

Recommended Texts of BBA

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Business Communication BBEN1013	Main	Courtland L. Bovee, John V. Thill. <u>Business communication essentials : a skills based approach to vital business English.</u> 4th ed. Pearson Education/Prentice Hall, 2010.	New ed.: c2014, 6th ed. (Int'l ed.) 651.7/BOV-3 <i>Title should be <u>Business communication essentials</u></i>
	Supplementary	Rentz, K, Flatley, M & Lentz, P. <u>Lesikar's business communication : connecting in a digital world.</u> 12th ed. McGraw-Hill, 2011.	New ed.: c2014, 13th ed. 651.7/REN
Business Ethics and Corporate Governance BBAC3013	Main	Brooks L.J. and Dun P. <u>Business and professional ethics for directors : executives and accountants.</u> 6th ed. South Western College Publishing, 2011. Abdul Rahman, R and Salim, M.R. <u>Corporate governance in Malaysia.</u> Sweet and Maxwell Asia, 2010.	New ed.: c2015, 7th ed. 174.9657/BRO 346.595066/RAS
	Supplementary	Larcker, David and Tayan, Brian. <u>Corporate governance matters : a closer look at organizational choices and their consequences.</u> Pearson Prentice Hall, 2011. The Corporate Governance Blueprint 2011 of Malaysia	658.4/LAR <i>Available download from</i> https://www.sc.com.my/corporate-governance-blueprint-2011/

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		The Malaysian Code on Corporate Governance (Revised 2007)	<i>Available download from</i> https://www.sc.com.my/home/consultation-papers-response-papers/
		IFAC Code of Ethics for Professional Accountants	not available
Business Law BBLW2013	Main	Loganathan Krishnan, Parimaladevi Rejoo & Anne Chrishanthani Vergis. <u>Principles of business and corporate law</u> . CCH Malaysia, 2009.	New ed.: c2015, 2nd ed. 346.595/KRI-2
		Lee Mei Pheng, Ivan Jeron Delta. <u>Business law</u> . Oxford University Press, 2009.	New ed.: c2014, 2nd ed. 346.07/LEE-4
	Supplementary	Lee Mei Pheng & Ivan Jeron Delta. <u>ORS business law</u> . Oxford University Press, 2010.	New ed.: c2014, 2nd ed. 346.07/LEE-4
		Abdul Majod Nabi Baksh & Krishnan Arjunan. <u>Business law in Malaysia</u> . Malayan Law Journal, 2005.	346.595065/ABD-2
		Beatrix Vohrah, Wu Min Aun. <u>The commercial law of Malaysia</u> . Longman, 2000.	346/WU-5

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Business Mathematics BBQM1013	Main	Mark L. Berenson, David M. Levine, Timothy C. Krehbiel. <u>Basic business statistics : concepts and application</u> . 12 th ed. Pearson, 2012. Jeffrey Slater. <u>Practical business math procedures</u> . 10th ed. McGrawHill, 2010.	New ed.: c2015, 13th ed. 519.5/BER-7 New ed.: c2017, 12th ed. 650.01/SLA-7
	Supplementary	Newbold, Carlson and Thorne. <u>Statistics for business and economics</u> . 8 th ed. Prentice Hall, 2013. Sharpe, De Veaux & Velleman. <u>Business statistics</u> . 2 nd ed. Pearson, 2012. Bruce L Bowerman, Richard T O'Connell. <u>Essentials of business statistics</u> . 3 rd ed. McGraw-Hill, 2010. McClave and Sincich. <u>Statistics</u> . 12th ed. Pearson, 2013.	519.5/NEW New ed.: c2012, 2nd ed. 519.5/SHA:2 Latest ed.: c2015, 3rd ed. 519.5/SHA:2-2 New ed.: c2012, 4th ed. (Int'l ed.) 519.5/BOW-2 Latest ed.: c2015. 5th ed. 519.5/BOW 519.5/MCC-7
Business Research Methods BBQM2213	Main	Zikmund, W. G., Babin, B. J., Carr, J. C., & Griffin, M. <u>Business research methods</u> . 9th ed. Cengage Learning, 2013.	658.007/ZIK-2 658.007/ZIK-3

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		Mark Saunders, Philip Lewis, Adrian Thornhill. <u>Research methods for business students</u> . 5th ed. Pearson, 2009.	New ed.: 2016, 7th ed. 650.072/SAU-3
	Supplementary	A. D. Jankowicz. <u>Business research projects</u> . 4th ed. Chapman and Hall, 2005. Donald R. Cooper, Pamela S.Schindler. <u>Business research methods</u> . 10th ed. McGraw Hill Higher Education, 2008.	650.072/JAN New ed.: 2014, 12th ed. 658.007/COO-5
Company Law BBLW2023	Main	Chan Wai Meng. <u>Company law in Malaysia</u> . Cengage Learning Asia, 2012. Shanthy Rachagan, Janine Pascoe, & Joshi Anil. <u>Concise principles of company law in Malaysia</u> . 2 nd ed. LexisNexis, c2010.	New ed.: c2014, 2nd ed. 346.595/CHA:2 346.595/RAC
	Supplementary	Aiman Nariman, Aishah Bidin, Pamela Hanrahan, Ian Ramsay & Geof Stapledon. <u>Commercial applications of company law in Malaysia</u> . CCH Malaysia, 2008. Ben Chan, Philip Koh & Peter Ling. <u>Chan & Koh on Malaysian company law : principles & practice</u> . 2 nd ed. Sweet & Maxwell, 2006.	346.595/AIM 346.595/CHA
Consumer Behaviour BBMK2103	Main	Schiffman, L. G., Kanuk, L. L. <u>Consumer Behavior</u> . 11 th ed. New Jersey : Pearson prentice hall.2014.	658.8/SCH:2-9

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	<p>Solomon, M.R. <u>Consumer Behavior</u>.10th Edition. Prentice Hall.2012.</p> <p>Hawkins, D., Mothersbaugh, D., & Best, R.<u>Consumer Behavior: Building Marketing Strategy</u>. 12th ed. Irwin : McGraw-Hill.2012.</p> <p>Schiffman, L., Kanuk, L.<u>Consumer Behavior</u>.10th ed. Prentice Hall.2009.</p>	<p>New ed.: c2015, 11th ed. 658.8/SOL-8 <i>Title should be <u>Consumer behavior : buying, having, and being</u></i></p> <p>New ed. c2014, 12th ed. 658.8/HAW-3</p> <p>658.8/SCH:2-7</p>
Corporate Finance BBFN2313	Main	<p>Eugene F. Brigham, Joel F Houston. <u>Fundamentals of financial management</u>. 4th ed. Thomson, 2010.</p> <p>Berk, DeMarzo. <u>Corporate finance, the Core</u>. 2nd ed. Pearson, 2011.</p> <p>Brealey and Myers. <u>Fundamentals of corporate finance</u>. 6th ed. McGraw Hill, 2009.</p>	<p>New ed.: c2015, Concise 8th ed. 658.15/BRI-9</p> <p>Not available</p> <p>New ed.: c2015, 8th ed. 658.15/BRE-8</p>
	Supplementary	Gitman and Zutter. <u>Principles of managerial finance</u> . 13th ed. Pearson Education, 2012.	<p>658.15/GIT-6</p> <p>New ed.: c2015, 14th ed. 658.15/GIT-7</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Keown, Martin & Petty. <u>Foundations of finance</u> . 7 th ed. Prentice Hall, 2011.	New ed.: c2014, 8th ed. 658.15/KEO-6 <i>Title should be <u>Foundations of finance : the logic and practice of financial management</u></i>
		Stephen A. Ross, Randolph W Westerfield, Bradford D Jordan. <u>Fundamentals of corporate finance</u> . 10 th ed. McGraw-Hill, 2013.	658.15/ROS-9 New ed.: c2016, 2nd ed. 658.15/ROS-10
Cost and Management Accounting BBAC2113	Main	Gary Sundem, William Stratton, Dave Burgstahler, Jeff Schatzberg, Charles Horngren, Gary L. Sundem. <u>Introduction to management accounting : chapters 1-17 with my accounting lab</u> . Global ed, 15 th ed. Pearson Higher Education, 2012. Drury Colin. <u>Management and cost accounting : an introduction</u> . 7 th ed. South-Western Cengage Learning, 2011.	New ed.: c2014, 16th ed. 658.15/HOR:2-8 New ed.: c2015, 8th ed. 657.42/DRU-7 <i>Title should be <u>Cost and management accounting : an introduction</u></i>
	Supplementary	Ray Garrison, Eric Noreen , Peter Brewer. <u>Managerial accounting</u> . 14 th ed. Irwin/McGraw-Hill, 2011.	2015, Asia Global ed. 2nd ed. 658.15/GAR-5

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Karen W. Braun, Wendy M. Tietz, Walter T. Harrison, Jr. <u>Managerial accounting</u> . 2nd ed. Prentice Hall, 2010.	New ed.: c2014, 3rd ed. 658.15/BRA c2015, 4th ed. 658.15/BRA-2
Current Affairs, News and Organizations BBMN3403	Main	The students may refer to the manuals and lecture notes that provided by the lecturer.	-
	Supplementary	Ramlee Mustapha and Abu Abdullah, 2004, "Malaysia transition toward a knowledge-based economy", <u>The Journal of Technology Studies</u> , Vol 30 No.3 p51-61. Lee Heng Guie. "Minimum wage policy – Curse or cure?" CIMB economic update, 2012. Sadique, R.B. M., Roudaki, J., Clark, M. B., & Alias, N. (2010). Corporate fraud: an analysis of Malaysian securities commission enforcement releases. <u>World Academy of Science</u> , 66, p1213-1222. "Development of Bancassurance in Malaysia" <u>Bank Negara Malaysia Insurance Report 2004</u> , p20-26.	Not available <i>Available download from</i> http://etp.pemandu.gov.my/upload/CIMB-Minimum_wage_policy%E2%80%93Curse_or_Cure.pdf Not available <i>Available download from</i> http://www.bnm.gov.my/files/publication/dgi/en/2004/book.en.pdf

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
E-commerce BBMN 2033	Main	Schneider, Gary P. <u>Electronic Commerce</u> . 10 th ed. Course Technology: CENGAGE Learning. 2013.	New ed.: c2015, 11th ed. 658.054678/SCH-3
	Supplementary	Laudon, Kenneth C and Carol G. Traver. <u>E-Commerce : Business, Technology, Society</u> . 10 th ed. Prentice Hall.2013. Chaffey, Dave. <u>E-Business and E-Commerce Management: Strategy, Implementation and Practice</u> . 5 th ed. Prentice Hall. 2011. Turban, Efraim and David King. <u>Electronic Commerce 2012: Managerial and Social Networks Perspectives</u> . 7 th ed. Prentice Hall. 2011.	New ed. c2014, 10th ed. (Global ed.) 658.8/LAU-6 New ed. 2015, 6th ed. 658.8/CHA:4-2 New ed. c2015, 8th ed., Rev. ed. 658.8/TUR:2-5
Economics for business decision BBEC3203	Main	Frank, Robert H. <u>Microeconomics and behaviour</u> . 9th ed. McGraw-Hill Education, 2014. Blanchard, Oliver. <u>Macroeconomics</u> . 5th ed. Boston : Pearson, 2011.	338.5/FRA-6 c2015 New ed.: c2013, 6th ed. 339/BLA-5 Latest ed.: c2017, 7th ed. 339/BLA-6
	Supplementary	Png, Ivan and Dale Lehman. <u>Managerial Economics</u> . 3rd ed. Malden: Blackwell Publishing.2007.	New ed.: 2016, 5th ed. 338.5024658/PNG-2

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		<p>Mankiw, N. Gregory. <u>Intermediate Macroeconomics</u>. Int'l ed. Worth Publisher and Palgrave Macmillan.2010.</p> <p>Nicholson and Snyder. <u>Theory and Application of Intermediate Microeconomics</u>. 10th ed. Thomson and South-western.</p>	<p>New ed.: c2016, 9th ed. 339/MAN <i>Title should be <u>Macroeconomics</u></i></p> <p>Not available</p>
Entrepreneurship BBMN3113	Main	Barringer B., Ireland D., <u>Entrepreneurship : successfully launching new ventures</u> . 4th ed. Upper Saddle River. Prentice Hall, 2011.	New ed.: c2016, 5th ed. 658.1/BAR-4 658.1/BAR-3
	Supplementary	<p>Lambing, Peggy, and Charles R. Kuehl, <u>Entrepreneurship</u>. 4th ed. Upper Saddle River. Prentice Hall, 2007.</p> <p>Wickham and Philip A. <u>Strategic entrepreneurship</u>. 4th ed. Harlow: Pearson Education, 2006.</p> <p>Mariotti. <u>Entrepreneurship : how to start and operate a small business</u>. 10th ed. Upper Saddle River : Prentice Hall, 2006.</p>	<p>658.4/LAM-2</p> <p>658.4/WIC-2</p> <p>New ed.: c2016,4th ed. 658.1/MAR-2 <i>Title should be <u>Entrepreneurship : starting & operating a small business</u></i></p>
Financial Accounting BBAC1113	Main	Kieso, Donald E. and Weygandt <u>Intermediate accounting</u> . 14th ed. Hoboken, NJ : John Wiley & Sons, 2012.	New ed. c2013, 15th ed. 657/KIE-4[V1] 657/KIE-4[V2] 657/KIE-4[V3]

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		Tan Liong Tong. <u>Financial accounting and reporting in Malaysia volume 1</u> . 4th ed. Malaysia : CCH, 2011.	Latest ed.: c2016, 16th ed. 657/KIE-5 New ed.: 2014, 5th ed. 657.309595/TAN-2V1
	Supplementary	Earl K. Stice, James D. Stice. <u>Intermediate accounting</u> . 18th ed. South-Western College Publishing, 2012. Walter T. Harrison, Jr., Charles T. Horngren, C. William Thomas. <u>Financial Accounting</u> . 9th ed. Prentice Hall, 2013.	New ed.: c2014, 19th ed. 657/STI:2 658.15/HAR:4-2
Fundamentals to Financial Management BBFN2213	Main	Eugene F. Brigham, Joel F Houston. <u>Essentials of financial management</u> . 3 th ed. Cengage Learning 2013. Keown, Martin & Petty. <u>Foundations of finance</u> . 8th ed. Prentice Hall, 2014.	658.15/BRI-8 658.15/KEO-6
	Supplementary	Gitman and Zutter. <u>Principles of managerial finance</u> . 13 th ed. Pearson Education, 2012. Berk, DeMarzo and Hartford. <u>Fundamentals of corporate finance</u> . 2 nd ed. Prentice Hall, 2012. Stephen A. Ross, Randolph W Westerfield, Bradford D Jordan. <u>Fundamentals of corporate finance</u> . 10 th ed. McGraw-Hill, 2013.	658.15/GIT-7 658.15/BER:2-2 New ed.: c2016, 2nd ed. 658.15/ROS-10

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Human Resource Management BBMN3213	Main	Robert L. Mathis, John H. Jackson. <u>Human resource management</u> . 13th ed. South-Western Cengage Learning, 2011.	New ed. c2017, 15th ed. 658.3/MAT-4
	Supplementary	Garry Dessler. <u>Human Resource Management</u> . 13th ed. Prentice Hall, 2012. Bohlander, George and Scott Snell. <u>Managing Human Resource</u> . 15th ed. South-Western Cengage Learning, 2012.	New ed.: c2015, 14th ed. 658.3/DES-13 New ed.: c2016, 17th ed. 658.3/SNE
Industrial Training for Business Students BBMN3003	Main	-	
	Supplementary	-	
Information Technology and Business Application BBCM1013	Main	Shelly, G. B., & Vermaat, M. E. <u>Discovering computers 2011 : introduction</u> . Mason : Cengage Learning, 2011. O'Leary, T. J. & O'Leary, L. I. <u>Computing essentials 2013</u> . New York : McGraw Hill, 2012.	c2016 004/VER-2 <i>Title should be <u>Discovering computers 2016 : tools, apps, devices, and the impact of technology</u></i> New ed.: c2017 004/OLE-4 <i>Title should be <u>Computing essentials 2017 : making IT work for you</u></i>

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	Supplementary	<p>Morley, D. & Parker, C. <u>Understanding computers : today and tomorrow</u>. 14th ed. New York : Thomson Learning, 2013.</p> <p>Hogan, L. & Rutledge, A. <u>Practical computing</u>. 3rd ed. Upper Saddle River : Pearson Education, 2012.</p> <p>Oja, D. <u>Computer concepts : illustrated introductory</u>. 9th ed. Mason : Cengage Learning, 2013.</p>	<p>New ed.: c2015, 15th ed. 004/MOR</p> <p>004.16/HOG</p> <p>004/PAR-2</p>
International Business Management BBMN3223	Main	<p>Griffin, R.W. & Pustay, M. <u>International business</u>. 7th ed. Pearson Education Limited, 2013.</p> <p>Cavusgil, S.T., Knight, G., & Riesenberger, T. <u>International business : the new realities</u>. 2nd ed. Pearson Education Limited, 2012.</p>	<p>New ed.: c2015, 8th ed. 658/GRI-7</p> <p>New ed.: c2014 658.049/CAV</p>
	Supplementary	<p>Wild, J.J. & Wild, K.L. <u>International business : the challenges of globalization</u>. Pearson Education Limited, 2012.</p> <p>Hashim F., Bakar, A.R., & Nizam, A. <u>International business</u>. 2nd ed. Shah Alam : Oxford University. Press, 2010.</p>	<p>New ed.: c2016, 8th ed. 658/WIL:4-5</p> <p>658.049/FAR</p>
Introduction to Financial Accounting BBAC1013	Main	<p>Andrew Thomas & Anne Marie Ward. <u>Introduction to financial accounting</u>. 7th ed. McGraw-Hill Education, 2012.</p>	<p>New ed.: c2015, 8th ed. 657/THO:2-3</p>

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		Gerrand, J., Hardy, L., & Contessotto, C. M., eds. <u>Introduction to financial accounting</u> . McGraw Hill, 2012.	c2013, 2nd ed. 657/GER
	Supplementary	Charles T. Horngren, Gary L. Sundem, Gary L. Sundem, Donna Philbrick. <u>Introduction to financial accounting</u> . 10 th ed. Prentice Hall, 2011.	New ed.: c2014, 11th ed. 657/HOR-11 c2012
Introduction To Logistics Operations BBMN1023	Main	Martin Christopher. <u>Logistics and supply chain management</u> . 4th ed. UK : Financial Times/Prentice hall, 2011. <i>*New ed. (2016/5th ed.) has been ordered.</i>	658.5/CHR-2
	Supplementary	Paul R. Murphy, Jr and Donald F. Wood, <u>Contemporary logistics</u> . 10th ed. Pearson International Edition, 2010. Douglas M. Lambert and James R. Stock and Lisa M. Ellram. <u>Fundamentals of logistics management</u> . UK : Irwin McGraw-Hill, 2005.	New ed.: c2015, 11th ed. 658.5/MUR:2-4 Not available
Introduction to Psychology BBMN2023	Main	Kalat, James. W. <u>Introduction to Psychology</u> . 10 th ed. Wadsworth Publishing / Cengage Learning: Belmont, CA, USA. 2013. Wade, Carole and Tavis, Carol. <u>Psychology</u> . 11 th ed. USA : Pearson Education Prentice Hall, 2012.	New ed.: c2017, 11th ed. 150/KAL-4 150/WAD
	Supplementary	Richard J. Gerrig. <u>Psychology and life</u> . 20 th ed. Pearson Education: USA.2012.	150/GER-2 c2014

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		Myers. David, G. <u>Psychology</u> . 10 th ed. Worth Publishers: USA.2013.	Not available
Investment Analysis BBFN3513	Main	Hirschey and Nofsinger. <u>Investments, analysis and behavior</u> . 2nd ed. McGraw-Hill, 2010. Z. Bodie, A. Kane and A. J. Marcus. <u>Investments</u> . 9th ed. McGraw-Hill/Irwin, 2010.	332.6/HIR:2 New ed.: c2014, Asia Global ed. 332.6/BOD-4
	Supplementary	Gitman, L.J., Joehnk, M.D., Smart, S. <u>Fundamentals of investing</u> . 11th ed. Prentice Hall, 2011. Mayo, H. B. <u>Investments : an introduction</u> . 10th ed. Cengage Learning, 2011. Reilly, F. C. and Brown, F. C. <u>Investment analysis and portfolio management</u> . 8th ed. Thomson South-Western, 2006. Stowe, J. C., Robinson, T. R., Pinto, J. E., Mcleavey, D. W. <u>Equity asset valuation</u> . John Wiley & Son, 2007.	New ed.: c2014, 12th ed. 332.6/SMA Old ed.: c2008, 9th ed. 332.6/MAY-2 New ed.: c2012, 10th ed. 332.6/REI-2 New ed.: c2015 / 3rd ed. 332.63/PIN-2
Macroeconomics BBEC1023	Main	Michael Parkin. <u>Macroeconomics</u> . 10 th ed. Prentice Hall, 2016.	New ed. c2014, 11th ed. 339/PAR-4

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		Robert Frank and Ben Bernanke. <u>Principles of economics</u> . 5 th ed. McGraw Hill, 2013.	New ed.: c2015, Asia Global ed. 330/FRA-7
	Supplementary	N. Gregory Mankiw. <u>Principles of macroeconomics</u> . 6 th ed. Southern-Western Cengage Learning, 2012. Griffiths A. and Wall S. <u>Applied economics</u> . 12 th ed. Financial Times Press, Pearson, 2012. R. Glenn Hubbard, Anthony Patrick O'Brien. <u>Economics</u> . 4 th ed. Prentice Hall, c2013. Case, Fair & Oster. <u>Principles of economics</u> . 10 th ed. Prentice Hall, 2012.	New ed.: c2018, 8th ed. 338.5/MAN-2 330/APP-3 330/HUB-3 New ed.: c2015, 5th ed. 330/HUB-4 New ed.: c2017, 12th ed. 330/CAS-7
Malaysian Taxation BBAC2123	Main	Choong Kwai Fatt. <u>Malaysian taxation : principles and practices</u> . 13 th ed. Malaysia : InfoWorld, 2011. Veerinderjeet Singh. <u>Veerinder on taxation</u> . 2 nd ed. Malaysia : CCH, 2011.	New ed. 2013, 19th ed. 336.9595/CHO-6 New ed.: c2016, 4th ed. 336.2009595/SIN-2
	Supplementary	Income Tax Act 1967	343.595/INC-2

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		<p>Ctim/MIA/CPA. <u>Budget commentary & tax information</u>. Malaysia, 2011.</p> <p>CCH Tax Editors. <u>Malaysian Master Tax Guide</u>. 29th ed. CCH Asia, 2012.</p>	<p>Old ed.: c2009 343.59504/BUD <i>Title should be <u>2010 Budget commentary & tax information</u></i></p> <p>New ed. c2017, 34th ed. 343.595/CCH2017 <i>Title should be <u>Malaysia master tax guide 2017</u></i></p>
Managing Organizational Change BBMN3233	Main	Spector, Bert. <u>Implementing Organizational Change: Theory and Practice</u> . 3 rd ed. Prentice Hall. 2012.	658.4/SPE-2
	Supplementary	<p>Senior, Barbara and Stephen Swailes. <u>Organizational Change</u>. 4th ed. Pearson Prentice Hall, 2010.</p> <p>Jick, Todd D, and Maury Peiperl. <u>Managing change : cases and concepts</u>. 3rd ed. Irwin/ McGraw Hill Higher Education, 2011.</p> <p>Kotter, John P. <u>Leading Change</u>. Harvard Business Review Press, 2012.</p> <p>Hayes, John. <u>The theory and practice of change management</u>. 3rd ed. Palgrave Macmillan, 2010.</p>	<p>New ed.: 2016, 5th ed. 658.4/SEN:2-2</p> <p>658.4/JIC</p> <p>658.406/KOT</p> <p>New ed.: 2014, 4th ed. 658.406/HAY</p>

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		<p>Anderson, Donald L, <u>Organizational Development: The Process of Leading Organizational Change</u>. 2nd ed. SAGE Publications INC.</p> <p>Whetten, David A, and Kim S. Cameron. <u>Developing Management Skills</u>. 8th ed. Pearson Prentice Hall, 2011.</p> <p>Brown, Donald R. <u>An Experiential Approach to Organizational Development</u>. 8th ed. Pearson, 2011.</p> <p>Harvard Business Review. <u>HBR's 10 Must Reads on Change Management</u>. Harvard Business Review Press, 2011.</p>	<p>New ed.: c2015, 3rd ed. 658.406/AND <i>Title should be <u>Organization development : the process of leading organizational change</u></i></p> <p>New ed.: c2016, 9th ed. 658.4/WHE-5</p> <p>658.4/BRO:4</p> <p>658.406/HAR</p>
Microeconomics BBEC1013	Main	<p>Michael Parkin. <u>Microeconomics</u>. 12th ed. Prentice Hall, 2016.</p> <p>Robert Frank and Ben Bernanke. <u>Principles of economics</u>. 5th ed. McGraw Hill, 2013.</p>	<p>New ed.: c2014, 11th ed. 338.5/PAR:2-2</p> <p>New ed.: c2015, Asia Global ed. 330/FRA-7</p>
	Supplementary	N. Gregory Mankiw. <u>Principles of microeconomics</u> . 6 th ed. (Int'l ed.). South-Western, c2012.	New ed.: c2018, 8th ed. 338.5/MAN-2

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		Griffiths A. and Wall S. <u>Applied economics</u> . 12 th ed. Financial Times Press, Pearson, 2012.	330/APP-3
		Hubbard & O'Brien. <u>Economics</u> . 4 th ed. Prentice Hall, 2013.	330/HUB-3 New ed.: c2015, 5th ed. 330/HUB-4
		Case, Fair & Oster. <u>Principles of economics</u> . 10 th ed. Prentice Hall, 2012.	New ed.: c2017, 12th ed. 330/CAS-7
		McConnell, Brue and Flynn. <u>Economics : principles, problems, and policies</u> . 19 th ed. McGraw-Hill, 2012.	New ed.: c2015, 20th ed. 330/MCC-3
Operations Management BBMN2103	Main	Nigel Slack, Alistair Brandon-Jones, and Robert Johnston. <u>Operations management</u> . 7 th ed. Prentice Hall, 2014.	658.5/SLA-5 c2013
	Supplementary	Alex Hill, Terry Hill. <u>Essential operations management</u> . Hampshire : Palgrave Macmillan, 2011.	658.5/HIL-2
		R.Dan Reid, Nada R.Sanders. <u>Operations management : an integrated approach</u> . 3 rd ed. USA : John Wiley & Sons, Inc, 2007.	658.5/REI-2
Organisational Behaviour BBMN2013	Main	Robbins and Judge. <u>Organizational behavior</u> . 15 th ed. Prentice Hall, 2013.	New ed. c2017, 17th ed. 658.3/ROB-12

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	Supplementary	<p>Mc Shane and Von Glinow. <u>Organizational behavior</u>. 6th ed. McGraw-Hill/Irwin, 2012.</p> <p>Jennifer M. George and Gareth R. Jones. <u>Understanding and managing organizational behavior</u>. 6th ed. Prentice Hall, 2012.</p> <p>John M Ivancevich, Robert Konopaske. <u>Organizational behavior and management</u>. 9th ed. McGraw-Hill Higher Education, 2011.</p> <p>Jason A. Colquitt, Michael J Wesson, Jeffrey A LePine. <u>Organizational behavior : improving performance and commitment in the workplace</u>. 1st ed. McGraw-Hill Higher Education, 2009.</p> <p>Hersey, Blanchard & Johnson. <u>Management of organizational behavior : leading human resources</u>. 9th ed. Prentice Hall, 2008.</p>	<p>New ed. c2015, 7th ed. 658.3/MCS-2</p> <p>658.3/GEO-7</p> <p>Old ed. c2008, 8th ed. 658.4/IVA-2 <i>Author : Michael T. Matteson</i></p> <p>New ed.: c2013, 3rd ed. 658.3/COL:3</p> <p>658.3/HER</p>
Personal Finance BBFN3333	Main	<p>Madura, J. <u>Personal finance</u>. 4th ed. Pearson, 2011. <i>*New ed. (2016/6th ed.) has been ordered.</i></p> <p>Aurthur J Keown. <u>Personal finance : turning money into wealth</u>. 5th ed. Pearson, 2010.</p>	<p>332.024/MAD-4</p> <p>New ed.: c2014, 6th ed. 332.024/KEO-4</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	Frasca, R.R. <u>Personal finance : an integrated planning approach</u> . 8th ed. Pearson, 2009.	332.024/FRA
Principles of Management BBMN1013	Main	Stephen P. Robbins, David A. DeCenzo, Mary Coulter. <u>Fundamentals of management</u> . 8th ed. Prentice- Hall, 2012.	New ed.: c2015, 9th ed. 658/ROB-18 <i>Title should be <u>Fundamentals of management : essential concepts and applications</u></i>
	Supplementary	Michael A. Hitt, J. Stewart Black, Lyman W. Porter. <u>Management</u> . 3th ed. Prentice Hall, 2012. Luis R. Gomez-Mejia, David Balkin <u>Management : people, performance, change</u> . Boston : Prentice Hall, c2012. Certo and Certo. <u>Modern management : concepts and skills</u> . 11th ed. Prentice- Hall, 2009. Whetten and Cameron. <u>Developing management skills</u> . 8th ed. Prentice Hall, 2010. Ronald J. Ebert, Ricky W. Griffin. <u>Business essentials</u> . 8th ed. Pearson Education, 2010.	3th ed. (Int'l ed.) Prentice Hall, c2012. 658/HIT 658/GOM-2 658/GOM-3 New ed.: c2014, 13th ed. 658/CER-5 c2016, 14th ed. 658/CER-6 New ed.: c2016, 9th ed. 658.4/WHE-5 New ed.: c2015, 10th ed. 658/EBE-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Angelo Kinicki and Brian Williams. <u>Management : a practical introduction</u> . 4 th ed. McGraw-Hill, 2009.	New ed.: c2016, 7th ed. (Int'l ed.) 658/KIN-3
Principles of Marketing BBMK1013	Main	Armstrong & Kotler. <u>Marketing : an introduction</u> . 11 th ed. Prentice Hall, 2013.	New ed.: c2015, 12th ed. 658.8/ARM-6
	Supplementary	William D. Perreault, Joseph P.Cannon, E. Jerome McCarthy. <u>Essentials of marketing</u> . 13 th ed. McGraw-Hill, 2012.	New ed.: c2015, 14th ed. 658.8/PER-5
		Sorger. <u>Marketing planning</u> . Prentice Hall, 2012.	658.8/SOR <i>Title should be</i> <i><u>Marketing planning :</u></i> <i><u>where strategy meets</u></i> <i><u>action</u></i>
		Keegan and Green. <u>Global marketing</u> . 7 th ed. Prentice Hall, 2013.	658.8/KEE-7
		Roger A. Kerin, Steven W. Hartley, William Rudelius, Lau Geok Theng. <u>Marketing in Asia</u> . McGraw-Hill, 2009.	New ed.: c2013, 2nd ed. 658.8/KER
		Levens. <u>Marketing : defined, explained, applied</u> . 2 nd ed. Prentice Hall, 2012.	658.8/LEV:3 c2014
Public Relations BBMK2003	Main	Dennis L Wilcox; Glen T. Cameron. <u>Public relations : strategies and tactics</u> . 11 th ed. Pearson, 2014.	659.2/WIL-5
	Supplementary	David W Guth ; Charles Marsh. <u>Public relations : a value-driven approach</u> . 5 th ed. Allyn & Bacon, 2012.	659.2/GUT-2

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		<p><i>*New ed. (2016/6th ed.) has been ordered.</i></p> <p>Randy Bobbitt, Ruth Sullivan. <u>Developing the public relations campaign : a team-based approach</u>. 2nd ed. Allyn and Bacon, 2009.</p> <p>Glen Broom. <u>Cutlip and Center's effective public relations</u>. 10th ed. Prentice Hall, 2009.</p>	<p>New ed.: c2014, 3rd ed. 659.2/BOB-3</p> <p>New ed.: c2013, 11th ed. 659.2/CUT-3</p>
Public Speaking BBEN 2013	Main	<p>Steven, A. Beebe & Susan J. Beebe. <u>Public speaking : an audience-centered approach</u>. 8th ed. Pearson Education, 2012.</p> <p>Carnagey, Dale. <u>The art of public speaking</u>. CreateSpace Independent Publishing Platform, 2013.</p>	<p>New ed.: c2015, 9th ed. 808.5/BEE-5</p> <p>808.51/CAR-2 c2015</p>
	Supplementary	<p>Steven, A. Beebe and Susan J. Beebe. <u>Concise public speaking handbook</u>. USA : Pearson Education, 2012.</p> <p>Comfort, Jeremy. <u>Effective presentation. Student's book</u>. UK : Oxford, 1994.</p> <p>Ros Jay. & Antony Jay. <u>Effective presentation : how to create and deliver a winning presentation</u>. Harlow : Prentice Hal, 2004.</p>	<p>New ed.: c2015, 4th ed. 808.51/BEE</p> <p>808.5/COM c1995</p> <p>808.5/JAY-2</p>

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Statistics BBQM1113	Main	<p>Mark L. Berenson, David M. Levine, Timothy C. Krehbiel. <u>Basic business statistics concepts and application</u>. 12th ed. Pearson, 2012.</p> <p>James McClave and Terry Sincich. <u>Statistics</u>. 12th ed. Pearson, 2013.</p> <p>Barry Render, Ralph M. Stair, Michael E. Hanna. <u>Quantitative analysis for management</u>. 11th ed. Pearson Education Inc., 2012.</p>	<p>New ed.: c2015, 13th ed. 519.5/BER-7</p> <p>519.5/MCC-7 c2011</p> <p>New ed.: c2015, 12th ed. 658.4/REN-4</p>
	Supplementary	<p>Paul Newbold, William L. Carlson, Betty M. Thorne. <u>Statistics for business and economics</u>. 8th ed. Prentice Hall, 2013.</p> <p>Norean R. Sharpe, Richard D. De Veaux, Paul F. Velleman. <u>Business statistics</u>. 2nd ed. Pearson, 2012.</p> <p>Bruce L Bowerman, Richard T O'Connell. <u>Essentials of business statistics</u>. 3rd ed. McGraw-Hill, 2010.</p>	<p>519.5/NEW</p> <p>New ed.: c2015, 3rd ed. 519.5/SHA:2-2</p> <p>New ed.: c2015, 5th ed. (Int'l ed.) 519.5/BOW</p>
Strategic Management BBMN3413	Main	<p>Hitt, Ireland, Hoskinsson. <u>Strategic management : a competitive advantage approach, concepts and cases</u>. 10th ed. Thompson South Western, 2012.</p>	<p>New ed.: c2015, 11th ed. 658.4/HIT</p> <p><i>Title should be</i> <u><i>Strategic management : competitiveness and globalization : concepts and cases</i></u></p>
	Supplementary	<p>David, F.R. <u>Strategic management : a competitive advantage approach, concepts and cases</u>. 14th ed. New Jersey :</p>	<p>New ed.: c2015, 15th ed. 658.4012/DAV-2</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Prentice Hall International, 2012.	<i>Title should be <u>Strategic management : concepts and cases : a competitive advantage approach</u></i>

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