

Recommended Texts of Diploma in Logistics Management

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
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
	Supplementary	Abdullah Hassan. <u>Isu-isu perancangan bahasa : pengintelektualan Bahasa Malaysia.</u> Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.	499.28/ABD-4
		Ab. Rahman Ab. Rashid dan Yap Kim Fatt. <u>Bahasa Melayu : Komunikasi berkesan dan pengucapan umum.</u> Petaling Jaya: Longman Malaysia, c1995.	302.2/AB
		Ab. Rahman Ab. Rashid dan Hjh. Wan Som. <u>Bahasa Melayu : Bahasa dalam komunikasi dan proses komunikasi.</u> Petaling Jaya: Longman Malaysia, c1995.	499.28/AB-2
		Asmah Hj. Omar. <u>Penggunaan bahasa dalam surat rasmi : bahasa dalam komunikasi.</u> Kuala Lumpur: Dewan Bahasa dan Pustaka, 1983.	499.28/ASM-11
		Awing Sariyan. <u>Sebutan 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 c1981
		Nik Safiah Karim, et al. <u>Tatabahasa dewan.</u> Kuala Lumpur: Dewan Bahasa dan Pustaka, Kementerian Pendidikan Malaysia, 1993.	499.285/SAF-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia baku</u> . Cetakan 2. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1990.	499.28/SUL-2
		Za'ba. <u>Pelita Bahasa Melayu penggal I-III</u> . Kuala Lumpur: Dewan Bahasa dan Pustaka, c2000.	499.23/ZAI
Basic Chinese	Main	De Francis John. <u>Beginning Chinese reader, part I & part II</u> . New Haven & London: Yale University Press, 1977.	495.1/DEFV1
		Hu Yushu. <u>Chinese for today, book one</u> . Shanghai: Fudan University Press, 1986.	Not available Hu Yushu. <u>现代汉语, 修订本</u> . Shanghai: Shanghai Educational Publishing House, 1995. 802.58/HYS
		Liu Xun et.al. (Ed). <u>Practical Chinese reader book one</u> . Hong Kong: The Commercial Press Ltd., 1985.	Not available
	Supplementary	-	
Business English	Main	John V. Thill , Courtland L. Bovee. <u>Excellence in business communication</u> . 7th ed. Upper Saddle River: Pearson/ Prentice hall, 2007.	658.4/THI-2
		Countland L. Bovee, John V. Thill. <u>Business communication today</u> . 8 th ed. Upper Saddle River: Prentice Hall , c2005	658.4/BOV-2
	Supplementary	Bienvenu, Sherron and Timm, Paul R. <u>Business communication : discovering</u>	658.4/BIE

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		<u>strategy developing skills</u> . Upper Saddle River: Prentice Hall, c2002.	
Business Law	Main	Kelly, David, Ann Holmes, Ruth Hayward. <u>Business law</u> . 5 th ed. London: Cavenish, 2005.	346/KEL-2
	Supplementary	Mei Pheng Lee. <u>General principles of Malaysian law</u> . 5 th ed. Malaysia: Penerbit Fajar Bakti Sdn. Bhd., 2005. Beatrix Vohrah, Wu Min Aun. <u>The commercial law of Malaysia</u> . 2 nd ed. Petaling Jaya: Pearson, 2004.	340.9595/LEE-2 340.9595/LEE-3 346/WU-5
Business Mathematics	Main	K.K.We, T.K. Lau. <u>Business mathematics for UiTM</u> . 2 nd ed. Shah Alam: Penerbit Fajar Bakti Sdn Bhd, 2006.	650.1/LAU-2
	Supplementary	Lau Too Kya, Phang Yook Ngor, Wee Kok Kiang. <u>Accountancy mathematics for UiTM</u> . 2 nd ed. Shah Alam: Penerbit Fajar Bakti Sdn Bhd, 2006. Jeffrey Slater. <u>Practical business math procedures</u> . 7 th ed. Boston: McGraw-Hill, 2003.	657/LAU-2 650.01/SLA-4
Chinese (CHIN 1033)	Main	Li Xiangxin. <u>Zenyang Yuedu Guwen (Bagaimana Membaca Prosa Kuno)</u> . Taiwan: Xuehai Bianjibu, 1988.	820.3/XHC
	Supplementary	Xie Bingying, Qiu Xieyou, Zuo Songchao, Ying Yukang, Huang Junlang, Fu Wuzhi (Terke,ajam). <u>Guwen Guanzhi (Antologi Prosa Kuno)</u> . Taiwan: Sanmin, 1992 Lin Yutang, Tai Geer. <u>Zhongwai Sanwen</u>	835/XBY c1997 Not available

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		<u>Jinghua (Intisari prosa dalam dan luar Negeri China)</u> . Taiwan: Changchunshu, 1980.	
Computer Application	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
	Supplementary	Habraken ,Joe. <u>Microsoft Office 2003 all in one</u> . Indianapolis: Que, c2004.	005.3/HAB
Consumer Behaviour	Main	Schiffman, Leon G., Leslie Lazar Kanuk. <u>Consumer behaviour</u> . 9th ed. Upper Saddle River, NJ: Pearson/ Prentice Hall, 2007.	658.8/SCH:2-6 New ed.: c2010, 10 th ed. 658.8/SCH:2-7
	Supplementary	Solomon. Michael R. <u>Consumer behavior: buying, having and being</u> . 8th ed. Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2009.	658.8/SOL-6
Contemporary Literacy	Main	Schwalbe, Kathy. <u>Information technology project management</u> . 5th ed. Boston, Mass.: Thomson/ Course Technology, 2007.	658.4038/SCH 658.4038/SCH-2 Int' l ed.
	Supplementary	Darren Dalcher, Lindsey Brodie. <u>Successful IT projects</u> . London: Thomson, 2007.	004.068/DAL
Critical Thinking Skills	Main	S. Cottrell. <u>Critical thinking skills: developing effective analysis and argument</u> . Hampshire; New York: Palgrave Macmillan, 2005.	160/COT
	Supplementary	T. Crane. <u>Elements of mind: an introduction to the philosophy of mind</u> . New York; Oxford: Oxford University Press, 2001.	128/CRA

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		<p>R. H. Ennis. 'A taxonomy of critical thinking dispositions and abilities', in J. Baron and R. Sternberg eds., <u>Teaching thinking skills: theory and practice</u>. New York: W. H. Freeman, 1987.</p> <p>A. Fisher. <u>Critical thinking: an introduction</u>. Cambridge: Cambridge University Press, 2001.</p> <p>A. Fisher. <u>The logic of real arguments</u>. Cambridge: Cambridge University Press, 1988.</p> <p>L. A. Groarke, C. W. Tindale, Linda Fisher. <u>Good reasoning matters: a constructive approach to critical thinking</u>. Oxford: Oxford University Press, 1977.</p> <p>A. Garnham, J. Oakhill. <u>Thinking and reasoning</u>. Oxford; Cambridge, Mass : Blackwell, 1994.</p> <p>R. A. Lanham. <u>A handlist of rhetorical terms</u>. 2nd ed. Berkeley; Los Angeles: University of California Press, 1991.</p>	<p>Not available</p> <p>160/FIS</p> <p>Not available New ed.: c2004, 2nd ed. 153.4/FIS</p> <p>Not available New ed.: c2008, 4th ed. 168/GRO</p> <p>153.4/GAR</p> <p>428.1/LAN</p>
E-Commerce	Main	Kenneth C. Laudon, Carol Guercio Traver. <u>E-commerce : business, technology, society</u> . 4th ed. Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2008.	658.8/LAU-3

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	Supplementary	Ward A. Hanson, Kirthi Kalyanam. <u>Internet marketing and e-Commerce</u> . Mason, OH: Thomson South Western, 2007.	658.8/HAN:2-2
		Efraim Turban, David King, Judy Lang. <u>Introduction to e-Commerce</u> . 2nd ed. Upper Saddle River, NJ.: Pearson/Prentice Hall, 2009.	658.8/TUR:2-4
Financial Accounting 1	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's business accounting 1</u> . 11th ed. Harlow: Pearson Education, c2008.	657/WOO-21
	Supplementary	DJ Skidmore , M Mincher. <u>How to pass book-keeping and accounts, second Level</u> . LCCI Examination Board, 2008.	Not Available
		Harold Randall. <u>Accounting : as level and A level</u> . 4th printing. Cambridge University Press, 2005.	657/RAN
Financial Accounting 2	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's business accounting 1</u> . 11th ed. Harlow: Pearson Education, 2008.	657/WOO-21
	Supplementary	DJ Skidmore , M Mincher. <u>How to pass book-keeping and accounts, Second Level</u> . LCCI Examination Board, 2008 syllabus	Not Available
		Harold Randall. <u>Accounting : as level and A level</u> . 4th printing. Cambridge University Press, 2005.	657/RAN
Foreign Language - Japanese	Main	Kokusai Gakuyuukai (Japanese Language)	-
	Supplementary	Nippon Kaigai Gijyutsu Kenkyuukai (Basic Japanese)	-

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Freight and Transport Management	Main	Gubbins, Edmund J. <u>Managing transport operations</u> . 3rd ed. London: Kogan Page Ltd, 2003.	388/GUB
		Emmett, Stuart. <u>Logistics freight transport : domestic and international for managers and students</u> . Cambridge: Cambridge Academic, c2005.	658.7/EMM-2
	Supplementary	Lowe, David. <u>Intermodal freight transport</u> . 1st ed. Oxford: Elsevier Butterworth-Heinemann, 2005.	385/LOW
		Lowe, David. <u>The transport manager's & operator's handbook 2006</u> . 36th ed. London: Kogan Page Ltd, 2006.	658.7/LOW2006 New ed.: c2007,37 th ed. 658.7/LOW2007
Fundamentals of Management	Main	Robbins, Stephen P., David A. DeCenzo. <u>Fundamentals of management</u> . 6 th ed. Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2008.	658/ROB-13
		Whetten, David A, Kim S. Cameron. <u>Developing management skills</u> . 7th ed. US: Prentice- Hall, 2007.	658.4/WHE-5 New ed.: c2010, 8 th ed. 658.4/WHE-6
	Supplementary	Certo, Samuel C, S. Trevis Certo. <u>Modern management</u> . 10th ed. Upper Saddle River, NJ.: Pearson/ Prentice- Hall, 2006.	Not available New ed.: c2009, 11 th ed. 658/CER-2 658/CER-3
Fundamentals of Marketing	Main	Armstrong, G, Kotler, Geoffrey da Silva. <u>Marketing : an introduction</u> . Upper Saddle River, NJ.: Pearson/ Prentice Hall, c2007.	Not available New ed.: c2009. 9 th ed. 658.8/ARM-2

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Kotler, Philip, Gary Armstrong. <u>Principles of marketing</u> . 12th ed. Upper Saddle River: Pearson/Prentice Hall, 2008.	658.8/KOT-24
	Supplementary	-	
Human Resource Management	Main	Dessler, G. <u>Human resource management</u> . 11 th ed. Upper Saddle River: Pearson/ Prentice-Hall, 2008. Mondy, R. Wayne. <u>Human resource management</u> . 10 th ed. Upper Saddle River: Pearson/ Prentice Hall, 2008.	658.3/DES-10 658.3/MON-3
	Supplementary	Gomez-Mejia, Luis, David B. Balkin, Robert L. Candy. <u>Managing human resources</u> . 5th ed. Upper Saddle River: Pearson/ Prentice Hall, 2007.	658.3/GOM-3 New ed.: c2010, 6 th ed. 658.3/GOM-4
Industrial Training	Main	-	
	Supplementary	-	
Information Technology	Main	Beekman. George, Michael J. Quinn. <u>Computer confluence : tomorrow's technology and you</u> . 8th ed. Upper Saddle River, NJ: Pearson / Prentice Hall, 2008.	004/BEE-5 New ed.: c2009, 9 th ed. 004/BEE-6
		Bill Daley. <u>Computers are your future</u> . 9th ed. Upper Saddle River, NJ. : Pearson/ Prentice Hall, 2008	004/DAL

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	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.: c2007, 7 th ed. 004/WIL-4
Intensive Writing for College Students	Main	Reid, Joy M. <u>The process of paragraph writing.</u> New Jersey: Prentice Hall Regents, 1994.	428.2/REI
	Supplementary	McWhorter. <u>Expressways for writing scenarios: from paragraph to essay.</u> New York: Pearson Longman, 2007. Wingersky, Beoerner, Holguin. <u>Writing paragraphs and essays: integrating reading, writing and grammar skills.</u> 4 th ed. Thomson Heinle, 2003.	070.4/MCW Not available New ed.: c2006, 5 th ed. 808.042/WIN-2 c2009, 6 th ed. 808.042/WIN-3
Introduction to Logistics Operations	Main	Murphy, Paul R. and Donald F. Wood. <u>Contemporary logistics.</u> 9th ed. Upper Saddle River, NJ.: Pearson/Prentice Hall, 2008.	658.5/MUR:2-2
	Supplementary	Douglas M. Lambert, James R. Stock, Lisa M. Ellram. <u>Fundamentals of logistics management.</u> Int'l ed. McGraw-Hill, 1998.	658.7/LAM
Introduction to Mass Communication	Main	Dominick, Joseph. <u>The dynamics of mass communication.</u> Boston: Pearson Education, 2006. Vivian, John. <u>The media of mass communication.</u> 7th ed. Boston : Allyn and Bacon, 2006.	Not available New ed.: c2009, 10 th ed. 302.23/DOM-2 302.23/VIV New ed.: c2009, 9 th ed.

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			302.23/VIV-2
	Supplementary	DeFleur, M.L, Dennis. <u>Understanding mass communication</u> . Boston: Houghton, 2003. Karen Ross, Virginia Nightingale. <u>Media and audience : new perspectives</u> . Maidenhead: Open University Press, 2003.	Not available 302.23/ROS
Introduction to Multimedia	Main	Weixel, S., Fulton, J., Barksdale, K., Morse, C., Morse, B. <u>Multimedia basic</u> . 2nd ed. Australia: Thompson Course Technology, 2007.	006.6/WEI-2
	Supplementary	Li, Ze-Nian, Drew, M. S. <u>Fundamentals of multimedia</u> . Int'l ed. NJ: Pearson Prentice Hall, 2004. Lopez, Luis. <u>Advanced Adobe Photoshop CS2 basic</u> . Boston: Thompson Course Technology, 2007.	006.7/LI 006.6/LOP-2
Introduction to Transport	Main	John J. Coyle. <u>Management of Transportation</u> . 6th ed. USA: Thomson South-Western, 2006.	658.7/BAR
	Supplementary	Gubbins, Edmund J. <u>Managing transport operations</u> . 3rd ed. London: Kogan Page Ltd, 2003 Lowe, David. <u>Intermodal freight transport</u> . 1st ed. Oxford: Elsevier Butterworth –Heinemann, 2005.	388/GUB 385/LOW
Inventory Management	Main	Wild, Tony. <u>Best practice in inventory management</u> . 2nd ed. Oxford: Elsevier	658.7/WIL

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		Butterworth-Heinemann, 2002. Schreibfeder, Jon. <u>Achieving effective inventory management</u> . 3rd ed. USA: Effective Inventory Management Inc, 2005.	Not available New ed.: c2010, 5 th ed. 658.7/SCH
	Supplementary	Waters, Donald. <u>Inventory control and management</u> . 2nd ed. England: John Wiley & Sons, 2003. Muller, Max. <u>Essentials of inventory management</u> . 1st ed. New York: AMACOM, 2003.	658.7/WAT 658.7/MUL 658.7/MUL-2
Logistics Management and Strategy	Main	Harrison, Alan and Remko van Hoek. <u>Logistics management and strategy</u> . 2nd ed. Harlow: FT Prentice Hall, 2005. Gourdin, Kent N. <u>Global logistics management : a competitive advantage for the 21st century</u> . 2nd ed. Malden, MA : Blackwell Publishing, c2006.	658.5/HAR New ed.: c2008, 3 rd ed. 658.5/HAR-2 658.5/GOU
	Supplementary	Rushton, Alan.et.al. <u>The handbook of logistics and distribution management</u> . 3rd ed. London: Kogan Page, 2006. Waters, Donald. <u>Global logistics and distribution planning : strategies for management</u> . 4th ed. London.: Kogan Page, c2003.	658.7/RUS 658.5/GLO

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Macroeconomics	Main	R. Glenn Hubbard, Athony Patrick O'Brien. <u>Economics</u> . Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2006. Lipsey, Richard G., and Alec Chrystal. <u>Economics</u> . 11th ed. Oxford: Oxford University Press, 2007.	Not available New ed.: c2008, 2 nd ed. 330/HUB 330/LIP-12
	Supplementary	Mankin, Ng. <u>Principles of economics</u> . 4th ed. Mason, OH: Thomson/ Southern Western, 2007.	330/MAN:2-2
Microeconomics	Main	R. Glenn Hubbard, Athony Patrick O'Brien. <u>Economics</u> . Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2006.	Not available New ed.: c2008, 2 nd ed. 330/HUB
		Lipsey, Richard G., and Alec Chrystal. <u>Economics</u> . 11th ed. Oxford: Oxford University Press, 2007.	330/LIP-12
	Supplementary	Mankin, Ng. <u>Principles of economics</u> . 4th ed. Mason, OH: Thomson/ Southern Western, 2007.	330/MAN:2-2
Pendidikan Moral	Main	Eow, Boon Hin. <u>Moral education</u> , Rev. ed. Petaling Jaya : Pearson Malaysia Sdn. Bhd., 2008.	370.11/EOW-2
	Supplementary	Abdul Rahman Md. Aroff. <u>Pendidikan moral : teori etika dan amalan moral</u> . Serdang: Penerbit Universiti Putra Malaysia, 1999. Boss, Judith A. <u>Ethics for life : a text with readings</u> , 2nd ed. Boston: McGraw Hill, 2001.	370.44/ABD Not Available New ed.: c2008, 4th ed.

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			170/BOS
		Frankena, W.K. <u>Ethics</u> , 2nd ed. Englewood Cliffs, New Jersey: Prentice-Hill, 1973.	170/FRA
		Ghazali Darussalam. <u>Dinamika ilmu akhlak Islamiah</u> . Kuala Lumpur : Utusan Publications dan Distributor Sdn Bhd., 1997.	297.44/GHA
		Ibrahim Mamat. <u>Etika untuk mahasiswa</u> . Kuala Lumpur : Kumpulan Budiman Sdn Bhd, 2000.	370.114/IBR
		Mohammad Muslehuddin. <u>Morality : its concept and role in Islamic order</u> . Pakistan: Islamic Publications Limited, 2000.	Not available
		Mohar Nasir Omar. <u>Falsafah etika : perbandingan pendekatan Islam dan barat</u> . Kuala Lumpur : Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri, 1986.	Not available
		Falikowsk, A.F. <u>Moral philosophy theories, skills and applications</u> . New Jersey: Prentice Hall, Englewood Cliffs, 1990.	Not available
		Gutek, G. <u>Philosophical and ideological perspectives on education</u> . New Jersey: Prentice Hall, Englewood Cliffs, 1990.	Not available
		HerMan T. Tavani. <u>Ethical and technology : ethical issues in an age of information and communication technology</u> . USA: John Wiley and Sons. Inc., 2004.	Not available
		Kenneth, Burner. <u>Philosophy : the power of ideas</u> , 5th ed. Boston: McGraw Hill, 2002.	100/MOO

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Mackinnon, B. <u>Ethics : theory contemporary issues</u> . California: Wadsworth Publishing Company, 1995.	Not available New ed.: c1998, 2nd ed. 170/MAC
		Mohd. Janib Johari. <u>Moral teori aplikasi dan permasalahan</u> . Skudai: Penerbit Universiti Teknologi Malaysia, 1994.	Not available
		Ozmon, H. A., Craver, S.M. <u>Philosophical foundations of education</u> , 7th ed. New Jersey: Upper Saddle River, 2003.	Not available
		Thiroux, Jaques P. <u>Ethics theory and practice</u> , 7th ed. New Jersey: Prentice Hall, 2001.	Not available New ed.: c2009, 10th ed. 170/THI
		Quinn, M.J. <u>Ethics for the information age</u> . New York: Pearson Addison Wesley, 2005.	Not available New ed.: c2006, 2nd ed. 174/QUI c2009, 3rd ed. 174.9004/QUI
		Shaw, William H. <u>Social and personal ethics</u> . 4th ed. United States : Wadsworth Thomson Learning, 2002.	Not available New ed.: c2008, 6th ed. 175/SHA
		Shaw, William H. <u>Business ethics</u> . Australia : Wadsworth Thomson Learning, 2002.	174/SHA New ed.: c2008, 6th ed. 174/SHA-2

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		Tanner, Stephen et al. <u>Journalism ethics at work</u> . Australia: Pearson Longman, 2005.	070.4/TAN
		White, James E. <u>Contemporary moral problems</u> . 7th ed. United States: Wadsworth Thomson Learning, 2003.	Not available New ed.: c2009, 9th ed. 170/WHI
Pengajian Malaysia	Main	Asnarulkhadi Abu Samah, Jayum A. <u>Jawan. Kenegaraan Malaysia</u> . Serdang: Penerbit Universiti Putra Malaysia, 1997.	959.5/KEN
		Hasnah Hussin, Mardiana Nordin. <u>Pengajian Malaysia</u> . Shah Alam: Oxford Fajar Sdn. Bhd, 2007.	959.5/HAS:2
		Jayum A. Jawan. <u>Politics and government in Malaysia</u> . Shah Alam: Karisma Publication, 2002.	320.9595/JAY c2003
		Kasim Thukiman. <u>Malaysia: perspektif sejarah dan politik</u> . Skudai : Penerbit Universiti Teknologi Malaysia, 2002.	959.5/KAS
	Supplementary	Ahmad Ibrahim, Ahilemah Joned. <u>Sistem undang-undang Malaysia</u> . Kaula Lumpur: Dewan Bahasa dan Pustaka, 1987.	Not available New ed.: c2005, Ed. kedua 349.595/AHM
		Francis Loh Kok Wah, Khoo Boo Teik. <u>Democracy in Malaysia: discourse and practices</u> . London: Curzon, 2002.	320.9595/DEM
		Jayum A. Jawan. <u>The ethnic factor in modern politics</u> . Hull University Press, 1991.	Not available

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		Means, Gordon P. <u>Malaysian politics: the second generation</u> . Singapore: OUP, 1991.	320.9/MEA
		Fuziah Shaffie, Ruslan Zainuddin. <u>Sejarah Malaysia</u> . Shah Alam: Penebit Fajar Bakti Sdn. Bhd., 2001.	959.5/FUZ
		Malaysia Kita: Panduan dan rujukan untuk peperiksaan Am kerajaan (edisi terbaru). Petaling Jaya: International Law Book Services, 2003.	959.5/MAL:5
Practical English	Main	Carver, Tina Kasloff, Sandra Douglas Fotinos. <u>A conversation book 1A : English in everyday life</u> . Rev. 4th ed. New York: Pearson Longman, 2006	418/CAR-5
		Soar, John & Liz. <u>Headway: pre-intermediate</u> . Oxford: Oxford University Press, 1993.	Not available
		<u>Other related collection:</u>	
		Bowler, Bill, and Parminter, Sue, <u>Headway : pre-intermediate pronunciation</u> . Oxford: Oxford University Press, c1992.	428.2/HEA-2
		Soar, John & Liz, <u>Headway : pre-intermediate, student's book</u> . Oxford: Oxford University Press, c1991.	428/SOA-5
		Soar, John & Liz, <u>Headway: pre-intermediate, teacher's book</u> . Oxford: Oxford University Press, 1991.	428/SOA-6
		Soar, John & Liz. <u>Headway: pre-intermediate, workbook</u> . Oxford: Oxford University Press, c1991.	428/SOA-7

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	Supplementary	Baker, Ann, <u>Tree or three? an elementary pronunciation course</u> . Cambridge: Cambridge University Press, 2006. Platt, Heidi. <u>Better ways to communicate</u> . Singapore: Federal Publications, 1993.	428.1/BAK-5 372.6/PLA
Purchasing and Supply Management	Main	Benton, W. C. Jr. <u>Purchasing and supply management</u> . 1st ed. New York: McGraw Hill/Irwin, c2007. Kenneth Lysons, Brian Farrington, <u>Purchasing and supply chain management</u> . 7th ed. Harlow: Prentice Hall/ Financial Press, 2006.	658.7/BEN 658.7/LYS
	Supplementary	Leenders, Michiel R. [et al]. <u>Purchasing and supply management</u> . 13th ed. New York: McGraw Hill, c2006. Baily, Peter ... [et al.] <u>Purchasing principles and management</u> . 9th ed. Harlow: FT Prentice Hall, 2005.	658.7/LEE 658.5/BAI
Quantitative Methods	Main	Render, Barry, Ralph M. Stair. <u>Quantitative analysis for management</u> . 9th ed. Upper Saddle River: Prentice Hall, 2006.	658.4/REN
		Douglas A. Lind, William G. Marchal, Samuel A. Wathen. <u>Statistical techniques in business & Economics</u> . 12th ed. McGrawHill, 2005.	519.5/LIN-5 (Int' l) 519.5/LIN-4
	Supplementary	Lucey, Tery. <u>Quantitative techniques</u> . 6th ed. London: DP Publications, 2003. Derek Friend. <u>How to pass business statistics : second and third level</u> . U.K : LCCI Examinations Board Preparation Books, 1999.	545/LUC-4 519.5/FRI c1997

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Sales Management	Main	Jobber, David, Geoff Lancaster. <u>Selling and sales management</u> . 7th ed. London : Pearson Education, 2006. Johnston, Mark W., Greg W. Marshall. <u>Churchill/ Ford/ Walker's Sales force management</u> . 8th ed. New York: McGraw-Hill/Irwin, 2006.	658.8/JOB-4 658.8/JOH:4 New ed.: c2009,9 th ed. 658.8/JOH:4-2
	Supplementary	Manning, Gerald L, Barry L Reece. <u>Selling today: creating customer value</u> . 10th ed. US: Prentice Hall, 2007.	658.85/MAN-2 New ed.: c2010, 11 th ed. 658.85/MAN-3
Statistics	Main	Douglas A. Lind, William G. Marchal, Samuel A. Wathen. <u>Statistical techniques in business & economics</u> . 12th ed. New York: McGrawHill, 2005. David M. Levine [et al.]. <u>Statistics for managers using Microsoft Excel</u> . 4th ed. Pearson Prentice Hall, 2005.	519.5/LIN-5 New ed.: c2010, 14 th ed. 519.5/LIN-9 Not available New ed.: c2008, 5 th ed. 519.5/LEV-6
	Supplementary	James T. McClave, P. George Benson, Terry Sincich. <u>Statistics for business & economics</u> . 9th ed. Upper Saddle River, NJ.: Pearson /Prentice Hall, 2005. Derek Friend. <u>How to pass business statistics: second and third level</u> . U.K: LCCI Examinations Board Preparation Books, 1999.	Not available New ed.: c2008,10 th ed. 519.5/MCC-5 519.5/FRI c1997
Supply Chain Management	Main	Chopra, Sunil, and Peter Meindl. <u>Supply chain management : strategy, planning and operation</u> . 2nd ed. Upper Saddle River:	658.7/CHO

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	Supplementary	Hugos, Michael. <u>Essentials of supply chain management</u> . 2nd ed. New Jersey: John Wiley and Sons, 2006.	658.7/HUG
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		Cole, Stuart. <u>Applied transport economics : policy, management and decision making</u> . 3 rd ed. London: Kogan Page Ltd, 2005.	380.5/COL
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		Frazelle, Edward H. <u>World-class warehousing and material handling</u> . 1st ed. Boston: McGraw-Hill, c2002.	658.7/FRA
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		Baker. <u>The handbook of logistics and distribution management</u> . 3rd ed. London: Kogan Page, 2006.	

Latest update: 2010-10-14