

CERTIFICATE IN OPERATIONS MANAGEMENT

READING LIST

UNIT C1: THE BUSINESS ENVIRONMENT

John Bicheno	<i>Quality 60</i>	Picsie Books, 1994
Jewell B	<i>An Integrated Approach to Business Studies</i>	Longman, 2000
Graham & Bennett	<i>Human Resource Management</i>	Prentice Hall, 1992
Browning G	<i>Grass Roots Management</i>	Hodder & Stoughton, 2002

UNIT C2: DEMAND & SUPPLY CHAIN MANAGEMENT

John Bicheno	<i>Cause and Effect JIT</i>	Picsie Books, 1994
J R Tony Arnold & Stephen N Chapman	<i>Introduction to Materials Management (4th Ed.)</i>	Prentice Hall
J R Tony Arnold	<i>Introduction to Materials Management Casebook (1st edition)</i>	Prentice Hall
Vollman, Berry and Whybark,	<i>Manufacturing Planning & Control Systems</i>	Irwin Prof Pub
Schonberger & Knod	<i>Operations Management</i>	Irwin Prof Pub
Derek Waller	<i>Operations Management: A Supply Chain Approach</i>	International Thomson Business Press
Donald Waters	<i>Operations Management</i>	<i>Kogan Page (in association with PriceWaterHouseCoopers)</i>

UNIT C3: IMPROVEMENT TECHNIQUES

Curnock, Audrey	<i>Quantitative Methods in Business</i>	Stanley Thornes
Oakland John S.	<i>Total Quality Management Text and Case</i>	Butterworth-Heinemann, 1998
Winch, Graham	<i>Information Technology In Manufacturing Processes</i>	Rossendale, 1983

UNIT 4: INDUSTRIAL PROJECT

Steven C Ross	Understanding Information Systems	
Lock D	Gower Handbook Of Project Management	Gower, 1994

CASE STUDIES

The Institute is attempting to compile a list of available case studies and would welcome any suggestions.

Centres tend to prepare their own case studies based on articles appearing in papers or journals, such as the Financial Times and matching them against the learning objectives of the syllabus. Some texts also include case examples.

VIDEOS

Videos are often home grown. Rolls Royce have one on Just in Time, Paddy Hopkirk on

Kaizen Factory Improvements, etc. The Institute is attempting to compile a list of available videos and would welcome any suggestions.

Note: This list is not intended to be definitive or comprehensive, but consists of details of several texts which providers have found useful. There are few titles currently available at the Certificate level. The above books are often pitched higher than required and some are more general texts, but notes can be generated by diluting the texts or contextualising the content. . The Reading List for the Diploma in Operations Management may also be helpful.