



CPCE additional resource books, listed by core competency

These books may prove helpful in studying for the CPCE exam and can be found in our [NACE aStore](#).

Competency	Book Title	Author	Chapter
Accounting	<i>Off-Premise Catering Management</i>	Bill Hansen and Chris Thomas	14: Budgeting, Accounting, and Financial Management
Accounting	<i>Hospitality Management Accounting</i>	Martin Jagels	2: Understanding Financial Statements 3: Analysis and Interpretation of Financial Statements
Beverage Management	<i>The Bar and Beverage Book</i>	Costas Katsigris and Chris Thomas	2: Responsible Alcohol Service 4: Bar Equipment 5: The Beverages: Spirits 6: Wine Appreciation; Types of Wine 7: Wine Sales and Service 8: Beer Types 9: Sanitation and Bar Setup 13: Purchasing, Receiving, Storage, and Inventory 14: Planning for Profit; Breakeven Point Glossary
Catering Services and Event Management	<i>Off-Premise Catering Management</i>	Bill Hansen and Chris Thomas	3: Menu Planning 4: Beverage Service 5: Catering Equipment 6: Logistics of Off-Premise Catering 8: The Show 13: Accessory Services and Special Requirements

Catering Services and Event Management	<i>On-Premise Catering: Hotels, Convention & Conference Centers and Clubs</i>	Patti Shock and John Stefanelli	4: Meal Functions 6: Function Room Selection and Setup
Food Production	<i>Professional Cooking</i>	Wayne Gisslen	3: Tools and Equipment 4: Basic Principles of Cooking and Food Science 5: Menus, recipes and cost management
Contracts and Agreements	<i>Hospitality Law</i>	Stephen Barth	2: Hospitality Contracts
Contracts and Agreements	<i>Off-Premise Catering Management</i>	Bill Hansen and Chris Thomas	2: Getting Started – Laws, Locations, and Contracts
Sales and Marketing	<i>Hospitality Marketing Management</i>	Robert Reid and David Bojanic	5: Developing a Marketing Plan 11: Promotion and Advertising 12: Advertising and Media Planning 14: Personal Selling 15: Pricing Strategy 16: Using Menu Design as a Marketing Tool