

Recommended Texts of SBM_IB

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
Bahasa Cina	Main	Bahan kuliah fotostat (Bahan Bahasa Cina Kolej Selatan)		
	Supplementary	Li Xiangxin. <u>Zenyang Yuedu Guwen (Bagaimana Membaca Prosa Kuno)</u> . Taiwan: Xuehai Bianjibu, 1988.	820.3/XHC	COM
		Xie Bingying, Qiu Xieyou, Zuo Songchao, Ying Yukang, Huang Junlang, Fu Wuzhi (Terke,ajam). <u>Guwen Guanzhi (Antologi Prosa Kuno)</u> . Taiwan: Sanmin, 1992	835/XBY	COM
		Lin Yutang, Tai Geer. <u>Zhongwai Sanwen Jlnghua (Intisari prosa dalam dan luar Negeri China)</u> . Taiwan: Changchunshu, 1980.	Not available	
Basic Chinese	Main	DeFrancis, John. <u>Beginning Chinese Reader, part I & part II</u> . 2 nd ed. New Haven ; London: Yalen University Press, 1977.	495.1/DEFV1	IB
		Hu Yushu. <u>Chinese For Today, Book one</u> . Shanghai: Fudan Univeristy Prss, 1986.	In process	
		Liu Xun et al. (ed.). <u>Practical Chinese Reader Book One</u> . Hong Kong: The Commercial Press Ltd., 1985.	In process	
	Supplementary	-		
Bahasa Kebangsaan (A)	Main	Ab. Rahman Ab. Rashid dan Ya Kim Fatt. <u>Bahasa Kebangsaan : Khas untuk IPTS</u> . Petaling Jaya: Longman, 2002.	499.28/AB	LAN

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	Supplementary	Abdullah Hassan. <u>Linguistik Am untuk Guru Bahasa Malaysia</u> . Petaling Jaya: Fajar Bakti, 1980.	410/ABD-2	LAN
		Abdullah Hassan. <u>Isu-isu Perancangan Bahasa : Pengintelektualan Bahasa Malaysia</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.	499.28/ABD-4	LAN
		Ab. Rahman Ab. Rashid dan Yap Kim Fatt. <u>Bahasa Melayu : Komunikasi Berkesan dan Pengucapan Umum</u> . Petaling Jaya: Longman Malaysia, c1995.	Not available	
		Ab. Rahman Ab. Rashid dan Hjh. Wan Som. <u>Bahasa Melayu : Bahasa dalam Komunikasi dan Proses Komunikasi</u> . Petaling Jaya: Longman Malaysia, c1995.	499.28/AB-2	LAN
		Asmah Hj. Omar. <u>Penggunaan Bahasa dalam Surat Rasmi : Bahasa dalam Komunikasi</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1983.	499.28/ASM-11	LAN
		Awang Sariyan. <u>Sebuatan Baku dan Ejaan Rumi</u> . Kuala Lumpur: Synerynate Sdn. Bhd., 1995.	Not available	
		Ismail Hussein. <u>Sejarah Pertumbuhan Bahasa Kebangsaan Kita</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, 1992.	499.28/ISM	LAN
		Nik Safiah Karim, et al. <u>Tatabahasa Dewan</u> . Kuala Lumpur: Dewan Bahasa dan	499.285/SAF-2	LAN

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		Pustaka, Kementerian Pendidikan Malaysia, 1993.		
		Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia Baku</u> . Cetakan 2. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1990.	499.28/SUL-2	LAN
		Za'ba. <u>Pelita Bahasa Melayu Penggal I-III</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, c2000.	499.23/ZAI	LAN
Business English	Main	Thill, John V., and Courtland L. Bovee. <u>Excellence in Business Communication</u> . 7 th ed. Upper Saddle River: Prentice-Hall, 2007.	658.4/THI-2	AC,BA,IB, MKT,LM
		Countland L. Bovee, John V. Thill. <u>Business communication today</u> . 8 th ed. Upper Saddle River: Prentice Hall , c2005	658.4/BOV-2	AC,BA,IB, MKT,LM, DEE
	Supplymentary	Biennvenu, Sherron and Timm, Paul R. <u>Business communication : discovering strategy developing skills</u> . Upper Saddle River: Prentice Hall, c2002.	658.4/BIE	AC,BA,IB, MKT,LM, DEE (COM)
Business Law	Main	Kelly, David, Ann Holmes and Ruth Hayward. <u>Business Law</u> . 5 th ed. London: Cavenish, 2005.	346/KEL-2	BA,IB, MKT,LM
	Supplementary	Mei Pheng Lee. <u>General Principles of Malaysian Law</u> . 5 th ed. Malaysia: Penerbit Fajar Bakti Sdn. Bhd., 2005.	340.9595/LEE-2	BA,IB, MKT,LM

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		Vohrah, Beatrix, and Wu Min Aun. <u>The Commercial Law of Malaysia</u> . 2 nd ed. Petaling Jaya: Pearson, 2004.	346/WU-5	BA,IB, MKT,LM
Business Research Methods	Main	Cooper, Donald R., and Pamela S. Schindler. <u>Business Research Methods</u> . 10 th ed. New York: McGraw Hill, 2008.	658.007/COO-4	BA,IB, MKT,LM
		Burns, Alvin C., and Ronald F. Bush. <u>Basic Marketing Research using Microsoft Excel Data Analysis</u> . 2 nd ed. Upper Saddle River: Pearson Prentice Hall, c2008.	658.8/BUR:3-5	BA,IB, MKT,LM
	Supplementary	Aaker, David A., V. Kumar and G. S. Day. <u>Marketing Research</u> . 9 th ed. New York: John Wiley & Sons, 2006.	658.8/AAK-6	BA,IB, MKT,LM
		Bryman, Alan, and Emma Bell. <u>Business Research Methods</u> . 2 nd ed. New York: Oxford University, 2007.	658.007/BRY-2	BA,IB, MKT,LM
Critical Thinking Skills	Main	Stella Cottrell. <u>Critical thinking skills : developing effective analysis and argument</u> . Hampshire: Palgrave Macmillan, 2005.	160/COT	DIE,COM
	Supplementary	Tim Crane. <u>Elements of mind : an introduction to the philosophy of mind</u> . Oxford: Oxford University Press, 2001.	128/CRA	DIE,COM
		R. H. Ennis, 'A taxonomy of critical thinking dispositions and abilities', in Joan Boykoff Baron and Robert J. Sternberg eds.	Not available	

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
		<u>Teaching thinking skills : theory and practice.</u> New York: W. H. Freeman, 1987.		
		Alec Fisher. <u>Critical thinking : an introduction.</u> Cambridge: Cambridge University Press, 2001.	160/FIS	COM
		Alec Fisher. <u>The logic of real arguments.</u> Cambridge: Cambridge University Press, 1988.	Not available New ed.: 2 nd ed., c2004 153.4/FIS	COM
		Alec Fisher. <u>The logic of real arguments.</u> Cambridge: Cambridge University Press, 1988.	Not available New ed.: 2 nd ed., 2004 153.4/FIS	DIE
		Leo A. Groarke, Christopher W. Tindale and Linda Fisher. <u>Good reasoning matters : a constructive approach to critical thinking.</u> Oxford: Oxford University Press, 1997.	Not available New ed.: 4 th ed., 2008 168/GRO	DIE
		Garnham, Alan, and J. Oakhill. <u>Thinking and reasoning.</u> Oxford: Blackwell, 1994.	153.4/GAR	COM
		Richard A. Lanham. <u>A handlist of rhetorical terms.</u> Berkeley: University of California Press, 1991.	428.1/LAN	DIE
		Website to visit: www.mhhe.com/socscience/philosophy		

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
Computer Applications	Main	Shelly, Gary B., Cashman, Thomas J. and Steven G. Forsythe. <u>Microsoft Internet Explorer 6 : Introductory Concepts and Techniques</u> . US: Thomson Course Technology, c2005.	004.6/SHE	BA,IB, MKT,LM, CBS
		Habraken ,Joe. <u>Microsoft Office 2003 All in one</u> . Indianapolis: Que, c2004.	005.3/HAB	BA,IB, MKT
	Supplementary	Any books regarding Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet Explorer.		
Consumer Behavior	Main	Schiffman, Leon G., and Leslie Lazar Kanuk. <u>Consumer Behavior</u> . 9 th ed. Upper Saddle River: Pearson Education, 2007.	658.8/SCH:2-6	BA,IB,MK T
	Supplementary	Michael R. Solomon. <u>Consumer behavior : buying, having and being</u> . 8 th ed. Upper Saddle River, N. J.: Prentice Hall, 2008.	658.8/SOL-6	BA,IB,MK T
Contemporary Literacy	Main	Gibaldi, Joseph. <u>MLA handbook for writers of research papers</u> . 6 th ed. New York: MLA, 2003.	808/GIB-3	COM
		Habraken, Joe. <u>Microsoft Office 2003 all in one</u> . Indianapolis, Indiana: Que, 2004.	005.3/HAB	DIE COM
		List, Carla. <u>Information research</u> . 2 nd ed. Dubuque, LA: Kendal/Hunt, 2002.	Not available	
		Mayfield, Marlys. <u>Thinking for yourself : developing critical</u>	808/MAY New ed.:	COM

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
		thinking skills through reading and writing . 5 th ed. USA: Heinle & Heinle, c2001.	7 th ed., c2007 808/MAY-2	
	Supplementary	Klein, Brock, Hunt, Matthew, and Robert Lee. The essential workbook for library and internet research . Boston: McGraw-Hill, 1999. Presentation skills . Stockport: Executive Business Channel Ltd, 1995.	027/KLE-2 027/KLE Instruction manual 658.4/PRE	COM
Customs Procedures	Main	Study manual and lectures notes prepared by the lecturer		
	Supplementary	Ruin, Josef Eby. A Guide to Import and Export Trade . Petaling Jaya: Leeds Publications, 2004. Legal Re. Malaysian customs tariff (harmonised system) on import/export duty, excise duty, sales tax, import/export licence(IL/EL), regulations & orders . Selangor: International Law Book Service, 2005.	382/RUI 343.595/MAL	IB IB
Documentation and Export Procedures	Main	Study manual and lecture notes prepared by the lecturer.		
	Supplementary	Ruin, Josef Eby. A Guide to Import and Export Trade . Petaling Jaya: Leeds, c2004. Branch, Alan E. Export Practice and Management . 5 th ed. London: Thomson Learning, c2006.	382/RUI 658.8/BRA:2	IB IB

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
E-Commerce	Main	Kenneth C. Laudon, Carol Guercio Traver. <u>E-commerce : Business, Technology, Society</u> . 4th ed. Boston: Addison-Wesley, 2008.	658.8/LAU-3	AC, BA, IB,MKT, LM
	Supplementary	Ward A. Hanson and Kirthi Kalyanam. <u>Internet Marketing and E-Commerce</u> . Mason, OH: Thomson South Western, c2007.	658.8/HAN:2-2	AC, BA, IB,MKT, LM
		Kenneth C. Laudon, Carol Guercio Traver. <u>E-commerce : Business, Technology, Society : Case Book to Accompany</u> . 2nd ed. Boston: Addison-Wesley, c2005.	658.8/LAU-2	AC, BA, IB,MKT, LM
Entrepreneurship	Main	Barringer B., Ireland D. <u>Entrepreneurship : Successfully Launching New Ventures</u> . 2 nd ed. Upper Saddle River: Prentice Hall, 2008.	658.1/BAR	BA,IB, MKT,LM
	Supplementary	Lambing, Peggy A., and Charles R. Kuehl. <u>Entrepreneurship</u> . 4th ed. Upper Saddle River: Pearson/Prentice Hall, 2007.	658.4/LAM-2	BA,IB, MKT,LM
		Wickham, Philip A. <u>Strategic Entrepreneurship</u> . 4th ed. Harlow: Pearson Education, 2006.	658.4/WIC-2	BA,IB, MKT,LM
		Mariotti, Steve. <u>Entrepreneurship : How to Start and Operate a Small Business</u> . 10th ed. Upper Saddle River, NJ : Pearson/Prentice Hall,	658.1 /MAR Title should be: <u>Entrepreneurship : Starting and Operating a Small</u>	BA,IB, MKT,LM

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		2006.	<u>Business</u>	
Export Management for Small Business	Main	Hisrich, Robert D., Michael P. Peter, and Dean A. Shepherd. <u>Entrepreneurship</u> . 6th ed. New York: McGraw Hill/Irwin, c2005.	658.4/HIS	BA,IB, MKT
		Gerald Albaum, Jesper Strandskov and Edwin Duerr. <u>International Marketing and Export Management</u> . 5th ed. Harlow: Pitman, c2005.	658.8/ALB-3	BA,IB, MKT
	Supplementary	Hill, Charles W. L. <u>International Business : competing in the global marketplace</u> . 6th ed. New York: McGraw Hill, 2007.	Not available New ed.: 7th ed., c2009 658.049/HIL	BA,IB, MKT
		Leon C. Megginson, Mary J. Byrd and William L. Megginson. <u>Small Business Management : An Entrepreneur's Guidebook</u> . 5th ed. New York: McGraw Hill/Irwin, c2006.	658.02/MEG-3	BA,IB, MKT
		UiTM Entrepreneurship Study Group. <u>Fundamentals of Entrepreneurship</u> . Rev. ed. Selangor: Pearson Education, c2004.	338/UIT	BA,IB, MKT
Financial Accounting I	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's Business Accounting 1</u> . 10th ed. Harlow: Pearson Education, 2005.	657/WOO-18	AC,BA,IB, MKT,LM, GCE
		Loh, Boon Foo and Kim Haw Ng. <u>Principles of Accounts</u> . 1 st ed. Singapore: Pearson Education	657/LOH	AC,BA,IB, MKT,LM

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		Asia, 2002.		
	Supplementary	Joe Adomako, Bala Balachandran. <u>How to Pass Accounting, Third Level</u> . 2 nd ed. UK: LCCI Examination Board, 2002.	657/ADO	AC,BA,IB, MKT,LM, CBS
		Rosli Junaidah [et al.] . <u>Accounting : A Malaysia Perspective</u> . 3rd ed. Mason: Thomson Learning, c2006.	657.595/ROS	AC,BA,IB, MKT,LM
Financial Accounting II	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's Business Accounting 1</u> . 10th ed. Harlow: Pearson Education, 2005.	657/WOO-18	AC,BA,IB, MKT,LM
		Loh, Boon Foo and Kim Haw Ng. <u>Principles of Accounts</u> . 1 st ed. Singapore: Pearson Education Asia, 2002.	657/LOH	AC,BA,IB, MKT,LM
	Supplementary	Joe Adomako, Bala Balachandran. <u>How to Pass Accounting, Third Level</u> . 2 nd ed. UK: LCCI Examination Board, 2002.	657/ADO	AC,BA,IB, MKT,LM
		Rosli Junaidah [et al.] . <u>Accounting : A Malaysia Perspective</u> . 3rd ed. Mason: Thomson Learning, c2006.	657.595/ROS	AC,BA,IB, MKT,LM
Foreign Language – Japanese	Main	Kokusai Gakuyuukai (Japanese Language)		
	Supplementary	Nippon Kaigai Gijyutsu Kenkyuukai (Basic Japanese)		

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Fundamentals of Management	Main	Robbins, Stephen P., and David A. DeCenzo. <u>Fundamentals of management</u> . 6 th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, c2008.	658/ROB-13	AC,BA,IB, MKT,LM
		Whelten, David A, and Kim S.Cameron. <u>Developing Management Skills</u> . 7th ed. Upper Saddle River: Prentice-Hall, c2007.	658.4/WHE-5	AC,BA,IB, MKT,LM
	Supplementary	Certo, Samuel C, and S. Trevis Certo. <u>Modern Management</u> . 10th ed. Upper Saddle River: Prentice- Hall, c2006.	658/CER-2	AC,BA,IB, MKT,LM
Fundamentals of Marketing	Main	Armstrong, G, Kotler, Geoffrey da Silva. <u>Marketing : An Introduction (An Asian Perspective)</u> . Englewood: Prentice Hall, 2007.???	658.8/KOT-21 Title should be : <u>Principles of marketing : an Asian Perspective</u> ISBN:0-13-123439-0	BA,IB, MKT,LM
		Kotler, Phillip, and Gary Armstrong. <u>Principles of Marketing</u> . 12th ed. Upper Saddle River: Pearson/Prentice Hall, 2008.	658.8/KOT-24	BA,IB, MKT,LM
	Supplementary	Kotler, Phillip, and Kevin Keller. <u>Marketing Management</u> . 13th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2008.	658.8/KOT-25 C2009	BA,IB, MKT,LM
Human Resource Management	Main	Dessler, G. <u>Human Resource Management</u> . 11 th ed. Upper Saddle River: Prentice-Hall, 2008.	658.3/DES-10	BA,IB, MKT,LM

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		Mondy, R. Wayne ; in collaboration with Judy Bandy Mondy. <u>Human Resource Management</u> . 10 th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2008.	658.3/MON-3	BA,IB, MKT,LM
	Supplementary	Gomez-Mejia, Luis, David Balkin, and Robert Candy. <u>Managing Human Resources</u> . 5th ed. Upper Saddle River: Prentice Hall, c2007.	658.3/GOM-3	BA,IB,MK T, LM
Information Technology	Main	George Beekman, Michael J. Quinn. <u>Tomorrow's Technology and You</u> . 8th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, c2008.	004/BEE-5	AC,BA,IB, MKT,LM
		Bill A. Daley. <u>Computers are your future, complete</u> . 9 th ed. Upper Saddle River: Prentice Hall, 2008.	004/DAL	AC,BA,IB, MKT,LM
	Supplementary	Williams, Brian K. & Stacey C. Sawyer. <u>Using Information Technology : A practical Introduction to Computers and Communications : complete version</u> . 6th ed. New York: McGraw Hill, c2005.	004/WIL-3 New ed.: 7 th ed., c2007 004/WIL-4	AC,BA,IB, MKT,LM
International Business	Main	Hill, Charles W.L. <u>International Business : Competing in the Global Market Place</u> . 6th ed. New York: McGraw-Hill/Irwin, 2007.	658.049/HIL C2009	BA,IB,MK T
		Griffin, R.W, and Michael W. Pustay. <u>International Business :</u>	658/GRI-5	BA,IB, MKT

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		A Managerial Perspective . 5th ed. Upper Saddle River: Prentice Hall, 2007.		
	Supplementary	Wild, John J., Wild, Kenneth L., and Han, Jerry C.Y. International Business . 4th ed. Upper Saddle River: Pearson Prentice Hall, c2008.	658/WIL:4	BA,IB, MKT
		Daniels, John D., Lee H. Radebaugh and Daniel R. Sullivan. International Business : Environments and Operations . 12th ed. Upper Saddle River: Pearson Prentice Hall, 2009.	658.1/DAN-3	BA,IB, MKT
International Finance	Main	Madura, Jeff. International Financial Management . 7 th ed. Mason: South- Western, c2003.	658.15/MAD	IB
		Mofett, Michael H., Stonehill, Arthur, and David Eiteman. Essential of Global Finance . 2 nd ed. Upper Saddle River, N.J.: Pearson Addison Wesley, 2006.	Not available New ed.: 3 rd ed., c2009 Title: Fundamentals of Multinational Finance 332.042/MOF	BA,IB,FA
	Supplementary	Buckley, Adrian. Multinational Finance . 5 th ed. Upper Saddle River, N.J.: Prentice Hall/financial Times, 2004.	658.15/BUC-4	BA,IB,FA
		Melvin, Michael. International Money and Finance . 7 th ed. Boston, MA: Pearson Addison Wesley, c2004.	332.042/MEL	BA,IB,FA
International Marketing	Main	Keegan, Warren J., and Green, Mark C. Global Marketing . 5th	658.8/KEE-4	IB,MKT

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		ed. Upper Saddle River: Prentice Hall, 2008.		
	Supplementary	Caterora, Philip R. and Graham, John L. <u>International Marketing</u> . 13th ed. New York: Irwin McGraw Hill, 2007.	658.8/CAT-6	IB,MKT
		Strandskov, Jesper, Edwin Duerr, and Gerald Albaum. <u>International Marketing and Export Management</u> . 5th ed. Harlow: FT Prentice Hall, 2005.	658.8/ALB-3	IB,MKT
International Relations	Main	Goldstein, Joshua S., and Jon C. Pevehouse. <u>International Relations</u> . 8 th ed. New York: Pearson/Longman, 2008.	327/GOL-5	BA,IB
	Supplementary	Roskin, Michael G., and Nicholas O. Berry. <u>IR : The New World of International Relations</u> . 7th ed. Upper Saddle River: Prentice Hall, c2008.	327.1/ROS-2	BA,IB
		Rourke, John T., and Mark A. Boyer. <u>International Politics on the World Stage (Brief)</u> . 7th ed. New York: McGraw Hill Higher Education, c2008.	327/ROU	BA,IB
		Brown, Chris, with Kirsten Ainl. <u>Understanding International Relations</u> . 3rd ed. New York: Palgrave Macmillan, 2005.	327/BRO	BA,IB
Introduction to Logistics Operation	Main	Murphy, Paul R., and Donald F. Wood. <u>Contemporary Logistics</u> . 9th ed. Upper Saddle River, N. J.: Pearson Prentice Hall, c2008.	658.5/MUR:2-2	IB

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	Supplementary	Water, Donald. <u>Logistics : an introduction to supply chain management</u> . New York: Palgrave Macmillan, 2003.	658.5/WAT	IB
		Rushton, Alan, and Steve Walker. <u>International logistics and supply chain outsourcing : from local to global</u> . London ; Philadelphia : Kogan Page. The Chartered Institute of Logistics and Transportation (UK), c2007.	658.7/RUS-2	IB
Introduction to Mass Communication	Main	Dominick, Joseph R. <u>The dynamics of mass communication</u> . Boston: McGraw-Hill, 2006.	302.23/DOM-2	BA,MKT
		Vivian John. <u>The media of mass communication</u> . 7th update ed. Boston: Allyn and Bacon, 2006.	302.23/VIV	BA,MKT
	Supplementary	Melvin L. DeFleur and Everette E. Dennis. <u>Understanding mass communication : a liberal arts perspective</u> . Boston: Houghton Mifflin Co., 2003.	Not available	
		Ross, Karen, and Virginia Nightingale. <u>Media and audience : new perspectives</u> . Maidenhead: Open University Press, 2003.	302.23/ROS	BA,MKT
Introduction to Multimedia	Main	Weixel, Suzanne, Fulton, Jennifer, Barksdale, Karl Morse, Cherly, & Morse, Bryan. <u>Multimedia basics</u> . Boston: Thomson Course Technology, 2003.	006.6/WEI	BA,MKT
	Supplementary	Li, Ze-Nian & Drew, Mark S.	006.7/LI	BA,MKT

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		<p><u>Fundamentals of multimedia</u>. Int'l ed. Upper Saddle River, N. J.: Prentice Hall, c2004.</p> <p>Lopez, Luis. <u>Advanced Adobe Photoshop CS2 basics</u>. Boston: Thomson/Course Technology, c2007.</p> <p>Rosenberg, Jacob. <u>Adobe Premier Pro 1.5 Studio techniques</u>. Berkeley: Peachpit Press, 2004.</p>	<p>006.6/LOP-2</p> <p>In process</p>	<p>BA,MKT</p> <p>BA,MKT</p>
Macroeconomics	Main	<p>R. Glenn Hubbard and Athony Patrick O'Brien. <u>Economics</u>. 2nd ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2006.</p> <p>Lipsey, Richard, and Alec Chrystal. <u>Economics</u>. 11th ed. Oxford: Oxford University Press, 2007.</p>	<p>330/HUB C2008</p> <p>330/LIP-12</p>	<p>AC,BA,IB, MKT,LM</p> <p>AC,BA,IB, MKT,LM</p>
	Supplementary	<p>Mankin, Ng. <u>Principles of Economics</u>. 4th ed. USA: Thomson Southern Western, 2007.</p>	<p>330/MAN:2-2</p> <p>Author should be: N. Gregory Mankiw</p>	<p>AC.BA,IB, MKT,LM</p>
Marketing Management	Main	<p>Kotler, Philip, and Kevin Keller. <u>Marketing Management</u>. 13th ed. Upper Saddle River: Pearson Prentice Hall International, 2008.</p> <p>McDonald, Malcolm. <u>Marketing Plans : How to prepare, how to use them</u>. 6th ed. Oxford: Butterworth-Heinemann, 2007.</p>	<p>658.8/KOT-25</p> <p>658.8/MCD-3</p>	<p>BA,IB, MKT</p> <p>BA,IB, MKT</p>
	Supplementary	<p>Mullins, John W., Orville C.</p>	<p>658.8/MUL-2</p>	<p>BA,IB,MK</p>

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		Walker and Harper W. Boyd Jr. <u>Marketing Management- A Strategic Decision-Making Approach</u> . 6th edition. New York: McGraw hill Irwin, 2008.		T
		Cravens, David W, and Nigel Piercy. <u>Strategic Marketing</u> . 8th ed. New York: McGraw Hill, 2006.	Not available New ed.: 9 th ed., c2009 658.8/CRA-8	BA,IB, MKT
Microeconomics	Main	R. Glenn Hubbard and Athony Patrick O'Brien. <u>Economics</u> . Upper Saddle River, N. J.: Pearson Education, 2006.	Not available New ed.: 2nd ed., c2008 330/HUB	AC,BA,IB, MKT,LM
		Lipsey, Richard G., and Alec Chrystal. <u>Economics</u> . 11th ed. Oxford: Oxford University Press, 2007.	330/LIP-12	AC,BA,IB, MKT,LM
	Supplementary	Mankin, Ng. <u>Principles of Economics</u> . 4th ed. Mason, OH: Thomson/Southern Western, 2007.	330/MAN:2-2 Author: N. Gregory Mankiw ISBN: 0324224729	AC,BA,IB, MKT,LM
Organizational Behavior	Main	George, Jennifer M., and Gareth R. Jones. <u>Understanding and Managing Organizational Behavior</u> . 5 th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, c2008.	658.3/GEO-6	AC,BA,IB, MKT
		Robbins, Stephen P., and Timothy A. Judge. <u>Organizational Behavior</u> . 12 th ed. Upper Saddle River: Pearson/Prentice Hall, c2007.	658.3ROB-7	AC,BA,IB, MKT

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	Supplementary	Hersey , Paul H, Kenneth H Blanchard, and Dewey E. Johnson. <u>Management Of Organizational Behavior</u> . 9th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2007.	658.3/HER C2008	AC,BA,IB, MKT
Pendidikan Moral	Main	Abdul Rahman Md. Aroff. <u>Pendidikan Moral : Teori Etika dan Amalan Moral</u> . Serdang: Penerbit Universiti Putra Malaysia, c1999.	370.44/ABD	LAN
		Eow Boon Hin. <u>Moral education</u> . 3 rd ed. Longman, 2005.	370.11/EOW 2002	LAN
	Supplementary	Mackinnon, Barbara. <u>Ethics : Theory and Contemporary Issues</u> . 2 nd ed. Belmont: Wadsworth Pub. Co., c1998.	170/MAC	LAN
		Ghazali Darussalam. <u>Dinamika Ilmu Akhlak Islamiah</u> . Kuala Lumpur : Tinggi Press. Sdn Bhd, c1997.	297.44/GHA	LAN
Pengajian Malaysia	Main	Asnarulkhadi Abu Saman & Jayum A. Jawan. <u>Kenegaraan Malaysia</u> . Serdang: Penerbit Universiti Putra Malaysia, c1997.	959.5/KEN	LAN
		Hasnah Hussin dan Mardiana Hordin. <u>Pengajian Malaysia</u> . Shah Alam:Oxford Fajar Sdn. Bhd., 2007.	959.5/HAS:2	LAN
		Jayum Anak Jawan. <u>Politics and government in Malaysia</u> . Shah Alam: Krisma, 2002.	320.9595/JAY Title should be: Malaysian politics & government	LAN

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
		Kassim Thukiman. <u>Malaysia : perspektif sejarah dan politik</u> . Skudai: Penerbit Universiti Teknologi Malaysia, 2002.	959.5/KAS	LAN
	Supplementary	Ahmad Ibrahim & Ahilemah Joned. <u>Sistem undang-undang di Malaysia</u> . Kuala Lumpur: DBP, 1987.	Not available New ed.: 2nd ed., 2005 349.595/AHM	LAN
		Francis Loh Koh Wah & Khoo Boo Teik ed. <u>Democracy in Malaysia : discourse and practices</u> . Cornwall: Curzon Press, c2002.	320.9595/DEM	LAN
		Jayum Anak Jawan. <u>The ethnic factor in modern politics</u> . Hull: Centre for South-East Asian Studies, University of Hull, 1991.	Not available	
		Means, Gordon P. <u>Malaysian politics : the second generation</u> . Singapore: Oxford University Press, 1991.	320.9/MEA	LAN
		Fuziah Shaffie dan Ruslan Zainuddin. <u>Sejarah Malaysia</u> . Shah Alam: Penerbit Fajar Bakti Sdn. Bhd., 2001.	959.5/FUZ	LAN
		<u>Malaysia kita : panduan dan rujukan untuk peperiksaan am kerajaan</u> . Ed. terbaru. Petaling Jaya: International Law Book Services, c2003.	959.5/MAL:5	LAN
		Ryan, N. J. <u>The making of modern Malaysia and Singapore : a history from</u>	959.5/RYA C1969	LAN

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
		earliest time to 1956 . 4 th ed. Kuala Lumpur: Oxford University Press, 1976.		
Practical English	Main	Carver, Tina Kasloff, Sandra Douglas Fotinos-Riggs with Sarah Lynn. A Conversation Book 1 : English in everyday life . 4 th ed. London: Pearson/Longman, c2006.	418/CAR-5	
		Soar, John & Liz. Headway: pre-intermediate . Oxford: Oxford University Press, 1993.	本馆另有其他馆藏, 请见以下4书:	
		Bowler, Bill, and Parminter, Sue, Headway : pre-intermediate pronunciation . Oxford: Oxford University Press, c1992.	428.2/HEA-2	
		Soar, John & Liz, Headway : pre-intermediate, student's book . Oxford: Oxford University Press, c1991.	428/SOA-5	COM
		Soar, John & Liz, Headway: pre-intermediate, teacher's book . Oxford: Oxford University Press, 1991.	428/SOA-6	COM
		Soar, John & Liz. Headway: pre-intermediate, workbook . Oxford: Oxford University Press, c1991.	428/SOA-7	COM
	Supplementary	Baker, Ann. Tree or Three? An elementary pronunciation course . 2 nd ed. Cambridge: Cambridge University Press, 2006.	428.1/BAK-5	

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.	Location
		Platt, Heidi. <u>Better ways to communicate.</u> Singapore: Federal Publications, c1993.	372.6/PLA	DIE
Quantitative Methods	Main	Render, Barry, and Ralph M. Stair, JR.. <u>Quantitative Analysis for Management.</u> 9th ed. Upper Saddle River: Prentice Hall, c2006.	658.4/REN	BA,IB, MKT,LM
		Douglas A. Lind, William G. Marchal, Samuel A. Wathen. <u>Statistical Techniques in Business & Economics.</u> 12 th ed. McGraw-Hill, 2005.	519.5/LIN-5.	BA,IB, MKT,LM
	References	Terry Lucey. <u>Quantitative Techniques.</u> 6 th ed. London: Thomson, 2003.	545/LUC-4	BA,IB, MKT,LM
		Derek Friend. <u>How to Pass Business Statistics.</u> UK: LCCI Examinations Board Preparation Books, 1997.	519.5/FRI	BA,IB, MKT,LM
Statistics	Main	Douglas A. Lind, William G. Marchal, Samuel A. Wathen. <u>Statistical Techniques in Business & Economics.</u> 12th ed. New York: McGraw-Hill, 2005.	519.5/LIN-5	AC,BA,IB, MKT
		David M. Levine ... [et al.] <u>Statistics for Managers Using Microsoft Excel.</u> 4th ed. Upper Saddle River, N.J.: Pearson Prentice Hall, 2005.	Not available New ed.: 5 th ed., c2008 519.5/LEV-6	AC,BA,IB, MKT
	Supplementary	James T. McClave, P. George Benson, Terry Sincich. <u>Statistics for Business and Economics.</u> 9th ed. Pearson Prentice Hall, 2005.	519.5/MCC-5	AC,BA,IB, MKT

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		Derek Friend. <u>How to Pass Business Statistics</u> . UK: LCCI Examinatinos Board Preparation Books, 1997.	519.5/FRI	AC,BA,IB, MKT

2009-01-22