

Recommended Texts of BA (Hons) Accounting and Finance

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Accounting Theory and Practice	Main	Deegan, C., Unerman, J. <u>Financial accounting theory</u> . European ed. Maidenhead, Nerlsjore : McGraw Hill, 2006.	657/DEE
	Supplementary	Godfrey, J., Hodgson, A., Holmes, S., Tarca, A. <u>Accounting theory</u> . 6th ed. Milton : Wiley, 2006. Riahi-Belkaoui, A. <u>Accounting theory</u> . 5th ed. Australia : South-Western/Cengage Learning, 2004.	657/GOD 657/BEL
Advanced Accounting Theory and Practice	Main	Deegan, C., Unerman, J. <u>Financial accounting theory</u> . European ed. Maidenhead, Nerlsjore : McGraw Hill, 2006.	657/DEE
	Supplementary	Godfrey, J., Hodgson, A., Holmes, S., Tarca, A. <u>Accounting theory</u> . 6th ed. Milton : Wiley, 2006. Riahi-Belkaoui, A. <u>Accounting theory</u> . 5th ed. Australia : South-Western/Cengage Learning, 2004.	657/GOD 657/BEL
Advanced Corporate Finance	Main	Grinblatt, M, Titman, S. <u>Financial markets and corporate strategy</u> . 2nd ed. McGraw Hill, 2002.	New ed.: c2008, European ed. 658.4/HIL:2

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	Supplementary	George Pennacchi. <u>Theory of asset pricing</u> . Boston, MA : Pearson Addison Wesley, 2008.	332.63/PEN
		Douglas R. Emery, John D. Finnerty, John D. Stowe. <u>Corporate financial management</u> . 3rd ed (Int'l ed.). Upper Saddle River, N. J. : Pearson/Prentice Hall, 2007.	658.15/EME-4
Audit	Main	Porter, Brenda, Simon, Jon, Hatherly, David. <u>Principles of external auditing</u> . 2nd ed. John Wiley & Sons, 2003.	In Process
		Hayes, R., Dassen, R., Schilder, A., Wallage, P. <u>Principles of auditing : an introduction to international standards on auditing</u> . 2nd ed. FT Prentice Hall, 2004.	In Process
	Supplementary	Alvin A. Arens, Randal J. Elder, Marks S. Beasley. <u>Audit and assurance services : an integrated approach</u> . 12th ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2008.	New ed.: c2010, 13th ed. 657/ELD
		Messier, Glover, Prawitt, Margaret Boh. <u>Auditing and assurance services in Malaysia</u> . Kuala Lumpur : McGraw-Hill, 2007.	657/MES-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Bahasa Kebangsaan (A)	Main	Ab. Rahman, Ab. Rashid, Yap Kim Fatt. <u>Bahasa Kebangsaan : khas untuk IPTS</u> . Petaling Jaya : Longman, c2002.	499.28/AB
	Supplementary	<p>Abdullah Hassan. <u>Linguistik am untuk guru bahasa Malaysia</u>. Kuala Lumpur : DBP, c1980.</p> <p>Abdullah Hassan. <u>Isu-isu perancangan bahasa : pengintelektualan Bahasa Malaysia</u>. Kuala Lumpur : DBP, c1987.</p> <p>Ab. Rahman, Ab. Rashid, Yap Kim Fatt. <u>Bahasa Melayu : komunikasi berkesan dan pengucapan umum</u>. Petaling Jaya : Longman Malaysia, c1995.</p> <p>Ab. Rahman, Ab. Rashid, Hjh. Wan Som. <u>Bahasa Melayu : bahasa dalam komunikasi dan proses komunikasi</u>. Petaling Jaya : Longman Malaysia, c1995.</p> <p>Asmah Hj. Omar. <u>Penggunaan bahasa dalam surat rasmi bahasa dalam komunikasi</u>. Kuala Lumpur: DBP, c1983.</p>	<p>410/ABD-2</p> <p>499.28/ABD-4</p> <p>302.2/AB</p> <p>499.28/AB-2</p> <p>New ed.: 1997, Cetakan 5 499.28/ASM-11</p>

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		Asmah Hj. Omar. <u>Bahasa laporan</u> . Kuala Lumpur : DBP, c1987.	New ed.: c1988 808/ASM 808/ASMC2 808/ASMC3 c1995 808/ASM-3
		Awang Sariyan. <u>Mari berbahasa baku : sebutan baku dan ejaan Rumi</u> . Semenyih : Synergymate Sdn. Bhd, 1995.	499.28/AWA-8
		Ismail Hussein. <u>Sejarah pertumbuhan Bahasa Kebangsaan kita</u> . Kuala Lumpur : DBP, c1992.	499.28/ISM c1981
		Kamal Shukri Abdullah Sani. <u>Bahasa Melayu : apa sudah jadi?</u> Kuala Lumpur : PTS Professional, c2007.	499.28/KAM-4
		Nik Safiah Karim et. al. <u>Tatabahasa dewan</u> . 3 rd ed. Kuala Lumpur : DBP, c2008.	499.285/SAF-3
		Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia baku</u> . 2 nd ed. Kuala Lumpur : DBP, c1990.	499.28/SUL-2
		Za' ba. <u>Pelita Bahasa Melayu penggal I-III</u> . Kuala Lumpur : DBP, c2000.	499.23/ZAI

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Business Economics	Main	Peterson, H.C., Lewis, W.C. <u>Managerial economics</u> . Macmillan, 1998.	New ed.: c1999, 4th ed. 338.5/PET
	Supplementary	Salvatore, D. <u>Managerial economics in a global economy</u> . McGraw Hill, 2003. Allen, W.B., et al. <u>Managerial economics : theory, application and cases</u> . Norton, 2005.	New ed.: c2007, 6th ed. 338.5/SAL-3 New ed.: c2009, 7th ed. 338.5/ALL
Business English	Main	Leila R. Smith. <u>English for careers: business, professional and technical</u> . Upper Sadd : Prentice-Hall, 2002 .	428/SMI New ed.: c2006, 9th ed. 428.2/SMI:2
	Supplementary	Jones, Leo, Alexander Richard. <u>New international business english</u> . Cambridge : Cambridge U. Press, 2000. Shirley Taylor. <u>Communication for business : a practical</u>	428/JON-2 428/JON-3 428/JON-4 658.4/TAY-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<u>approach</u> . Harlow, Essex : Pearson/Longman, 2005.	
Business Information System	Main	Laudon, J., Laudon, K. <u>Management information systems</u> . Int. ed, 8th ed. Prentice Hall, 2004. Laudon, K.C., Laudon J.P. <u>Essentials of business information systems</u> . Int. ed, 7th ed. Pearson Prentice Hall, 2007.	658.4/LAU-5 650.02/LAU
	Supplementary	Bocij, P. et al. <u>Business information systems: technology, development and management for the e-business</u> . 3rd ed. Harlow, Essex, England : Prentice Hall/Financial Times, 2006. Curtis, G., Cobham, D. <u>Business information systems</u> . 55th ed. Harlow, Essex : Prentice Hall/Financial Times, 2005. Whiteley, D. <u>Introduction to information systems : organisations, applications, technology and design</u> . Hampshire, New York : Palgrave Macmillan, 2004.	New ed.: c2008, 4th ed. 650.0285/BOC New ed.: c2008, 6th ed. 658.4/CUR-2 658.4/WHI:2-2
Company Law 1	Main	Denis Keenan. <u>Smith & Keenan's company law</u> . 13th ed. Harlow, Es : Pearson/Longman, 2005.	346.42/KEE

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		Geoffrey Morse. <u>Charlesworth company law</u> . 17th ed. UK : Sweet & Maxwell Publication, 2005.	346/MOR-3
	Supplementary	Mayson, French & Ryan. <u>Company law</u> . 19th ed. Oxford University Press, 2002.	New ed.: c2009, 26th ed. Title: <u>Mayson, French & Ryan on company law</u> 346/FRE
Company Law 2	Main	Denis Keenan. <u>Smith & Keenan's company law</u> . 13th ed. Harlow, Es : Pearson/Longman, 2005. Geoffrey Morse. <u>Charlesworth company law</u> . 17th ed. UK : Sweet & Maxwell Publication, 2005.	346.42/KEE 346/MOR-3
	Supplementary	Mayson, French & Ryan. <u>Company law</u> . 19th ed. Oxford University Press, 2002.	New ed.: c2009, 26th ed. Title: <u>Mayson, French & Ryan on company law</u> 346/FRE
Computer Application	Main	Shelly, Gary B. et al. <u>Microsoft internet explorer 6 : introductory concepts and techniques</u> . US : Thomson Course Technology, 2005.	004.6/SHE New ed: c2010 Title: <u>Windows Internet Explorer 8 : introductory concepts and</u>

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			<u>techniques</u> 004.6/SHE-2
	Supplementary	Habraken, Joe. <u>Microsoft office 2003 all-in-one</u> . Indianapolis : QUE, 2004.	005.3/HAB
Corporate Finance	Main	Grinblatt, M, Titman, S. <u>Financial markets and corporate strategy</u> . 2nd ed. Berkshire : McGraw-Hill Education, 2002.	New ed.: c2008, European ed. 658.4/HIL:2
	Supplementary	George Pennacchi. <u>Theory of asset pricing</u> . Boston, MA : Pearson Addison Wesley, 2008. Douglas R. Emery, John D. Finnerty, John D. Stowe. <u>Corporate financial management</u> . 3rd ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2007.	332.63/PEN 658.15/EME-4
Critical Thinking	Main	Peter Facione. <u>Think critically</u> . Pearson Higher Education, 2011.	160/FAC
		Robert H. Ennis. <u>Critical thinking</u> . Pearson Higher Education, 1996. Bruce N. Waller. <u>Critical thinking : consider the verdict</u> . 6th ed. Pearson Higher Education, 2012.	In Process In Process
Entrepreneurship, Capital and Firm	Main	David A. Kirby. <u>Entrepreneurship</u> . McGraw Hill, c2003.	338/KIR

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	Supplementary	Robert D, Michael P. Peter, Dean A. Shepherd. <u>Entrepreneurship</u> . 6th ed. New York : McGraw-Hill/Irwin, 2005.	658.4/HIS New ed.: c2008, 7 th ed. 658.4/HIS-2
		Zimmerer, Thomas., Norman Scarborough, Doug Wilson. <u>Essentials of entrepreneurship and small business management</u> . 5th ed. Pearson, 2005.	New ed.: c2011, 6 th ed. 658.02/SCA
Finance 1	Main	Brearley, R.A., Myers, S.C. <u>Principles of corporate finance</u> . 8th ed. McGraw Hill, 2005.	New ed.: c2008, 9th ed. (Int'l ed.) 658.15/BRE-6
	Supplementary	Gitman, Lawrence J. <u>Principles of managerial finance</u> . 11th ed. Pearson Education, 2003.	658.15/GIT-4 c2006 New ed.: c2009, 12th ed. 658.15/GIT-5
		Eugene F. Brigham, Joel F Houston, <u>Fundamentals of financial management</u> . 4th ed. Mason, Ohio : Thomson/South-Western, 2004.	New ed.: c2007, 5th ed. 658.15/BRI-3 c2009, 6th ed. 658.15/BRI-6

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Finance 2	Main	Eugene F. Brigham, Joel F Houston, <u>Fundamentals of financial management</u> . 4th ed. Mason, Ohio : Thomson/South-Western, 2004.	New ed.: c2007, 5th ed. 658.15/BRI-3
		Brearley, R.A., Myers, S.C. <u>Principles of corporate finance</u> . 8th ed. McGraw Hill, 2005.	c2009, 6th ed. 658.15/BRI-6 New ed.: c2008, 9th ed. (Int'l ed.) 658.15/BRE-6
	Supplementary	Gitman, Lawrence J. <u>Principles of managerial finance</u> . 11th ed. Pearson Education, 2003.	658.15/GIT-4 c2006 New ed.: c2009, 12th ed. 658.15/GIT-5
Financial Accounting	Main	Elliot, B., Elliot, J. <u>Financial accounting and reporting</u> . 11th ed. FT Prentice Hall, 2006.	New ed.: c2008, 12th ed. 658.15/ELL-3
	Supplementary	Ernst and Young. <u>International GAAP 2007</u> . Lexis Nexis, 2007. Walter T. Harrison, Charles T. Horngren. <u>Financial accounting</u> . 2nd ed, Pearson Education, 2007.	Not available New ed.: c2008, 7th ed. 658.15/HAR:2-2
Financial Reporting	Main	<u>A student's guide to international financial reporting standards</u> . Clare Finch : Kaplan Publishing.	In Process

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	Supplementary	-	
Financial Statements Analysis	Main	Palepu, K., Bernard, V., Healy, P. Peek, E. <u>Business analysis & valuation : using financial statements</u> . 4th ed. Mason, OH : Thomson/South-Western, 2007.	658.15/PAL c2008
	Supplementary	Penman, S. <u>Financial statement analysis and security valuation</u> . New York : McGraw-Hill, 2007. Nobes C., Parker, R. <u>Comparative international accounting</u> . Harlow, Essex, England ; New York : Prentice Hall/Financial Times, 2006.	New ed.: c2010, 4th ed. (Int'l ed.) 332.63/PEN:2 New ed.: c2008, 10th ed. 657/NOB-4
Grammar and Writing	Main	Gibaldi, Joseph. <u>MLA handbook for writers of research papers</u> . 6th ed. New York : MLA, 2003.	808/GIB-3
	Supplementary	Scarry, Sandra, John Scarry. <u>The writer's workplace : paragraphs to essays (building college writing skills)</u> . New York : Harcourt Brace Jovan, 1997.	808/SCA-2 New ed.: c2008, 8th ed. Title: <u>The writer's workplace</u> : <u>building college writing skills</u> 808.042/SCA

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		Winkler, Anthony, Jo Ray McCuen. <u>Writing the research paper : handbook</u> . 6th ed. Boston : Heinle, 2003.	808.042/WIN:2-2 New ed.: c2012, 8 th ed. 808.042/WIN:2-3
Introduction To Banking And Finance	Main	Casu, B., Girardone, C., Molyneux, P. <u>Introduction to banking</u> . Harlow : Prentice Hall/Financial Times, 2006.	332.1/CAS
	Supplementary	Ritter, Silber & Udell. <u>Principles of money, banking & financial markets</u> . 12th ed. Addison-Wesley, 2009. Shelagh Heffernan. <u>Modern banking</u> . New York : John Wiley and Sons, 2005.	332/RIT-4 332.1/HEF
Introduction to Business and Management	Main	Huczinski, A., Buchanan, D. <u>Organizational behaviour : an introductory text</u> . 6th ed. Harlow, Essex : Prentice Hall/Financial Times, 2007. Robbins, Stephen P, Mary Coulter. <u>Fundamentals of management</u> . 10th ed. US : Prentice- Hall, 2009.	302.3/HUC 658/ROB-15 2011, 7 th ed. (Globe led.)
	Supplementary	Certo, Samuel C, S. Trevis Certo. <u>Modern Management</u> . 10th ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2006.	658/CER-2 New ed.: c2009, 11th ed (Int'l ed.) Title:

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		<p>Whetten, David A, Kim S. Cameron. <u>Developing management skills</u>. 7th ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2007.</p> <p>Ebert , Ronald J., and Ricky W Griffin. <u>Business Essentials</u>. 6th ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2007.</p>	<p><u>Modern management : concepts and skills</u> 658/CER-3</p> <p>658.4/WHE-5</p> <p>New ed.: c2011, 8th ed.(Global ed.) 658.4/WHE-6</p> <p>658/EBE-2</p>
Introduction to Financial Accounting	Main	McLaney, E., Atrill, P. <u>Accounting : an introduction</u> . 3rd ed. London : Prentice Hall/Financial Times, 2005.	<p>New ed.: c2008, 4th ed. 657.042/MCL</p> <p>c2010, 5th ed. 657.042/MCL-2</p>
	Supplementary	Wood, Frank, Alan Sangster. <u>Frank Wood' s business accounting 1</u> . 10th ed. Harlow : Pearson Education, 2005.	<p>657/WOO-18</p> <p>New ed.: c2008, 11th ed. 657/WOO-21</p>

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		David Alexander, Chris Nobes. <u>Financial accounting: an international introduction</u> . 3rd ed. Harlow, Essex : Prentice Hall/Financial Times, 2007.	657/ALE
Introduction To Marketing	Main	Kotler, P. et al. <u>Principles of marketing</u> . 12th ed. Upper Saddle River, N. J. : Pearson/Prentice Hall, 2008.	658.8/KOT-24 New ed.: c2012, 14 th ed. 658.8/KOT-28
	Supplementary	Brassington, F. Pettitt, S. <u>Principles of marketing</u> . 4th ed. Horlaw : Prentice Hall/Financial Times, 2006. Didd, S. et al. <u>Marketing concepts and strategies</u> . 5th ed. Houghton Mifflin, 2006. Palmer, A. <u>Introduction to marketing: theory and practice</u> . Oxford, 2004.	658.8/BRA:3-3 In Process In Process
Leadership	Main	Afsaneh Nahavandi. <u>Art and science of leaderships</u> . 6th ed. Prentice Hall, 2012.	158.4/NAH
		Gary Dessler. <u>Supervision & leadership in a changing world</u> . Pearson Education, 2012.	In Process

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Richard L. Hughes, Robert C. Ginnett, Gordon J. Curphy. <u>Leadership : enhancing the lessons of experience.</u> 7th ed. McGraw-Hill, c2012.	303.3/HUG
Learning Skills	Main	Gibaldi, Joseph. <u>MLA handbook for writers of research papers.</u> 6th ed. New York : MLA, 2003. Habraken, Joe. <u>Microsoft office 2003 all-in-one.</u> Indianapolis : QUE, 2004. List, Carla. <u>Information research.</u> 2d ed. Dubuque, IA: Kendall/Hunt, 2002. Mayfield, Marlys. <u>Thinking for yourself: developing critical thinking skills through reading and writing.</u> 5th ed. USA : Heinle, 2001.	808/GIB-3 005.3/HAB Not available 808/MAY New ed.: c2007, 7th ed. 808/MAY-2
	Supplementary	Brock Klein, Matthew Hunt, Rob. <u>The essential workbook for library and internet research.</u> Boston : Mcgraw-hill, 1999. <u>Presentation Skills.</u> Stockport : Executive Business Channel Ltd. 1995.	027/KLE-2 027/KLE instructor's ed. 658.4/PRE
Macroeconomics	Main	Parkin, M., Powell, M., Matthews, K. <u>Economics.</u> 5th ed. Addison Wesley, 2003.	New ed.: c2008, 7 th ed. 330/PAR-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Frank, R.H., Bernanke, B. <u>Principles of economics</u> . Int'l ed. New York : McGraw-Hill/Irwin, 2001.	New ed.: c2009, 4 th ed. 330/FRA-3
	Supplementary	Griffiths. A., Wall, S. <u>Applied economics</u> . 11th ed. FT Prentice Hall, 2007. Sloman, J. <u>Economics</u> . 5th ed. Harlow, Essex : FT Prentice Hall, 2003.	330/APP:2 New ed.: c2006, 6th ed. Titile: <u>Economic</u> 330/SLO-4
Pengajian Malaysia	Main	Asnarulkhadi Abu Samah, Jayum A. Jawan. <u>Kenegaraan Malaysia</u> . Serdang : Penerbit Universiti Putra Malaysia, c1997. Jayum. A Jawan. <u>Malaysian politics & government</u> . Shah Alam : Krisma Publications, c2002. Kasim Thukiman. <u>Malaysia : perspektif sejarah dan politik</u> . Skudai : Penerbit Universiti Teknologi Malaysia, c2002. Mardiana Nordin, Hasnah Hussin. <u>Pengajian Malaysia ITPS</u> . Shah Alam : Penerbit Fajar Bakti Sdn Bhd, 2000.	959.5/KEN 320.9595/JAY c2003 959.5/KAS 959.5/MAR New ed.: c2002 959.5/MAR-2

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			c2004, 2 nd ed. 959.5/MAR-3 c2007 959.5/HAS:2
	Supplementary	<p>Ahmad Ibrahim, Ahileman Joned. <u>Sistem undang-undang di Malaysia</u>. Kuala Lumpur : DBP, c1987.</p> <p>Francis Lok Kok Wah, Khoo Boo Teik. <u>Democracy in Malaysia : discourse and practices</u>. London : Curzon, c2002.</p> <p>Fuziah Shaffie, Ruslan Zainuddin. <u>Sejarah Malaysia</u>. Shah Alam : Penerbit Fajar Bakti Sdn Bhd, c2001.</p> <p>Jayum A. Jawan. <u>The ethnic factor in modern politics: the case of Sarawak, East Malaysia</u>. Hull University Press, 1999.</p> <p><u>Malaysia kita : panduan dan pujukan untuk peperiksaan am kerajaan</u>. Edisi terbaru. Petaling Jaya : International Law Book Services, c2003.</p>	<p>New ed.: c2005, 2nd ed. 349.595/AHM</p> <p>320.9595/DEM</p> <p>959.5/FUZ</p> <p>320.9595/JAY-2</p> <p>959.5/MAL:5</p>

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Management Accounting	Main	McLaney, E., Atrill, P. <u>Accounting : an introduction</u> . 3rd ed. London : Prentice Hall/Financial Times, 2005.	New ed.: c2008, 4th ed. 657.042/MCL c2010, 5th ed. 657.042/MCL-2
	Supplementary	Colin Drury, <u>Cost and management accounting : an introduction</u> . 6th ed. London : Thomson Learning, 2006. Terry Lucey. <u>Costing</u> . 6th ed. London : Thompson, 2005.	658.15/DRU-5 657/LUC-4 c2002 New ed.: c2009, 7th ed. 657/LUC-5
Management Control	Main	Drury, C. <u>Management accounting for business decisions</u> . London : Thomson Learning, 2005.	In Process
	Supplementary	Peter Atrill, Eddie McLaney. <u>Management accounting for decision makers</u> . 5th ed, Harlow, Essex : Prentice Hall/Financial Times, 2007. Anthony A. Atkinson, Robert S. Kaplan. <u>Management accounting</u> . 5th ed, Pearson Education, 2007.	New ed.: c2009, 6th ed. 658.15/ATR-2 658.15/ATK-3

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Microeconomics	Main	Parkin, M., Powell, M., Matthews, K. <u>Economics</u> . 5th ed. Addison Wesley, 2003. Frank, R.H., Bernanke, B. <u>Principles of economics</u> . Int'l ed. New York : McGraw-Hill/Irwin, 2001.	New ed.: c2008, 7 th ed. 330/PAR-4 New ed.: c2009, 4 th ed. 330/FRA-3
	Supplementary	Griffiths. A., Wall, S. <u>Applied economics</u> . 11th ed. FT Prentice Hall, 2007. Sloman, J. <u>Economics</u> . 5th ed. Harlow, Essex : FT Prentice Hall, 2003.	330/APP:2 New ed.: c2006, 6 th ed. Titile: <u>Economic</u> 330/SLO-4
Money and International Finance	Main	Mishkin, F.S. <u>The economics of money, banking and financial markets</u> . Addison Wesley, 2007.	New ed.: c2010, 9 th ed. (Global ed.) 332/MIS-4
	Supplementary	Lawrence S. Ritter. <u>Principles of money, banking, & financial markets</u> . 11th ed. New York : Pearson Education, 2004. Peter Howells, Keith Bain. <u>Financial markets and institutions</u> . 5th ed. Pearson Education, 2007.	New ed.: c2009, 12 th ed (Int'l ed.) 332/RIT-4 Not available

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Moral Education	Main	Eow, Boon Hin. <u>Moral education</u> . Rev. ed. Petaling Jaya : Pearson Malaysia Sdn. Bhd., c2008.	370.11/EOW-2
	Supplementary	<p>Abdul Rahman Md. Aroff. <u>Pendidikan moral teori etika dan amalan moral</u>. Sedang : Penerbit University Putra Malaysia, c1999.</p> <p>Boss, Judith A. <u>Ethics for life : a text with readings</u>. 2nd ed. Boston : McGraw Hill, c2001.</p> <p>Frankena, W.K. <u>Ethnics</u>. Englewood Cliffs, New Jersey : Prentice-Hill, Inc, c1973.</p> <p>Ghazali Darusalam. <u>Dinamika ilmu akhlak islamiah</u>. Kuala Lumpur : Utusan Publications dan Distributors Sdn Bhd, c1997.</p> <p>Ibrahim Mamat. <u>Etika untuk mahasiswa</u>. Kuala Lumpur : Kumpulan Budiman Sdn Bhd, c2000.</p> <p>Mohammad Muselehuddin. <u>Morality : its concept and role in islamic order</u>. Pakistan : Islamic Publications Limited, c2000.</p> <p>Mohar Nasir Omar. <u>Falsafah etika perbandingan pendekatan</u></p>	<p>370.44/ABD</p> <p>New ed.: c2008, 4th ed. 170/BOS</p> <p>170/FRA</p> <p>297.44/GHA</p> <p>370.114/IBR</p> <p>Not available</p> <p>Not available</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p><u>Islam dan Barat</u>. Kuala Lumpur : Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri, c1986.</p> <p>Falikowsk, A. F. <u>Moral philosophy theories, skills and applications</u>. New Jersey : Prentice Hall, England Cliffs c1990.</p> <p>Gutek, G. <u>Philosophical and ideological perspectives on education</u>. Englewood Cliffs, New Jersey : Prentice Hall, c1990.</p> <p>HerMan T. Tavani. <u>Ethics and technology : ethical issues in an age of information and communication technology</u>. Hoboken : John Wiley and Sons. Inc., c2004.</p> <p>Kenneth, Bruner. <u>Philosophy : the power of ideas</u>. 5th ed. Boston : McGraw Hill, c2002.</p> <p>Mackinnon, B. <u>Ethics : theory and contemporary issues</u>. California : Wadsworth Publishing Company, c1995.</p> <p>Mohd. Janib Johari. <u>Moral : teori aplikasi & permasalahan</u>. Skudai : Penerbit Universiti Teknologi</p>	<p>Not available</p> <p>Not available</p> <p>174/TAV New ed.: c2007 174/TAV-2</p> <p>100/MOO New ed.: c2008, 7th ed. 100/MOO-2</p> <p>New ed.: c1998, 2nd ed. 170/MAC</p> <p>New ed.: c2001, 3rd ed. 370.114/MOH</p>

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		<p>Malaysia, c1994.</p> <p>Ozman, H.A., Craver, S.M. <u>Philosophical foundations of education</u>. 7th ed. New Jersey : Upper Saddle River, c2003.</p> <p>Thiroux, Jaques P. <u>Ethics : theory and practice</u>. 7th ed. Upper Saddle River : Prentice Hall Upper Saddle River, c2001.</p> <p>Quinn, M.J. <u>Ethics for the information age</u>. New York : Pearson Addison Wesley, c2005.</p> <p>Shaw, William H. <u>Social and personal ethics</u>. 4th ed. United States : Wadsworth Thomson Learning, c2002.</p> <p>Shaw, William H. <u>Business ethics</u>. Australia : Wadsworth Thomson Learning, c2002.</p> <p>Tanner, Stephen; Philip, Gail; Smyth, Chris dan Tapsall, Suellen. <u>Journalism ethics at work</u>. Australia : Pearson Longman, c2005.</p>	<p>Not available</p> <p>New ed.: c2009, 10th ed. 170/THI</p> <p>New ed.: c2006, 2nd ed, 174/QUI</p> <p>c2009, 3rd ed. 174.9004/QUI</p> <p>New ed.: c2008, 6th ed. 175/SHA</p> <p>174/SHA New ed.: c2008, 6th ed. 174/SHA-2</p> <p>070.4/TAN</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		White, James E. <u>Contemporary moral problems</u> . 7th ed. United States : Wadsworth Thomson Learning, c2003.	New ed.: c2009, 9 th ed. 170/WHI
Organizational Change	Main	Donal R Brown. <u>An experiential approach to organization development</u> . 8th ed. Boston : Pearson, 2011.	658.4/BRO:4
	Supplementary	Todd D Jick, Maury A. Peiperl. <u>Managing change : cases and concepts</u> . 3rd ed. McGrawHill Higher Education, c2011.	658.4/JIC
		Barbara Senior, Stephen Swailes. <u>Organizational change</u> . 4 th ed. Pearson Education Canada, 2010.	658.4/SEN:2
		Bert Spector. <u>Implementing organizational change : theory into practice</u> . 2nd ed. Prentice Hall, 2010.	658.4/SPE
Principles of Organisation and Management	Main	Huczinski, A., Buchanan, D. <u>Organizational behaviour : an introductory text</u> . 6th ed. Harlow, Essex : Prentice Hall/Financial Times, 2007.	302.3/HUC
	Supplementary	Mullins, L.J. <u>Management and organisational behaviour</u> . 7th ed. Harlow, Essex : Prentice Hall/Financial Times, 2005.	New ed.: c2007, 8 th ed. 658.3/MUL

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Robbins, Stephen., Judge, Millett, Marsh. <u>Organizational behaviour</u> . 5th ed. Pearson Education Australia, 2008.	New ed.: c2009, 13th ed (Int'l ed.) 658.3/ROB-9
		Ivancevich, John M., Konopaske, Matteson. <u>Organizational behavior and management</u> . 8th ed. New York : McGraw-Hill/Irwin, 2008.	658.4/IVA-2
Principles of Public Relations	Main	Dennis L Wilcox, Glen T. Cameron. <u>Public relations: strategies and tactics</u> . 9th ed. Boston : Allyn & Bacon, 2010.	659.2/WIL-3 New ed.: c2012, 10 th ed. 659.2/WIL-4
	Supplementary	David W. Guth, Charles Marsh. <u>Public relations : a value driven approach</u> . 5th ed. Boston : Allyn & Bacon, 2012.	In Process(latest ed.) Old ed.: 2006, 3 rd ed. 659.2/GUT
		Randy Bobbitt, Ruth Sullivan. <u>Developing the public relations campaign : a team-based approach</u> . 2nd ed. Boston : Allyn and Bacon, 2009.	659.2/BOB-2
		Glen Broom. <u>Cutlip and Center's effective public relations</u> . 10th ed. Upper Saddle River, NJ : Prentice Hall, 2009.	659.2/BRO

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Professional Practice in Investment	Main	DeGeorge, R. <u>Business ethics</u> . 7th ed. Upper Saddle River, NJ : Prentice Hall, c2010. <u>Standards of practice handbook</u> . 9th ed. CFA Institute, c2006.	174/GEO 332.6/CFA
	Supplementary	Andrew Wicks, R. Edward Freeman, Kirsten E. Martin. <u>Business ethics</u> . Prentice Hall, 2010. Manuel G. Velasquez. <u>Business ethics : concepts and cases</u> . 7th ed. Pearson Higher Education.	Not available Not available Old ed.: c2002, 5th ed. 174/VEL
Quantitative Methods 1	Main	Ian Jacques. <u>Mathematics for economics and business</u> . 5th ed. London : Prentice Hall/Financial Times, 2006. Curwin, J. and Slater, R. <u>Quantitative methods for business decisions</u> . 5th ed. Chapman and Hall, 2001.	512.024/JAC New ed.: c2008, 6th ed. 519.5/CUR
	Supplementary	Curwin, J., Slater, R. <u>Quantitative methods: A short course</u> . London : Thomson Learning, 2004. Swift, L., Piff, S. <u>Quantitative methods for business, management and finance</u> . 2nd ed. Basingstoke : Palgrave Macmillan, 2005.	658.001/CUR 658.001/SWI

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Quantitative Methods 2	Main	Ian Jacques. <u>Mathematics for economics and business</u> . 5th ed. London : Prentice Hall/Financial Times, 2006. Curwin, J. and Slater, R. <u>Quantitative methods for business decisions</u> . 5th ed. Chapman and Hall, 2001.	512.024/JAC New ed.: c2008, 6th ed. 519.5/CUR
	Supplementary	Curwin, J., Slater, R. <u>Quantitative methods: A short course</u> . London : Thomson Learning, 2004. Swift, L., Piff, S. <u>Quantitative methods for business, management and finance</u> . 2nd ed. Basingstoke : Palgrave Macmillan, 2005.	658.001/CUR 658.001/SWI
Research Methods	Main	Saunders, M., Thornhill, A. Lewis, P. <u>Research methods for business students</u> . 4th ed. Harlow, Essex : Prentice Hall/Financial Times, 2007.	New ed.: c2009, 5th ed. 650.072/SAU
	Supplementary	Jankowitz, A. D. <u>Business Research Methods</u> . 4th ed. Chapman and Hall, 2007. Cooper, Donald R., Pamela S. Schindler. <u>Business Research Methods</u> . 10th ed. New York : McGraw-Hill, 2008.	Not available 658.007/COO-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Speaking and Listening	Main	Hartmann, Pamela, Laurie Blass. <u>Quest : listening and speaking in the academic world, book 1.</u> New York : McGraw-Hill Book Co., 2000.	418/HAR
	Supplementary	Ros Jay., Antony Jay. <u>Effective presentation : how to create and deliver a winning presentation.</u> 2 nd ed. Harlow : Prentice Hall, 2004. Byrd, Donald R. H., Isis Clemente-Cabetas. <u>React interact : situations for communication.</u> 3rd ed. New York : Pearson Education, 2001	808.5/JAY-2 428.3/BYR
Statistics 1	Main	Curwin, J., Slater, R. <u>Quantitative methods for business decisions.</u> 6th ed. Chapman and Hall, c2008. Barrow, M. <u>Statistics for economics, accounting and business studies.</u> 3rd ed. FT Prentice Hall, 2001.	519.5/CUR New ed.: c2009, 5th ed. 519.5024/BAR
	Supplementary	Oakshott, L. <u>Essential quantitative methods for business, management and finance.</u> 2nd ed. Hampshire : Palgrave Macmillan, 2001. Swift, L., Piff, S. <u>Quantitative methods for business, management and finance.</u> 2nd	New ed.: c2009, 4th ed. 650.01/OAK 658.001/SWI

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		ed. Basingstoke : Palgrave Macmillan, 2005.	
Statistics 2	Main	Berenson, M. et al. <u>Basic business statistics</u> . 9th ed. Upper Saddle River, NJ : Pearson Prentice Hall, 2002 Newbold, P. et al. <u>Statistics for business and economics</u> . 5th ed. FT Prentice Hall, 2002.	New ed.: c2009, 11th ed (Int'l ed.). Title: <u>Basic business statistics : concepts and applications</u> 519.5/BER-5 Not available
	Supplementary	Curwin, J., Slater, R. <u>Quantitative methods for business decisions</u> . 6 th ed. London : South-Western/ Cengage Learning, 2008. Swift, L. <u>Quantitative methods for business, management and finance</u> . Basingstoke : Palgrave Macmillan, 2001.	519.5/CUR New ed.: c2005, 2nd ed. 658.001/SWI
Taxation I	Main	Lymer, A., Oats, L. <u>Taxation : policy and practice</u> . Birmingham : Fiscal Publications, 2006.	New ed.: c2008, 15th ed. 336.2/LYM
	Supplementary	Choong Kwai Fatt. <u>Malaysian taxation : principles and practice</u> . 14th ed. Kuala Lumpur : InfoWorld, 2008.	336.9595/CHO New ed.: c2009, 15th ed.

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Alan Yeo Miow Cheng. <u>Malaysian taxation</u> . 3rd ed. Kuala Lumpur : PAAC, 2005.	336.9595/CHO-3 New ed.: c2007, 5th ed. 336.9595/YEO-1 1
Taxation II	Main	Lymer, A., Oats, L. <u>Taxation : policy and practice</u> . Birmingham : Fiscal Publications, 2006.	New ed.: c2008, 15th ed. 336.2/LYM
	Supplementary	Choong Kwai Fatt. <u>Malaysian taxation : principles and practice</u> . 14th ed. Kuala Lumpur : InfoWorld, 2008. Alan Yeo Miow Cheng. <u>Malaysian taxation</u> . 3rd ed. Kuala Lumpur : PAAC, 2005.	336.9595/CHO New ed.: c2009, 15th ed. 336.9595/CHO-3 New ed.: c2007, 5th ed. 336.9595/YEO-1 1

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