

# Accounting

Title	Author/Editor	Publisher	ISBN	Comments
<b>Computerised Accounts</b>				
Business Accounts (supported by Business Accounting 1 by Frank Wood and Alan Sangster – see below)	David Cox	FT Prentice Hall	027364193X	
Sage Accounts Made Simple (2nd edition)	Peter McBride	Butterworth-Heinemann	075065810X	
Computer Accounting	Michael Fardon	Osborne Books	1872962270	
<b>Accounting – Levels 3 &amp; 4</b>				
A Complete Course in Business Accounting (2nd edition)	Richard Giles	Nelson Thornes	0748761594	Clearly written and attractively presented approach to financial accounting, supported by the Solutions Manual
A Complete Course in Business Accounting – Solutions Manual (2nd edition)	Richard Giles	Nelson Thornes	0748761608	Fully worked answers to many of the questions in the main textbook. Also available online at <a href="http://www.nelsonthornes.com/further/business_accounting/">www.nelsonthornes.com/further/business_accounting/</a>
Business Accounting 2 (8th edition)	Frank Wood, Alan Sangster	FT Prentice Hall	027364193X	Straightforward and comprehensive guide to accounting supported by a separate Solutions Manual and website with additional resources at <a href="http://www.ftmanagement.com">www.ftmanagement.com</a>
Accounting for Non-Accounting Students (5th edition)	J R Dyson	FT Prentice Hall	0273646834	Clear and accessible text for students with website support at <a href="http://www.booksites.net/dyson">www.booksites.net/dyson</a>
<b>Book-keeping &amp; Accounts – Levels 1 &amp; 2</b>				
Business Accounts (1st edition)	David Cox	Osborne Books	1872962580	Easy to understand with numerous examples and with a practical, real-world slant
Business Accounting 1 (9th edition)	Frank Wood & Alan Sangster	FT Prentice Hall	0273655523	The world's best selling textbook on book-keeping and accounting. Clear, straightforward and with many worked examples, questions and answers for practice.
<b>Cost &amp; Management Accounting</b>				
Business Accounting 2 (8th edition)	Frank Wood, Alan Sangster	FT Prentice Hall	027364193X	Straightforward guide to fundamental aspects of management accounting supported by a separate Solutions Manual and website with additional resources at <a href="http://www.ftmanagement.com">www.ftmanagement.com</a>
Accounting for Non-Accounting Students (5th edition)	J R Dyson	FT Prentice Hall	0273646834	Newly revised and updated management accounting with graded question material. Website support available at <a href="http://www.booksites.net/dyson">www.booksites.net/dyson</a>

# Modern Office Applications

Title	Author/Editor	Publisher	ISBN	Comments
<b>Word Processing Techniques Essential</b>				
Word 2002 Right from the Start	RP Richards Publisher	Payne-Gallway Publishers Limited	1900311277X	
Word Processing Techniques Essential Word	Jackie Tench MSc, ACIB, CertEd	Pitman	N/A	
<b>Word Processing Techniques Intermediate</b>				
Word Processing Techniques Intermediate Word	Jackie Tench MSc, ACIB, CertEd	Pitman	N/A	
Word Processing and Typing Exam Practice Stage II	Sharon Spencer & Barbara Edwards	Heinemann	0435453874	
Word Processing and Document Presentation Stage III	Sharon Spencer	Heinemann	0435453831	
A Students' Guide to Word 97 for Windows 95 for the PC	Adrian Beck, Mark Maynard & Richard Rodger	Software Made Simple	1874093172	
Successful ICT Projects in Word	P M Heathcote	Payne-Gallway Publishers	1903112257	
<b>Spreadsheet Processing Techniques Essential</b>				
Excel Right from the Start	R S Heathcote	Payne-Gallway Publisher Limited	1903112788	
Spreadsheet Processing Techniques Essential Excel	Jackie Tench MSc, ACIB, CertEd	Pitman	N/A	
<b>Spreadsheet Processing Techniques Intermediate</b>				
Spreadsheet Processing Techniques Intermediate Excel	Jackie Tench MSc, ACIB, CertEd	Pitman	N/A	

# Information Technology

<b>Title</b>	<b>Author/Editor</b>	<b>Publisher</b>	<b>ISBN</b>	<b>Comments</b>
<b>IT Key Skills</b>				
Practical Key Skills IT Level 1	Jackie Tench MSc, ACIB, CertEd	Tench Computing Ltd	N/A	Contact: jtench@globalnet.co.uk
Practical Key Skills IT Level 2	Jackie Tench MSc, ACIB, CertEd	Tench Computing Ltd	N/A	
Practical Key Skills IT Level 3	Jackie Tench MSc, ACIB, CertEd	Tench Computing Ltd	N/A	
Key Skills Information Technology for Levels 1-3	Jane Williams & Mark Reader	Hodder & Stoughton	0340801646	Provides students with guidelines and examples to help them understand what is required for the key skills qualification and plan an assignment.

# Office Administration

Title	Author/Editor	Publisher	ISBN	Comments
<b>Business Studies Level 1</b>				
The Business	Steve Morris/ Graham Willcocks	Hodder & Stoughton	0340789115	Suitable for 16-19 yr olds. <a href="http://www.businessdynamics.org.uk">www.businessdynamics.org.uk</a>
'Vocational Business' Series	Keith Brumfitt	Nelson Thornes		
<b>Business Studies Level 2</b>				
Applied Business for GCSE	Malcolm Surridge	Collins Publishers	0007138083	Teacher Support Pack – ISBN 000 713 8091 Also visit <a href="http://www.CollinsEducation.com">www.CollinsEducation.com</a>
Business Studies Now!	Karen Borrington & Peter Stimpson	John Murray	0719572665	A student-friendly core Business Studies text. Suitable for both GCSE & Vocational GCSE Business or other Business courses. <a href="http://www.johnmurray.co.uk">www.johnmurray.co.uk</a>
<b>Business Studies Level 1 &amp; 2</b>				
GCSE Business Studies	Alain Anderton	Causeway Press	1873929846	
GCSE Business Studies	Neil Denby & Peter Thomas	Hodder & Stoughton	0340772328	
Business Studies for GCSE	Renee Huggett	Collins Publishers	000711513X	
GCSE Business Studies	David Butler	Oxford University Press	0198328354	
Business Administration for Secretarial Certificates	Jon Sutherland & Diane Canwell	Heinemann Educational Publishers	043545559	
Administration Procedures for Higher Secretarial Diplomas	Lesley Jefferson and Sue Sealy	Heinemann Educational Publishers	0435455133	
Office Skills 4th Edition	Thelma J Foster	Nelson Thornes Ltd UK	074871796X	
PA Studies for Advanced Secretarial Studies	Carol Carysforth	Heinemann Educational Publishers	0435455125	
<b>Shorthand</b>				
Short Course	Bryan Coombs	Longman	0582291690	

# National Vocational Qualifications

Title	Author/Editor	Publisher	ISBN
<b>Administration NVQ Level 1</b>			
Student Handbook (3rd edition)	Carol Carysforth & Mike Neild	Heinemann Educational Publishers	0435451685
<b>Administration NVQ Level 2</b>			
Student Handbook (2nd edition)	Carol Carysforth	Heinemann Educational Publishers	0435451480
<b>Administration NVQ Level 3</b>			
Student Handbook (3rd edition)	Carol Carysforth & Maureen Rawlinson	Heinemann Educational Publishers	0435451669
<b>Accounting NVQ Levels 2 &amp; 3</b>			
A Complete Course in Business Accounting (2nd edition)	Richard Giles	Nelson Thornes Ltd	0748761608
Understanding Accounts The Dr Proctor Guide	Rob Dransfield & Martin Coles	Nelson Thornes Ltd	0748757996
<b>Customer Service NVQ L3</b>			
Customer Service NVQ Level 3 (1st edition)	Allan Woods, Lesley Hebron & Sally Bradley	Heinemann Educational Publishers	0435 452 274
<b>Using Information Technology NVQ Level 2</b>			
Student Handbook	Marie Claire Williams (for the 2002 standards)	Heinemann Educational Publishers	04354511448
<b>Using Information Technology NVQ Level 3</b>			
Student Handbook	Marie Claire Williams (for the 2002 standards)	Heinemann Educational Publishers	0435 451 626
Practice Activities Level 2	Marie Claire Williams	Heinemann Educational Secondary Division	0435 451 472
Practice Activities Level 3	Marie Claire Williams	Heinemann Educational Secondary Division	0435 451 650

Special note:

Guidance on the skills and finance options units (210, 215, 216, 217, 219, 220, 221) is available on the Heinemann website at [www.heinemann.co.uk/vocational/NVQ](http://www.heinemann.co.uk/vocational/NVQ)

# Publishers

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