

### Recommended Texts of Certificate in Computing

| Course Name                        | Recommended Text | Author/ Title/ Publisher/ Year  | Call No.      |
|------------------------------------|------------------|---|---------------|
| Algebra<br>MATH0004                | Main             | James Stewart. <u>Algebra and trigonometry</u> .<br>3rd ed. Cengage Learning, 2011.   | 512/STE:2-3   |
|                                    | Supplementary    | -   |               |
| Bahasa<br>Kebangsaan A<br>MPW 1113 | Main             | Ab. Rahman Ab. Rashid dan Yap Kim Fatt.<br><u>Bahasa Kebangsaan : Khas untuk IPTS</u> .<br>Petaling Jaya: Longman, 2002.                              | 499.28/AB     |
|                                    | Supplementary    | Abdullah Hassan. <u>Linguistik Am untuk Guru Bahasa Malaysia</u> . Petaling Jaya: Fajar Bakti Sdn. Bhd., 1980.  | 410/ABD-2     |
|                                    |                  | Abdullah Hassan. <u>Isu-isu Perancangan Bahasa : Penintelektualan Bahasa Malaysia</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.                 | 499.28/ABD-4  |
|                                    |                  | Ab. Rahman Ab. Rashid dan Yap Kim Fatt.<br><u>Bahasa Melayu : Komunikasi Berkesan dan Pengucapan Umum</u> . Petaling Jaya: Longman Malaysia, 1995.    | 302.2/AB      |
|                                    |                  | Ab. Rahman Ab. Rashid dan Hjh. Wan Som. <u>Bahasa Melayu : Bahasa dalam Komunikasi dan Proses Komunikasi</u> . Petaling Jaya: Longman Malaysia, 1995. | 499.28/AB-2   |
|                                    |                  | Asmah Hj. Omar. <u>Penggunaan Bahasa dalam Surat Rasmi : Bahasa dalam</u>   | 499.28/ASM-11 |
|                                    |                  | <u>Komunikasi</u> . Cetakan 5. Kuala Lumpur: Dewan Bahasa dan Pustaka, c1983.   | Not available |

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|----------------------|------------------|---|--------------------------------|
|                      |                  | Awang Sariyan. <u>Mari Berbahasa Baku : Sebutan Baku dan Ejaan Rumi</u> . Kuala Lumpur: Synerymate Sdn. Bhd., 1995.   | 499.28/AWA-8                   |
|                      |                  | Ismail Hussein. <u>Sejarah Pertumbuhan Bahasa Kebangsaan Kita</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1992.   | 499.28/ISM<br>Cetakan 2, 1981. |
|                      |                  | Nik Safiah Karim et. Al. <u>Tatabahasa Dewan</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, c1993.   | 499.285/SAF-2                  |
|                      |                  | Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia Baku</u> . Cetakan 2. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1990.  | 499.28/SUL-2                   |
|                      |                  | Zainal Abidin. <u>Pelita Bahasa Melayu Penggal I-III</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 2000.  | 499.23/ZAI                     |
| Calculus<br>MATH0014 | Main             | Mark Ryan. <u>Calculus essentials for dummies</u> . For Dummies, 2010.  | 515/RYA                        |
|                      | Supplementary    | -   |                                |
| Chinese<br>CHIN 1033 | Main             | Qian Li Qun, Qu Fu Hui, Wen Ru Min. <u>Zhong Guo Xian Dai Wen Xue San Shi Nian</u> . Beijing : Peking University Press, 1998.   | 820.908/QLQ<br>820.908/QLQ-2   |
|                      |                  | Wen Ru Min. <u>Zhong Guo Xian Dai Wen Xue Ke Cheng Xue Xi Zhi Dao (The Guidance on Learning Modern Chinese Literature)</u> . Beijing : Peking University Press, 2002. | 820.908/WRM                    |
|                      | Supplementary    | -   |                                |

| Course Name   | Recommended Text | Author/ Title/ Publisher/ Year   | Call No.  |
|---|------------------|--|---|
| Computer Technology<br>CCIS1013                     | Main             | LaBerta, Catherine. <u>Computers are your future</u> . 12th ed. Prentice Hall, 2011.   | 00416/LAB<br>c2012  |
|   | Supplementary    | Parsons, June Jamrich & Oja, Dan. <u>New perspectives on computer concepts</u> . 16th ed. Australia : Thomson Course Technology, 2013.<br><br>Shelly, Gary. B. & Vermaat, Misty. E., <u>Discovering Computers 2011</u> . Cengage Learning, 2010.   | <b>New ed.:</b><br><b>c2014</b><br>004/PAR-5<br><i>Title should be <u>New perspectives on computer concepts 2014 : comprehensive</u></i><br><br><b>New ed.:</b><br><b>c2015</b><br>004/VER<br><i>Title should be <u>Enhanced discovering computers : technology in a world of computers, mobile devices, and the internet</u></i> |
| Introduction to Business Communication<br>CENG 0132 | Main             | Davidson, Wilma. <u>Business wiring : what works, what won't</u> . NY: Mcmillan, 2011.<br><br>Guffrey, Mary Ellen and Loewy, Dana. <u>Essentials of business communication</u> . South-Western: Cengage Learning, 2012.<br><br>Theobald, Theo. <u>Develop Your Presentation skills</u> . UK: Kogan Page Limited. | Not available<br><br>808.06665/GUF<br>c2013<br><br>658.452/THE  |
|   | Supplementary    | -  |   |

| Course Name                             | Recommended Text | Author/ Title/ Publisher/ Year  | Call No.  |
|---|------------------|---|---|
| Introduction to Database<br>CCIS2203    | Main             | Gray B. Shelly, Philip J. Pratt, Mary Z. Last. <u>Microsoft Access 2010 : comprehensive.</u> Boston : Course Technology, 2012.        | <b>New ed.:</b><br><b>c2014,</b><br>005.74/PRA:2-5<br><i>Title should be <u>Microsoft Access 2013 : Comprehensive</u></i>                           |
|   |                  | Diane Zak. <u>Programming with Microsoft Visual Basic 2010.</u> Boston : Course Technology/Cengage Learning, 2012.                    | <b>New ed.:</b><br><b>c2014, 6<sup>th</sup> ed.</b><br>005.13/ZAK:2-8<br><i>Title should be <u>Programming with Microsoft Visual Basic 2012</u></i> |
|   | Supplementary    | -   |   |
| Introduction to Multimedia<br>CCIS 1023 | Main             | Lopez, L.A. & Romer, R. M. <u>New perspectives on Adobe Flash Professional CS5, comprehensive.</u> Australia : Thompson Course, 2011. | <b>New ed.:</b><br><b>c2013</b><br>006.6/LOP-7<br><i>Title should be <u>New perspectives on Adobe Flash Professional CS6, introductory</u></i>      |
|   |                  | Reding, E. E. <u>Adobe Photoshop CS5 revealed.</u> Australia : Delmar, 2011.  | <b>New ed.:</b><br><b>c2013</b><br>006.6/RED-4<br><i>Title should be <u>Adobe Photoshop CS6 revealed</u></i>  |
|   | Supplementary    | -   |   |

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|---|------------------|--|---|
| Introduction to Object Oriented Programming<br>CCIS1103 | Main             | Kenneth Lambert, Martin Osborne. <u>Fundamentals of Java : AP computer science essentials</u> . 4th ed. Massachusetts : Course Technology, Thomson Learning. 2010.   | 005.13/LAM-3  |
|   | Supplementary    | Y. Daniel Liang. <u>Introduction to JAVA programming</u> . 9th ed. Upper Saddle River : Pearson Prentice Hall, c2013.  | 005.13/LIA-8<br><i>Title should be <u>Introduction to Java programming, comprehensive version</u></i> |
| Oral English<br>CENG 0013                               | Main             | Mathur, Archana. <u>Become proficient in speaking and writing- good English</u> . New Delhi: V&S Publishers, 2011.<br><br>McCarthy, Michael and O' Dell, Felicity. <u>English vocabulary in use elementary with answers</u> . UK : Cambridge University Press, 2012.<br><br>Mckay, Matthew, Davis, Martha and Fanning, Patrick. <u>Messages : the communication skills book</u> . Canada : New Harbinger Publication, 2009.<br><br>Yates, Jean. <u>Practice makes perfect : English conversation</u> . US : Mcgraw-Hill, 2012. | Not available<br><br>428.24/MCC-2<br><br>Not available<br><br>Not available                           |
|   | Supplementary    | Tina Kasloff Carver . <u>A conversation book 1 : English in everyday life</u> . 3rd ed. Englewood : Prentice-Hall, c1998.  | (1A) 418/CAR-3<br><br>(1B) 418/CAR-4  |

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|-----------------------------------|------------------|--|--|
|                                   |                  | Woodward, Suzanne W. <u>Fun with grammar : communicative activities for the Azar seris</u> . New York : Prentice Hall, 2000.                             | 425/WOO<br>c1997                               |
|                                   |                  | Redman, Stuart. <u>English vocabulary in use : pre-intermediate &amp; intermediate</u> . Cambridge : Cambridge U. Press, c2003.                          | 428/RED<br>C1997                               |
|                                   |                  | Harmer, Jeremy, and Richard Rossner . <u>More than words, book 1-2: vocabulary for upper intermediate to advanced students</u> . Harlow : Longman, 1991. | Book 1<br>428/HAR-3<br><br>Book 2<br>428/HAR-2 |
| Pengajian<br>Malaysia<br>MPW 1133 | Main             | Intan. <u>Malaysia Kita</u> . Kuala Lumpur: Institut Tadbiran Awam Negara, 1991.   | Not available                                  |
|                                   |                  | Jayum A. Jawan. <u>Malaysian politics &amp; government</u> . Shah Alam: Karisma Publication, 2002.   | 320.9595/JAY<br>c2003                          |
|                                   |                  | Asnarulkhadi Abu Saman, Jayum A. Jawan. <u>Kenegaraan Malaysia</u> . Serdang: Penerbit Universiti Putra Malaysia, 1997.                                  | 959.5/KEN                                      |
|                                   |                  | Mohamed Suffian Hashim, Tun. <u>Mengenal perlembangan Malaysia</u> . Edisi Kedua. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1984.                          | Not available                                  |
|                                   |                  | Lembaga penyelidikan undang-undang. <u>Perlembagaan persekutuan</u> (dapatkan edisi terbaru). Kuala Lumpur: International Law Book Stores.               | Not available                                  |
|                                   | Supplementary    | Andaya, Barbara Watson, Leonard Y. Yahya. <u>A history of Malaysia</u> . Hampshire:  | 959.5/AND-3                                    |

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|-------------|------------------|---|--|
|             |                  | Palgrave, 1982.   | <b>c2001, 2<sup>nd</sup> ed.</b><br>959.5/AND-2    |
|             |                  |   | Not available                                      |
|             |                  | Hanna, Willard A. <u>The formation of Malaysia</u> . New York: American Universities Field Staff, 1964.   | <b>New ed.</b><br><b>c2005, 2<sup>nd</sup> ed.</b> |
|             |                  | Mohamed Noordin Sopiee. <u>From Malayan Union to Singapore separation : politics unification in the Malaysia region 1945-65</u> . Kuala Lumpur: UM Press, 1974. | 959.5/MOH:6  |
|             |                  | Ryan, N.J.. <u>The making of modern Malaysia and Singapore: a history from earliest time to 1966</u> . Kuala Lumpur : OUP, 1976.                                | 959.5/RYA<br>c1969, 4th ed.                        |
|             |                  | Tregonning, K.G.. <u>A history of modern Malaysian and Singapore</u> . Singapore: Eastern Universities Press, 1972.   | Not available                                      |
|             |                  | Zainal Abidin Abd Wahid. <u>Sejarah Malaysia</u> . Bangi: Penerbit UKM, 1991.   | <b>New ed.</b><br><b>c2005, Ed. kedua</b>          |
|             |                  | Ahmad Ibrahim, Alilana Joned. <u>Sistem undang-undang di Malaysia</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.   | 349.595/AHM<br>959.5/CHE-2                         |
|             |                  | Cheah Boon Kheng. <u>Malaysia : the making on a nation</u> . Singapore: ISEAS, 2002.  | Not available                                      |
|             |                  | Crouch, Harold, Lee Kam Heng, Michael Ong. <u>Malaysian politics and the 1978</u>   |  |

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|-------------|------------------|---|---|
|             |                  | <p><u>election</u>. Kuala Lumpur: Oxford University Press. 1980.</p> <p>Francis Loh Kok Wah, Khoo Boo Teik. <u>Democracy in Malaysian : discourse and practices</u>. Cornwall: Curzon Press, 2002.</p> <p>Ho Khai Leong, James Chin. <u>Mahathir's administration : performance and crisis in governance</u>. Singapore: Times Media, 2001.</p> <p>Jayum A. Jawan. <u>The ethnic factor in modern politics</u>. Hull: Hull University Press, 1991: the case study of Sarawak, East Malaysia.</p> <p>Kitingan, Jeffery J., Maximus J. Ongkili. <u>Sabah : 25 years later, 1963-1988</u>. Kota Kinabalu: IDS, eds 1989.</p> <p>Means, Gordon P. <u>Malaysian Politics</u>. 2<sup>nd</sup> ed. London : Hodder and Stoughton, 1976.</p> <p>Means, Gordon P. <u>Malaysian politics : the second generation</u>. Singapore: OUP, 1991.</p> <p>Mohd Hazim Shah, Jomo, K.S., Phua Kai Lit. <u>New perspectives in Malaysia studies</u>. Kuala Lumpur: PSSM, 2002.</p> <p>Ongkili, James P. <u>Modernization in East Malaysia</u>. Kuala Lumpur : OUP, 1972.</p> <p>Wu Min Aun. <u>The Malaysian legal system</u>. 3rd Impression. Petaling Jaya: Longman</p> | <p>320.9595/DEM</p> <p>959.505/MAH c2003</p> <p>320.9595/JAY-2</p> <p>Not available</p> <p>Not available (Out of Print)</p> <p>320.9/MEA</p> <p>379.595/NEW</p> <p>Not available</p> <p>Not available</p> |



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|-----------------------------------|------------------|--|---|
|                                   |                  | Malaysia, 1994.  |   |
| Pengajian Moral<br>MPW 1153       | Main             | Eow, Boon Hin. <u>Moral education. (Higher Education Series)</u> . Petaling Jaya : Pearson Malaysia Sdn. Bhd, 2005.  | <b>New ed.:</b><br><b>c2008, Rev. ed.</b><br>370.11/EOW-2                   |
|                                   | Supplementary    | Abdul Rahman Md. Aroff. <u>Pendidikan moral : teori etika dan amalan moral</u> . Serdang: Penerbit University Putra Malaysia, 1999.<br><br>Boss, Judith A. <u>Ethics for life : a text with readings</u> . 6th ed. Boston : McGraw Hill, 2013.<br><br>Frankena, W. K. <u>Ethnics</u> . 2nd ed. Englewood Cliffs, New Jersey : Prentice-Hill, 1988. | 370.44/ABD<br><br>170/BOS<br><br><b>Old ed.:</b><br><b>c1973</b><br>170/FRA |
| Physical Education I<br>PYED 1051 | Main             | Wuest Deborah A., Bucher, Charles Augustus, Fissette, Jennifer. <u>Foundations of physical education, exercise science and sport</u> . 17th ed. McGraw-Hill, 2011.   | Not available   |
|                                   | Supplementary    | -  |   |
| Practical IT Skills<br>CCIS1033   | Main             | Habraken, Joe. <u>Office 2013 in depth</u> . Indianapolis, Indiana : Que Publishing, 2013.   | 005.5/HAB   |

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|---|------------------|--|--|
|   | Supplementary    | Gary B. Shelly, Steven M. Freund. <u>Windows Internet Explorer 9 : introductory.</u> Boston, MA : Course Technology/Cengage learning. 2012.  | 004.6/SHE-3  |
| Programming Logic and Design<br>CCIS 1003 | Main             | Joyce Farrell. <u>Programming logic and design, comprehensive.</u> 7th ed. Massachusetts : Course Technology/ Thomson Learning, 2012.<br><br>Y. Daniel Liang. <u>Introduction to JAVA programming.</u> 9th ed. Upper Saddle River : Pearson Prentice Hall, c2013.  | <b>Old ed.:</b><br><b>c2011, 6<sup>th</sup> ed.</b><br>005.13/FAR:2-4<br><br>005.13/LIA-8  |
|   | Supplementary    | -  |  |
| Report Writing<br>CSIS1043                | Main             | Jones, Leo, and Alexander Richard. <u>New international business English.</u> Cambridge : Cambridge UP, 2011.<br><br>Thill, John V. and Courtland L. Bovee. <u>Excellence In business communication.</u> 10th ed. London: Prentice Hall, 2012.<br><br>Azar, Betty Schramper. <u>Fundamentals of English grammar.</u> 3rd ed. White Plains, NY : Prentice Hall, 2003<br><br>Joy, Rose. <u>How to write proposals and reports that results.</u> Pitman Publishing, 1999. | <b>Old ed.:</b><br><b>2000</b><br>428/JON-2<br><br>658.4/THI-4<br>c2013<br><br>428.2/AZA-4<br><i>Title should be</i><br><i>Fundamentals of</i><br><i>English grammar :</i><br><i>with answer key</i><br><br>651.7/JAY-2<br>c2003 |
|   | Supplementary    | -  |  |

| Course Name                 | Recommended Text | Author/ Title/ Publisher/ Year  | Call No.   |
|-----------------------------|------------------|---|--|
| Web Development<br>CCIS2303 | Main             | Carey, Patrick. <u>New perspective on HTML, XHTML, and XML : comprehensive.</u><br>3 <sup>rd</sup> ed. Boston : Thomson Course Technology, 2010.<br><br>Luke Welling, Laura Thomson. <u>PHP and MySQL web development.</u> Upper Saddle River, NJ : Addison-Wesley,c2009. | <b>New ed.:</b><br><b>c2014, 4th ed.</b><br>006.74/CAR<br><i>Title should be <u>New perspectives on HTML, CSS, and XML</u> : comprehensive</i><br><br>005.2/WEL:2<br><i>(New ed. has been ordered)</i> |
|                             | Supplementary    | Terry Felke-Morris. <u>Web development &amp; design foundations with XHTML.</u> Boston, MA : Pearson Addison Wesley,c2009.  | <b>New ed.:</b><br><b>c2015, 7th ed.</b><br>006.74/FEL   |

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