning - Tel: +44 (0)20 7067 2500



**business growth**

CIPD (Chartered Institute of Personnel and Development) -  
<http://www.cipd.co.uk/Bookstore/>

McGraw-Hill Higher Education -  
<http://www.mheducation.com/home/index.shtml>

Butterworth-Heinemann - +44 (0)1865 888000

Philip Allan Updates (Hodder Education Group) - Tel: + 44 (0)20 7873 6000