

## IAM Level 5 Diploma in Business and Administrative Management

### Mandatory and recommended reading list

The following texts are recommended by the IAM and Deltic to ensure successful completion of the IAM Level 5 Diploma in Business and Administrative Management.

They may be purchased from good bookshops, or may be available via Ebay, Amazon and other online retailers.

Also see the Student section of the Deltic website ([www.deltic-training.co.uk](http://www.deltic-training.co.uk)) for negotiated discounts for Deltic students with leading publishers

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In addition to the following books recommended by the Institute, Deltic strongly recommend as a general reference “*Business – The Ultimate Resource*” 3<sup>rd</sup> Revised edition A & C Black Publishers Ltd ISBN: 978-1-4081-2811-4



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#### **Group 1 Strategic administration of operations, information and finance**

##### **Unit 501: Operations management**

###### **Mandatory reading**

Slack, N. et al. (2007) *Operations management*. 5<sup>th</sup> edition. Harlow, FT Prentice Hall

#### **Group 1 Strategic administration of operations, information and finance**

##### **Unit 502: Information for strategic decision-making**

###### **Mandatory reading**

Slack, N. et al. (2007) *Operations management*. 5<sup>th</sup> edition. Harlow, FT Prentice Hall

#### **Group 1 Strategic administration of operations, information and finance**

##### **Unit 503: Advanced finance for business managers**

###### **Mandatory reading**

Benedict, A. and Elliott, B. (2008) *Financial accounting: An introduction*. Harlow, FT Prentice Hall

Lucey, T. (2009) *Costing*. 7th revised edition. Andover, Cengage Learning

**Group 2 Strategic administration of human resources, knowledge and change**

**Unit 504: Organisational analysis and change**

**Mandatory reading**

Mullins, L. J. (2010) *Management and organisational behaviour*. 9th edition. Harlow, FT Prentice Hall

**Group 2 Strategic administration of human resources, knowledge and change**

**Unit 505: Human resource management**

**Mandatory reading**

Torrington, D. et al. (2007) *Human resource management*. 7th edition. Harlow, FT Prentice Hall

**Group 2 Strategic administration of human resources, knowledge and change**

**Unit 506 Knowledge management strategy**

**Mandatory reading**

Hislop, D. (2009). *Knowledge management in organisations: A critical introduction*. 2nd edition. Oxford, Oxford University Press

**Group 3 Governance, leadership and motivation**

**Unit 507 The context of corporate governance**

**Mandatory reading**

Mallin, C. (2007) *Corporate governance*. 2nd edition. Oxford, Oxford University Press

**Group 3 Governance, leadership and motivation**

**Unit 508 Leadership, motivation and group dynamics**

**Mandatory reading**

Mullins, L. J. (2010) *Management and organisational behaviour*. 9th edition. Harlow, FT Prentice Hall

**Group 4 Business research**

**Unit 509 Business research**

**Mandatory reading**

Saunders, M.N.K. et al (2009) *Research methods for business students* 5th edition, Financial Times/Prentice Hall

## **Optional units**

### ***Unit 510 Economics for business***

#### **Mandatory reading**

Wall, S. and Griffiths, A. (2008) *Economics for business and management*. 2nd edition. Harlow, Pearson Education

### ***Unit 511 Organisational facilities management***

#### **Mandatory reading**

Atkin, B. and Brooks, A. (2009) *Total facilities management*. 3rd edition. Chichester, Wiley-Blackwell

### ***Unit 512 Islamic finance***

#### **Mandatory reading**

Iqbal, Z. and Mirakhor, A. (2006) *An Introduction to Islamic finance: Theory and practice*. John Wiley and Sons Limited

### ***Unit 531 Financial systems and auditing***

#### **Mandatory reading**

Business Essentials (2010) *Auditing and Financial Systems and Taxation*, BPP Learning Media

### ***Unit 532 Small business enterprise***

#### **Mandatory reading**

Steffan, B. (2008) *Ready to start your own Business*. Pearson Education Ltd.

### ***Unit 533 European business***

#### **Mandatory reading**

(unspecified)

### ***Unit 534 Business ethics***

#### **Mandatory reading**

(unspecified)

