

## Recommended Texts of BA(Hons) Business Management

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Academic English (TENG 2533)	Main	Brenda Bushell, Brenda Dyer. <u>Global Outlook 1: high intermediate reading.</u> New York: McGraw-Hill, 2003.	418/BUS 418/BUS-3 c2004, int'l ed
		Hartmann, Pamela. <u>Quest: reading and writing in the academic world. Book 1.</u> New York: McGraw-hill Book Co., 1999.	418/HARV1
		Kirn, Elaine, and Pamela Hartmann. <u>A reading skills book, interactions one.</u> New York: McGraw-Hill Book Co., 1996.	418/KIRV1
		Hartmann, Pamela. <u>Quest: listening and speaking in the academic world, book 1.</u> New York: McGraw-hill Book Co., 1999.	<b>New ed:</b> <b>c2000</b> 418/HAR
		<u>Ivy reading test.</u> CD-ROM. Summit Computer Technology. Co. Ltd. 1994.	428/CCT-2
	Supplementary	Dobbs, Carrie. <u>Reading for a reason : an intermediate advanced reading test.</u> Englewood Cliffs, NJ: Prentice Hall Regents, 1989.	418/DOB-2
		Forsyth, Will. <u>Skills plus : reading and advanced speaking.</u> Oxford: Heinemann, 1996.	428/FOR
		Simon Greenall, Diana Pye. <u>Reading 3.</u> 1 <sup>st</sup> pub. Cambridge: Cambridge University, 1992.	418/GRE

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Pamela Hartmann, Laurie Blass. <u>Quest : reading and writing in the academic world, book 3</u>. Boston: McGraw-hill College, 1999.</p> <p>Elaine Kirn, Pamela Hartmann. <u>A reading skills book, interactions one</u>. 3<sup>rd</sup> ed. New York: McGraw-hill Book Co., 1996.</p>	<p>418/HARV3</p> <p>418/KIRV1</p>
Accounting, Information and the Organisation (TACC 1015)	Main	<p>McLaney, E., Atrill, P. <u>Accounting : an introduction</u>. 4<sup>th</sup> ed. London: Prentice Hall/Financial Times, 2008.</p> <p>Bagranoff, N.A., Simkin, M.G. and Norman C. <u>Core Concepts of Accounting Information Systems</u>. 9<sup>th</sup> ed. Wiley, 2005.</p>	<p>657.042/MCL</p> <p><b>New ed.:</b> <b>c2010, 5<sup>th</sup> ed.</b> 657.042/MCL-2</p> <p><b>New ed.:</b> <b>c2013, 12<sup>th</sup> ed.</b> <b>(Int'l student ed.)</b> 657/SIM:2</p> <p><i>Title should be</i> <u>Accounting</u> <u>information</u> <u>systems</u></p>
	Supplementary	Dyson, J.R. <u>Accounting for Non-Accounting Students</u> . 7 <sup>th</sup> ed. FT Prentice Hall, 2007.	657/DYS-2
Bahasa Kebangsaan (A) (MPW 2113)	Main	Ab. Rahman Ab. Rashid, Yap Kim Fatt. <u>Bahasa Kebangsaan : khas untuk IPTS</u> . Petaling Jaya: Longman, 2002.	499.28/AB

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	Abdullah Hassan. <u>Linguistik am untuk guru Bahasa Malaysia</u> . Kuala Lumpur: DBP, 1980.	410/ABD-2
		Abdullah Hassan. <u>Isu-isu perancangan bahasa : pengintelektualan Bahasa Malaysia</u> . Cetakan 1. Kuala Lumpur: DBP, 1987.	499.28/ABD-4 499.28/ABD-4C2 499.28/ABD-4 C3
		Ab. Rahman Ab. Rashid, Yap Kim Fatt. <u>Bahasa Melayu : komunikasi berkesan dan pengucapan umum</u> . Petaling Jaya: Longman Malaysia, 1995.	302.2/AB
		Ab. Rahman Ab. Rashid, 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 komunikasi</u> . Cetakan 5. Kuala Lump: DBP, 1983.	<b>New ed.:</b> <b>1997, Cetakan 5</b> 499.28/ASM-11
		Awang Sariyan. <u>Mari berbahasa baku : sebutan baku dan ejaan rumi</u> . Cetakan 1. Semenyih: Synergymate Sdn. Bhd, 1995	499.28/AWA-8
		Ismail Hussein. <u>Sejarah pertumbuhan Bahasa kebangsaan kita</u> . Kuala Lumpur: DBP, 1992.	499.28/ISM c1981, Cetakan 2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Nik Safiah Karim et. al. <u>Tatabahasa Dewan</u>. Kuala Lumpur : Dewan Bahasa dan Pustaka, 1993.</p> <p>Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia baku</u>. Cetakan 2. Kuala Lumpur: DBP, 1990.</p> <p>Za' ba. <u>Pelita Bahasa Melayu penggal I-III</u>. Kuala Lumpur: DBP, 2000.</p>	<p><b>New ed.:</b> <b>2008, 3<sup>rd</sup> ed.</b> 499.285/SAF-3</p> <p>499.28/SUL-2 499.28/SUL-2C2</p> <p>499.23/ZAI</p>
Basic Accounting (TACC 1013)	Main	<p>McLaney, E., Atrill, P. <u>Accounting : an introduction</u>. 4<sup>th</sup> ed. London: Prentice Hall/Financial Times, c2008.</p> <p>Wood, Frank, Alan Sangster. <u>Frank Wood's business accounting</u> 1. 11th ed., Pearson, 2008.</p>	<p>657.042/MCL</p> <p><b>New ed:</b> <b>c2010, 5<sup>th</sup> ed</b> 657.042/MCL-2</p> <p>657/WOO-21</p> <p><b>New ed.:</b> <b>2012, 12<sup>th</sup> ed.</b> 657/WOO-23</p>
	Supplementary	Dyson, J. R. <u>Accounting for non-accounting students</u> . 7th ed. FT Prentice Hall, 2007.	657/DYS-2
Business and the Economy (TECN 1015)	Main	<p>Sloman, J. <u>Economics and the business environment</u>. 2<sup>nd</sup> ed. Harlow, Financial Times /Prentice-Hall, 2008.</p>	338.5/SLO

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	<p>Begg, David, Stanley Fischer, Rudiger Dornbusch <u>Economics</u>, 9th ed. London, McGraw-Hill Education, 2008.</p> <p>Suthers, W., Dennis, N. <u>Business environment</u>. Harlow, Pearson Educational Ltd, 2005.</p> <p>Parkin, M. <u>Economics</u>. 9<sup>th</sup> ed. Boston, MA: Pearson Addison Wesley, 2009.</p> <p>Worthington, Ian, Britton, Chris. <u>The business environment</u>. 6<sup>th</sup> ed. Harlow : Financial Times/ Prentice Hall, 2009.</p>	<p>330/BEG-3</p> <p>Not available</p> <p><b>New ed.: c2012, 10<sup>th</sup> ed</b> 330/PAR-5</p> <p>658/WOR</p>
Business Decision Making (TBUS 1015)	Main	<p>Davis Mark M., Heineke Janelle. <u>Operations management</u>. 5<sup>th</sup> ed. McGraw-Hill, 2005.</p> <p>Morris, C. <u>Quantitative approaches in business studies</u>. 7<sup>th</sup> ed. UK: Pitman, 2008.</p>	<p>658.5/DAV</p> <p><i>Latest ed. in Process</i></p>
	Supplementary	-	
Business English (TENG 1193)	Main	<p>John V. Thill and Courtland L. Bovee. <u>Excellence in Business Communication</u>. 7<sup>th</sup> ed. Upper Saddle River: Pearson Prentice hall, 2007.</p>	658.4/THI-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Bovee, Thill and Schazman. <u>Business Communication Today.</u> 8th edition. Upper Saddle River: Prentice Hall, 2005.	658.4/BOV-2  <b>New ed.:</b> <b>2010, 10<sup>th</sup> ed.</b> 658.4/BOV-4  <b>c2012, 11<sup>th</sup> ed.</b> 658.4/BOV-5
	Supplementary	Biennu, Sherron and Timm, Paul R. <u>Business Communication: discovering strategy developing skills.</u> Upper Saddle River: Prentice Hall, 2002.	658.4/BIE
Business Research & Project 1 & 2 (TBUS 3025/TBUS 3035)	Main	Business Research & Project Handbook	
	Supplementary	Jankowicz A D. <u>Business research projects.</u> 4 <sup>th</sup> ed. Thomson, 2005.  Blumberg, B et al. <u>Business research methods.</u> McGraw Hill, 2008.  Bryman A, Bell E. <u>Business research methods.</u> Oxford: Oxford University Press, 2003.	650.072/JAN  658.007/BLU  658.007/BRY  <b>New ed.:</b> <b>c2007, 2<sup>nd</sup> ed</b> 658.007/BRY-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Neville, C. <u>The complete guide to referencing and avoiding plagiarism</u>. Maidenhead : Open university Press, 2007.</p> <p>Saunders M et al. <u>Research methods for business students</u>. 5th ed. Harlow, Essex: Prentice Hall/Financial Times,2009.</p> <p>Zikmund W G. <u>Business research methods</u>. 8<sup>th</sup> ed. Australia: South Western Cengage Learning, 2010.</p>	<p><b>New ed:</b> <b>c2010, 2<sup>nd</sup> ed.</b> 808.027/NEV</p> <p>650.072/SAU</p> <p>658.007/ZIK</p>
Buyer Behaviour (TMK T2025)	Main	Solomon, M. Bamossy, G. Askegaard, S & Hogg, M. <u>Consumer behaviour : a European perspective</u> . 4th ed. Harlow : Pearson Education,2010.	658.8/SOL-7
	Supplementary	<p>Wright, R. <u>Business to business marketing a step by step guide</u>. Prentice Hall, 2004.</p> <p>Evans, M. Jamal, Ahmed &amp; Foxall, G. <u>Consumer behaviour</u>. 2nd ed. Wiley, West Sussex, 2009.</p> <p>Schiffman L.G., et al. <u>Consumer behavior : a European outlook</u>. Prentice Hall, 2008.</p> <p>Dubois, B. <u>Understanding the consumer : a European perspective</u>. Prentice Hall, 2001.</p>	<p>658.8/WRI</p> <p>658.8/EVA:2</p> <p><b>Latest ed. in Process</b></p> <p>Not available</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Graham, J. F. <u>Critical thinking in consumer behavior : cases and experiential exercises.</u> 2 <sup>nd</sup> ed. Prentice Hall, c2010.	658.8/GRA:2
		Robert East, Malcolm Wright and Marc Vanhuele. <u>Consumer behaviour : applications in marketing.</u> Sage, 2008.	658.8/EAS
		Marieke de Mooij. <u>Consumer behavior and culture : consequences for global marketing and advertising.</u> Sage, 2011.	658.8/MOO
		Elizabeth Parsons, Pauline Maclaran. <u>Contemporary issues in marketing and consumer behaviour.</u> Oxford : Butterworth-Heinemann, 2009.	658.8/PAR:2
		Peter, J. Olson, J. <u>Consumer behavior &amp; marketing strategy.</u> McGraw-Hill, 2008.	<b>New ed.:</b> <b>2010, 9<sup>th</sup> ed.</b> 658.8/PET-5
		Cooper, D. R. and Schindler, P. S. <u>Business research methods.</u> 8th ed. London : McGraw-Hill, 2003.	<b>New ed:</b> <b>c2008, 10<sup>th</sup> ed.</b> 658.007/COO-4
		Jankowicz, A. D. <u>Business research methods.</u> 4th ed. Thomson Press, 2005.	650.072/JAN



Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Computer Application (WCOM 1003)	Main	Joe Habraken. <u>Microsoft Office 2010 in depth</u> . Que, c2011.	005.3/HAB-2
	Supplementary	Katherine Murray. <u>Microsoft Office 2010 : plain and simple</u> . Microsoft Press, c2010.  Shelly and Freund. <u>Windows Internet Explorer 8 : introductory concepts and techniques</u> . Course Technology, 2009.	005.3/MUR  <b>New ed:</b> <b>c2010</b> 004.6/SHE-2
Concepts & Principles of International Management (TMGM 3035)	Main	Lassere, P. <u>Global strategic management</u> . 2nd ed. Palgrave, 2007.  Terpstra & David. <u>The cultural environment of international business</u> . 3rd ed. South Western Publishing, 1991.  Morrison, J. <u>International business : challenges in a changing world</u> . Palgrave, 2009.	658.4/LAS  Not available  658.049/MOR
	Supplementary	Richard L. Daft, Dorothy Marcic. <u>Management : the new workplace</u> . South-Western/Cengage Learning, 2008.  Bartlett, C. and Ghoshal, S. <u>Managing across borders : the transnational solution</u> . 2nd ed. Boston : Harvard Business School Press, 2002.	<b>New ed.:</b> <b>c2011, 7<sup>th</sup> ed.</b> <b>(Int'l )</b> 658/DAF-2  658.049/BAR

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Hampden-Turner, C. and Trompenaars, A. <u>The seven cultures of capitalism : value systems for creating wealth in the United States, Japan, Germany, France, Britain, Sweden and the Netherlands, New York.</u> Currency/Double Day, 1993.</p> <p>Hodgetts, R. M. <u>International management : culture, strategy and behavior.</u> McGraw-Hill/Irwin, 2005.</p> <p>Geert Hofstede, Gert Jan Hofstede, Michael Minkov. <u>Cultures and organizations : software of the mind.</u> London : McGraw-Hill, 2005.</p> <p>Geert Hofstede. <u>Culture's consequences : comparing values, behaviors, institutions and organizations across nations.</u> London : Sage, 2002.</p> <p>Lewis, R. D. <u>When cultures collide : leading across cultures.</u> 3<sup>rd</sup> ed. Nicholas Brealey, 2005.</p> <p>Henry Mintzberg. <u>Mintzberg on management : inside our strange world of organizations.</u> London : Free Press, 1989.</p>	<p>Not available</p> <p><b>New ed:</b> <b>2012, 8<sup>th</sup> ed.</b> 658.049/LUT <i>Author: Fred Luthans, Jonathan P. Doh</i></p> <p><b>New ed.:</b> <b>c2010, 3<sup>rd</sup> ed.</b> 306/HOF</p> <p>155.89/HOF c2001</p> <p>658.049/LEW c2006</p> <p><b>New ed.:</b> <b>2007</b> 658/MIN</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Moran, R.T. and Reisenberger, J.R. <u>The global challenge : building the new worldwide enterprise</u>. London : McGraw-Hill, 1994.</p> <p>Donald G. Krause. <u>The art of war for executives</u>. London : Brealey, 1995.</p> <p>Tjosvold, D. and Leung, K. <u>Cross-cultural management : foundations and future</u>. Aldershot, Ashgate, 2003.</p> <p>Fons Trompenaars and Charles Hampden-Turner. <u>Riding the waves of culture : understanding cultural diversity in business</u>. London : Nicholas Brealey, 2000.</p>	<p>Not available</p> <p><b>New ed.:</b> <b>c2005</b> 658.4/KRA-2</p> <p>658.3/CRO</p> <p><b>New ed.:</b> <b>c2012, Rev. and updated 3rd ed.</b> 658.4/TRO</p>
Critical Perspectives in Leadership & Management (THRD 3035)	Main	<p>John, C. Maxwell. <u>The 21 irrefutable law of leadership : follow them and people will follow you</u>. Rev. and updated 10th anniversary ed. Thomas Nelson, c2007.</p> <p>George Manning, Kent Curtis. <u>The art of leadership</u>. McGraw-Hill/Irwin, 2009</p>	<p>658.4/MAX-2</p> <p><b>New ed.</b> <b>2012, 5<sup>th</sup> ed.</b> 658.4092/MAN</p>
	Supplementary	<p><b><u>Various journals including:</u></b></p> <p>International Journal of Management</p> <p>European Management Journal</p> <p>Journal of Management Research</p>	

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Journal of International Management Journal of Management Studies Journal of Organisational Change Management Knowledge Management Management Decision Management Review Organisation Public Money and Management	
Critical Thinking (WMGM 1043)	Main	Peter Facione. <u>Think critically</u> . Pearson Higher Education, 2011.	160/FAC
	Supplementary	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.	Not available  160/WAL:2 160/WAL:2-2 Int'l ed.
Economics (TECN 1003)	Main	Parkin, M., Powell, M., Matthews, K. <u>Economics</u> . 5 <sup>th</sup> ed. Boston, MA : Pearson Addison Wesley, 2003.  Case Fair, Ray C. Fair, Sharon M. Oster. <u>Principles of economics</u> . 8th ed. Pearson Prentice Hall, 2007.	<b>New ed.:</b> <b>c2008, 7<sup>th</sup> ed.</b> 330/PAR-4  <b>New ed.:</b> <b>c2009, 9<sup>th</sup> ed.</b> 330/CAS-5  <b>c2012, 10<sup>th</sup> ed.</b> 330/CAS-6

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	R. Glenn Hubbard, Anthony Patrick O'Brien. <u>Economics</u> . 2 <sup>nd</sup> ed. Upper Saddle River, NJ.: Pearson/Prentice Hall, 2008.	330/HUB
Entrepreneurship (TMGT 2013)	Main	Barringer B., Ireland D. <u>Entrepreneurship : successfully launching new ventures</u> . 4 <sup>th</sup> ed. Upper Saddle River, N.J.: Pearson/Prentice Hall, 2011.	658.1/BAR-2 c2012
	Supplementary	Mariotti, Steve and Glackin, Caroline. <u>Entrepreneurship and small business management</u> . Upper Saddle River : Prentice Hall, 2011.  Scarborough, Norman M. <u>Essentials of entrepreneurship and small business management</u> . 6 <sup>th</sup> ed. Harlow : Pearson Education, 2011.  Mariotti, Steve and Glackin, Caroline. <u>Entrepreneurship : starting and operating a small business</u> . 2 <sup>nd</sup> ed. Upper Saddle River: Prentice Hall, 2009.	<b>In Process</b>  658.02/SCA  <b>Old ed:</b> <b>c2007</b> 658.1/MAR
		Lambing, Peggy, Charles R. Kuehl. <u>Entrepreneurship</u> . 4 <sup>th</sup> ed. Upper Saddle River, N.J.: Pearson/Prentice Hall, 2007.	658.4/LAM-2
Fundamentals of Marketing (TMKT 1015)	Main	Brassington, F, Pettitt, S. <u>Essentials of marketing</u> . 2 <sup>nd</sup> ed. Harlow, Essex: Prentice Hall/Financial Times, 2007.	658.8/BRA:3-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Baines, P., Fill, C., Page, K. <u>Marketing</u> . New York, Oxford University Press, 2008.	658.8/BAI:2
	Supplementary	Baker, M, J. <u>Marketing : an introductory text</u> . 7th ed. Helensburgh, Westburn Publishers Ltd, 2006.  Kotler, P., Amstrong, G. <u>Marketing : an introduction</u> . 8th ed. Upper Saddle River, N. J.: Pearson/Prentice Hall, 2007.	<b>Old ed:</b> <b>c1982, 3<sup>rd</sup> ed.</b> 658.8/BAK-2  <b>New ed.</b> <b>c2009, 9<sup>th</sup> ed</b> 658.8/ARM-2  <b>c2013, 11<sup>th</sup> ed.</b> 658.8/ARM-4
Human Resource Development (THRD 1013)	Main	R.Wayne Mondy, Rober M.Noel, Shane R. Premax. <u>Human resource management</u> . Upper Saddle River : Pearson Education, 2007.	<b>c2008, 10<sup>th</sup> ed.</b> 658.3/MON-3
	Supplementary	Gary Dessler. <u>Human resource management</u> . 11 <sup>th</sup> ed. Upper Saddle River : Pearson Education, 2008.	658.3/DES-10
International Dimensions of Business (TBUS 2015)	Main	Harrison, A. <u>Business environment in a global context</u> . Oxford : Oxford University Press, 2010.	338.7/HAR
	Supplementary	Daniels, J. D., Radebaugh, L. H. and Sullivan, D. P. <u>International business : environments and operations</u> . 12 <sup>th</sup> ed. Upper Saddle River : Pearson/Prentice Hall, 2008.	658.1/DAN-3  <b>New ed.:</b> <b>c2013, 14<sup>th</sup> ed</b> 658.1/DAN-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Griffin, R.W. and Pustay, M.W. <u>International business</u>. Upper Saddle River : Pearson, 2007.</p> <p>Friedman, T. <u>The world is flat : the globalized world in the twenty-first century</u>. London : Penguin Books, 2006.</p> <p>Hill, C.W.L. <u>Global business today</u>. Boston : McGraw-Hill, 2007.</p> <p>Hill, C.W.L. <u>International business : competing in the global marketplace</u>. London: McGraw-Hill, 2008.</p> <p>Porter, M. E. <u>The competitive advantage of nations</u>. New York : Free Press, 1998.</p> <p>Krugman, P. R. and Obstfeld, M. <u>International economics : theory &amp; policy</u>. London: Pearson/Addison Wesley, 2008.</p> <p><u>Useful Journals and Periodicals</u></p> <ul style="list-style-type: none"> <li>• The Economist; Journal of Common Market Studies</li> <li>• Financial Times &amp; other quality newspapers; Journal of International Business Studies</li> </ul>	<p><b>New ed.:</b> <b>c2010, 6<sup>th</sup> ed.</b> 658/GRI-6</p> <p>303.48/FRI-2 303.48/FRI-3 c2005</p> <p>658/HIL-2</p> <p><b>New ed.:</b> <b>c2011, 7<sup>th</sup> ed.</b> 658/HIL-3</p> <p>658.1/HIL:2-6 c2009, 7<sup>th</sup> ed.</p> <p><b>Old ed:</b> <b>c1990</b> 338.9/POR</p> <p>337/KRU-4 c2009, 8<sup>th</sup> ed.</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<ul style="list-style-type: none"> <li>• Harvard Business Review; Management International Review</li> <li>• International Business Review ; International Trade Journal</li> <li>• Oxford Review of Economic Policy</li> </ul>	
Leadership and Mentoring (THRD 2025)	Main	<p>Peter G. Northouse. <u>Leadership : theory and practice</u>. Los Angeles: Sage, 2004.</p> <p>Peter G. Northouse. <u>Introduction to leadership : concepts and practice</u>. Sage, 2009.</p> <p>Clutterbuck D. <u>Everyone needs a mentor : fostering talent at work</u>. CIPD London, 2001.</p> <p>Michael Schantz. <u>75 Principles of conscious leadership : inspired skills for 21<sup>st</sup> century business</u>. Reed Publishers, 2008.</p> <p>Adair. J. <u>Effective leadership development</u>. CIPD, 2005.</p> <p>John Potter, Alan Hooper. <u>Developing strategic leadership skills</u>. CIPD, 2005.</p>	<p><b>New ed.:</b> <b>c2010, 5<sup>th</sup> ed.</b> 303.3/NOR</p> <p><b>c2013, 6<sup>th</sup> ed.</b> 303.3/NOR-3</p> <p>303.3/NOR-2</p> <p><b>New ed.:</b> <b>c2004, 4<sup>th</sup> ed.</b> 658.4/CLU</p> <p>658.4092/SCH</p> <p><i>In Process</i></p> <p>Not available</p>



Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Michael Marquadt, Peter Loan. <u>The manager as mentor</u>. Greenwood Press, 2005.</p> <p>Betty Farmer. <u>Mentoring communication</u>. Information Age Publishing, 2007.</p> <p><b>Journals:</b>            Career Development International            The Leadership Quarterly            Leadership</p>	<p>658.3/MAR:2 c2006</p> <p><b>In Process</b></p>
	Supplementary	-	
Logistics Operations (TMGT 2003)	Main	Paul R. Murphy, Donald F. Wood. <u>Contemporary logistics</u> . 10th ed. Upper Saddle River, NJ.: Pearson/Prentice Hall, 2010.	658.5/MUR:2-3 c2011
	Supplementary	<p>Martin Christopher. <u>Logistics &amp; supply chain management</u>. 4<sup>th</sup> ed. UK : Financial Times/Prentice hall, 2011.</p> <p>Douglas M. Lambert, James R. Stock, Lisa M. Ellram. <u>Fundamentals of logistics management</u>. US : Irwin/McGraw-Hill, 2005.</p>	<p>658.5/CHR-2</p> <p><b>Old ed.:</b> <b>c1998</b> 658.7/LAM</p>
Managing & Developing People (THRD 1005)	Main	Maund L. <u>An introduction to human resource management: theory and practice</u> . Palgrave Macmillan, c2001	658.3/MAU

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Torrington, Derek, Hall, Laura, Taylor, Stephen. <u>Human resource management</u> . 7th ed. Harlow : Financial Times/ Prentice Hall, 2008.	658.3/TOR-4
		Fisher, D. <u>Communication in organizations</u> . 2nd ed. Mumbai, Jaico, 2006.	Not available
	Supplementary		
Operations Management (TMGT 3023)	Main	Nigel Slack, Stuart Chambers, Robert Johnston. <u>Operations management</u> . 6th ed. Harlow : Pearson Education, 2010.	658.5/SLA-4
	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> . 3rd ed. Hoboken, NJ.: John Wiley & Sons, Inc., 2007.	658.5/REI-2
Pendidikan Moral (MPW 2153)	Main	Abdul Rahman Md. Aroff. <u>Pendidikan moral : teori etika dan amalan moral</u> . Serdang: Penerbit Universiti Putra Malaysia, c1999.	370.44/ABD
		Eow, Boon Hin. <u>Moral education</u> . Petaling Jaya : Pearson Malaysia Sdn. Bhd, 2009.	370.11/EOW-2 c2008, Rev. ed.

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	<p>Abdul Latif Samian, Khairul Anwar Mastor, Nasrudin Yunos, Rozita Ibrahim (PYNT). <u>Prosiding Persidangan Kebangsaan Etika Gunaan dan Profesional</u>. Bangi: UKM, 2002.</p> <p>Frankena, W. K. <u>Ethics</u>. 4nd ed. New Jersey : Prentice-Hill, 2005.</p> <p>Ghazali Darusalam. <u>Dinamika ilmu akhlak Islamiah</u>. Kuala Lumpur : Utusan Publications and Distributors, 1997.</p> <p>Herman T. Tavani. <u>Ethics &amp; technology : ethical issues in an age of information and communication technology</u>. USA : John Wiley and Sons, 2004.</p> <p>Ibrahim Mamat. <u>Etika untuk mahasiswa</u>. Kuala Lumpur : Kumpulan Budiman, 2000.</p> <p>Bruner Kenneth. <u>Philosophy : the power of ideas</u>. 7th ed. Boston : McGraw Hill, 2009</p>	<p>Not available</p> <p><b>Old ed.:</b> <b>1973, 2<sup>nd</sup> ed.</b> 170/FRA</p> <p>297.44/GHA</p> <p>174/TAV <b>New ed.:</b> <b>c2007</b> 174/TAV-2</p> <p>370.114/IBR</p> <p>100/MOO-2 2008</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Mackinnon, B. <u>Ethics : theory and contemporary issues</u> . Belmont: Wadsworth Publishing Company. 2005.	<b>New ed.: c2012, 7<sup>th</sup> ed.(Int'l ed.)</b> 170/MAC-2
		Mohd. Janib Johari. <u>Moral : teori aplikasi &amp; permasalahan</u> . Skudai : Penerbit Universiti Teknologi Malaysia, 1994.	<b>New ed.: 2001, 3rd ed.</b> 370.114/MOH
		Muhammad Uthman El Muhannady. <u>Akhlak dalam Islam</u> . Kuala Lumpur : Dewa Bahasa dan Pustaka, 1994.	Not available
		Michael J. Quinn. <u>Ethics for the information age</u> . 2 <sup>nd</sup> ed. New York : Pearson Addison Wesley, 2005.	174/QUI 2006
		William H. Shaw. <u>Social and personal ethics</u> . 7th ed. United States : Wadsworth Thomson Learning, 2008.	175/SHA
		Jacques P. Thiroux, Keith W. Krasemann . <u>Ethics : theory and practice</u> . 10th ed. New Jersey : Prentice Hall, 2009.	170/THI
		James E. White. <u>Contemporary moral problems</u> . 9th ed. United States : Wadsworth Thomson Learning, 2009.	170/WHI
Pengajian Islam (MPW 2143)	Main	Beg, M. A. J. <u>The images of islamic civilization</u> . Kuala Lumpur :	Not available

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>University of Malaya Press, 1980.</p> <p>Haron Din (...). <u>Manusia dan Islam</u>. 3 Jilid. Kuala Lumpur : DBP.</p> <p>Shaharir Mohamad Zain (ed). <u>Pengenalan tamadun Islam dalam sains dan Teknologi</u>. Kuala Lumpur: Dewan Bahasa Pustaka, 1995.</p>	<p>Not available</p> <p>Not available</p>
		<p>Mohd Yusuf Ahmad. <u>Pengajian Islam</u>. Kuala Lumpur : Penerbit Universiti Malaya, 2003.</p> <p>Sayyid Qutb ; translated by John B. Hardie ; translation revised and introduction by Hamid Algar. <u>Social justice in Islam</u>. Islamic Publications International, 2000.</p> <p>Ibn Khaldun, `Abd al-Rahman. <u>Muqaddimah</u> (terj.). Kuala Lumpur : Dewan Bahasa dan Pustaka, 1995.</p> <p>Al-Qaradawi, Yusuf. <u>Kabangkitan Islam di antara tantangan dan ekstrimisme</u>. Angkatan Belia Islam Malaysia, 1994.</p> <p>Ahmed, Akbar S. <u>Postmodernism and Islam : predicament and promise</u>. London : Routledge, 1992.</p>	<p>297.7/MOH</p> <p>297.27/QUT</p> <p>Not available</p> <p>Not available</p> <p><b>New ed:</b> <b>c2002</b> 297.09/AHM:2</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Pengajian Malaysia (MPW 2133)		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 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: Palgrave, 1982.	959.5/AND-3 <b>c2001, 2<sup>nd</sup> ed.</b> 959.5/AND-2
		Hanna, Willard A. <u>The formation of Malaysia</u> . New York: American Universities Field Staff, 1964.	Not available
		Mohamed Noordin Sopiee. <u>From Malayan Union to Singapore</u>	<b>New ed.</b> <b>c2005, 2<sup>nd</sup> ed.</b>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p><u>separation : politics unification in the Malaysia region 1945-65</u>. Kuala Lumpur: UM Press, 1974.</p> <p>Ryan, N.J.. <u>The making of modern Malaysia and Singapore: a history from earliest time to 1966</u>. Kuala Lumpur: OUP, 1976.</p> <p>Tregonning, K.G.. <u>A history of modern Malaysian and Singapore</u>. Singapore: Eastern Universities Press, 1972.</p> <p>Zainal Abidin Abd Wahid. <u>Sejarah Malaysia</u>. Bangi: Penerbit UKM, 1991.</p> <p>Ahmad Ibrahim, Alilana Joneid. <u>Sistem undang-undang di Malaysia</u>. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.</p> <p>Cheah Boon Kheng. <u>Malaysia : the making on a nation</u>. Singapore: ISEAS, 2002.</p> <p>Crouch, Harold, Lee Kam Heng, Michael Ong. <u>Malaysian politics and the 1978 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>959.5/MOH:6</p> <p>959.5/RYA c1969, 4th ed.</p> <p>Not available</p> <p>Not available</p> <p><b>New ed.</b> <b>c2005, ed. kedua</b> 349.595/AHM</p> <p>959.5/CHE-2</p> <p>Not available</p> <p>320.9595/DEM</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Ho Khai Leong, James Chin. <u>Mahathir's administration : performance and crisis in governance.</u> Singapore: Times Media, 2001.	959.505/MAH c2003
		Jayum A. Jawan. <u>The ethnic factor in modern politics.</u> Hull: Hull University Press, 1991: the case study of Sarawak, East Malaysia.	320.9595/JAY-2
		Kitingan, Jeffery J., Maximus J. Ongkili. <u>Sabah : 25 years later, 1963-1988.</u> Kota Kinabalu: IDS, eds 1989.	Not available
		Means, Gordon P. <u>Malaysian Politics.</u> 2 <sup>nd</sup> ed. London : Hodder and Stoughton, 1976.	Not available
		Means, Gordon P. <u>Malaysian politics : the second generation.</u> Singapore: OUP, 1991.	320.9/MEA
		Mohd Hazim Shah, Jomo, K.S., Phua Kai Lit. <u>New perspectives in Malaysia studies.</u> Kuala Lumpur: PSSM, 2002.	379.595/NEW
		Ongkili, James P. <u>Modernization in East Malaysia.</u> Kuala Lumpur : OUP, 1972.	Not available
		Wu Min Aun. <u>The Malaysian legal system.</u> 3 <sup>rd</sup> Impression. Petaling Jaya: Longman Malaysia, 1994.	Not available



Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Personal & Team Effectiveness ( THRD 1015 )	Main	Belbin, R. Meredith. <u>Team roles at work</u> . Amsterdam : Butterworth Heinemann, 1993.	<b>New ed.:</b> <b>2010, 2<sup>nd</sup> ed.</b> 658.4/BEL
		Cottrell, S. <u>Skills for success : the personal development planning handbook</u> . Basingstoke: Palgrave Macmillan, 2003.	371.3028/COT-3 <b>New ed.:</b> <b>2010, 2<sup>nd</sup> ed.</b> 371.3028/COT-6
		Bryan Greetham. <u>How to write better essays</u> . 2nd ed. Basingstoke : Palgrave Macmillan, 2008.	808.042/GRE
		Cottrell, S. <u>The study skills handbook</u> . 3rd rev. ed. Basingstoke: Palgrave Macmillan, 2008.	371.3028/COT-5
		Martin. J. <u>Organizational behaviour and management</u> . 3rd ed. London: Thomson Learning, 2005.	658/MAR:2-3
		Winstanley, D. <u>Personal effectiveness</u> . CIPD, 2005.	<b>New ed.:</b> <b>c2009</b> 158.1/WIN
	Supplementary	-	
Planning for Business Operations (TBUS 2025)	Main	Barrow, C, Paul Barrow, Robert Brown Med. <u>The business plan workbook : the definitive guide to researching, writing up and presenting a winning plan</u> . 6th ed. London: Keegan Paul, 2008.	658.4/BAR:2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
	Supplementary	<p>Burns, P. <u>Essentials of Entrepreneurship and the small business</u>. 2nd ed. Basingstoke: Palgrave Macmillan, 2007.</p> <p>McDonald, M. <u>Marketing plans : how to prepare them, how to use them</u>. 6th ed. London: Elsevier Butterworth-Heinemann, 2007.</p> <p>Stutely, Richard. <u>The definitive business plan : the fast track to intelligent business planning for executives and entrepreneurs</u>. 2nd rev. ed. Harlow: Prentical Hall / Financial Times Prentice Hall, 2007.</p> <p>Williams, S. <u>Lloyds bank small business guide</u>. Penguin, 1987.</p>	<p>658.02/BUR</p> <p>658.8/MCD-3</p> <p>658.4/STU</p> <p>Not available</p>
Principles & Practice of Marketing (TMKT 2035)	Main	<p>Brassington, F, Pettitt, S. <u>Essentials of marketing</u>. 2nd ed. Harlow, Essex : Prentice Hall, 2007.</p> <p>Baines, P., Fill, C., Page, K. <u>Marketing</u>. New York: Oxford University Press, 2008.</p>	<p>658.8/BRA:3-2</p> <p>658.8/BAI:2</p>
	Supplementary	<p>Baker, M. J. <u>Marketing : an introductory text</u>. 7th ed. Helensburgh: Westburn Publishers Ltd, 2006.</p> <p>Kotler, P., Amstrong, G. <u>Marketing : an introduction</u>. 8th ed. Upper Saddle River, NJ.: Pearson/ Prentice Hall. 2007</p>	<p><b>Old ed:</b> <b>c1982, 3<sup>rd</sup> ed.</b> 658.8/BAK-2</p> <p><b>New ed.:</b> <b>c2009, 9<sup>th</sup> ed.</b> 658.8/ARM-2</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
			<b>c2013, 11<sup>th</sup> ed.</b> 658.8/ARM-4
Principles of Investment (TFIN 2113)	Main	Gitman, Joehnk. <u>Fundamentals of investing</u> . 9th ed. Boston: Pearson/ Addison Wesley, 2005.	332.6/GIT  <b>New ed.:</b> <b>c2008, 10<sup>th</sup> ed.</b> 332.6/GIT-2  <b>c2011, 11<sup>th</sup> ed.</b> 332.6/GIT-3
		Hebert B. Mayo. <u>Investments: an introduction</u> . 7th ed. Thomson Learning, 2003.	332.6/MAY  <b>New ed:</b> <b>c2008, 9th ed.</b> 332.6/MAY-2
	Supplementary	Haim Levy, Thierry Post. <u>Investment</u> . 1st ed. Harlow, Essex: Prentice Hall/ Financial Times, 2005.	332.6/LEV-2
Principles of Public Relations (WMKT 2013)	Main	Dennis L Wilcox, Glen T. Cameron. <u>Public relations : strategies and tactics</u> . 9th ed. Allyn & Bacon, 2009.	659.2/WIL-3  <b>New ed:</b> <b>c2012, 10th ed.</b> 659.2/MIL-4
	Supplementary	David W Guth, Charles Marsh. <u>Public relations : a values-driven approach</u> . 5th ed. Allyn & Bacon, 2012.	659.2/GUT-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Randy Bobbitt, Ruth Sullivan. <u>Developing the public relations campaign : a team-based approach</u> . 2nd ed. Allyn and Bacon, 2009.	659.2/BOB-2
		Glen Broom. <u>Cutlip and center's effective public relations</u> . 10th ed. Prentice Hall, 2009.	659.2/BRO
Relationship Marketing (TMKT 3035)	Main	Buttle, F. <u>Relationship marketing : theory and practice</u> . Sage, 1996.	658.8/REL
		Godson, M. <u>Relationship marketing</u> . Oxford : Oxford University Press, 2009.	658.8/GOD
		Egan, J. <u>Relationship marketing : exploring relational strategies in marketing</u> . 4th ed. London : FT Prentice Hall, 2011.	658.8/EGA
	Supplementary	Baker, M. J. <u>Marketing : an introductory text</u> . 7th ed. Helensburgh: Westburn Publishers Ltd, 2006.	<b>Old ed:</b> <b>c1982, 3<sup>rd</sup> ed.</b> 658.8/BAK-2
		Kotler, P., Armstrong, G. <u>Marketing : an introduction</u> . 8th ed. Upper Saddle River, NJ.: Pearson/ Prentice Hall. 2007	<b>New ed.:</b> <b>c2009, 9<sup>th</sup> ed.</b> 658.8/ARM-2
		Steve Baron, Tony Conway and Gary Warnaby. <u>Relationship marketing : a consumer experience</u>	<b>c2013, 11<sup>th</sup> ed.</b> 658.8/ARM-4  658.8/BAR:2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<u>approach</u> . Los Angeles : SAGE, 2010.	
Research Methods of Business (TRMB 2025)	Main +1	Hair, J, Money, A, Samouel, P, Page, M. <u>Research methods for business</u> . England: John Wiley & Sons Ltd, 2007.	Not available
	Supplementary	Zikmund, W. et al. <u>Business research methods</u> . 7th ed. South Western, Thomson Learning, 2003.	<b>New ed.:</b> <b>c2010, 8<sup>th</sup> ed.</b> 658.007/ZIK
		Boris Blumberg, Donald R. Cooper, Pamela S. Schindler. <u>Business research methods</u> . 2nd European ed. London : McGraw-Hill, c2008.	658.007/BLU
		Cooper D R, Schindler P S. <u>Business research methods</u> . 8th ed. London: McGraw-Hill, 2003.	<b>New ed.:</b> <b>c2008, 10<sup>th</sup> ed.</b> 658.007/COO-4
		Jankowicz A D. <u>Business research methods</u> . 4th ed. Thomson Press, 2005.	650.072/JAN
		Saunders et al. <u>Research methods for business students</u> . 4th ed. Harlow: FT Prentice Hall, 2007.	<b>New ed.:</b> <b>c2009, 5<sup>th</sup> ed.</b> 650.072/SAU
Strategic and Change Management (TMGT 3035)	Main	Hughes, M. <u>Change management : a critical perspectives</u> . Chartered Institute of Personnel and Development, 2006.	Not available

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Robert E. Hoskisson, Michael A. Hitt, R. Duane Ireland. <u>Business strategy : theory and cases</u> . 2 <sup>nd</sup> ed. Cengage Learning, 2008.	658.4/HOS c2009
	Supplementary	<p>Ireland, R., Hoskisson. M., and Hitt, M. <u>The management of strategy : concepts and cases</u>. 8th ed. Cengage Learning, 2009.</p> <p>Jones, H. <u>Strategic management essentials</u>. 2nd ed. Cengage Learning, 2009.</p> <p>Lasserre, P. <u>Global strategic management</u>. Palgrave Publishing, 2007.</p>	<p><b>New ed.:</b> <b>c2013, 10<sup>th</sup> ed.</b> 658.4/IRE</p> <p><b>New ed.:</b> <b>c2012, 3<sup>rd</sup> ed.</b> 658.4/JON <i>Author: Gareth R. Jones, Charles W. L. Hill</i></p> <p>658.4/LAS</p>

2012/07/16