

Recommended Texts of Certificate in Business Studies

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Accounting (CACC 2003)	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's business accounting 1.</u> 12th ed. UK: Financial Times/Prentice Hall, 2012.	657/WOO-23
		Loh Boon Foo, and Ng Kim Hwa. <u>Principles of accounts.</u> Singapore : Pearson Education Asia, 2004.	657/LOH c2002
		Rosli Mohamad [et al.]. <u>Accounting : A Malaysian Perspective.</u> 3 rd ed. Mason: Thomson Learning, c2006.	657.595/ROS
	Supplementary	-	
Bahasa Kebangsaan (A) MPW1113	Main	Ab. Rahman Ab. Rashid, Ya Kim Fatt. <u>Bahasa kebangsaan : khas untuk IPTS.</u> Petaling Jaya: Longman, 2002.	499.28/AB
	Supplementary	Abdullah Hassan. <u>Linguistik am untuk guru Bahasa Malaysia.</u> Petaling Jaya: Fajar Bakti, 1980.	410/ABD-2
		Abdullah Hassan. <u>Isu-isu perancangan bahasa : pengintelektualan Bahasa Malaysia.</u> Kuala Lumpur : Dewan Bahsa 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	499.28/AB-2

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		<p>Som. <u>Bahasa Melayu : bahasa dalam komunikasi dan proses komunikasi.</u> Petaling Jaya : Longman Malaysia, c1995.</p> <p>Asmah Hj. Omar. <u>Penggunaan bahasa dalam surat rasmi : bahasa dalam komunikasi.</u> Kuala Lumpur : Dewan Bahasa dan Pustaka, 1983.</p> <p>Asmah Hj. Omar. <u>Bahasa laporan.</u> Kuala Lumpur : Dewan Bahasa dan Pustaka, 1983.</p> <p>Awang Sariyan. <u>Sebutan baku dan ejaan rumi.</u> Kuala Lumpur : Synerynate Sdn. Bhd., 1995.</p> <p>Ismail Hussein. <u>Sejarah pertumbuhan bahasa kebangsaan kita.</u> Kuala Lumpur : Dewan Bahasa dan Pustaka, 1992.</p> <p>Nik Safiah Karim, et al. <u>Tatabahasa dewan.</u> Kuala Lumpur : Dewan Bahasa dan Pustaka, Kementerian Pendidikan Malaysia, 1993.</p> <p>Sulaiman Masri. <u>Penulisan dalam Bahasa Malaysia baku.</u> Cetakan 2. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1990.</p> <p>Za'ba. <u>Pelita Bahasa Melayu penggal</u></p>	<p>499.28/ASM-11 1999, Cetakan 5</p> <p>808/ASM-3 1995</p> <p>499.28/AWA-8 <i>Title should be <u>Mari berbahasa baku</u> : <u>sebutan baku dan ejaan Rumi</u></i></p> <p>499.28/ISM c1981</p> <p>499.285/SAF-3 <i>2008</i></p> <p>499.28/SUL-2</p> <p>499.23/ZAI</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		I-III. Kuala Lumpur: Dewan Bahasa dan Pustaka, c2000.	
Basic Study Skills (CSTU 1002)	Main	Muchnick. C Cynthia. <u>The everything guide to study skills : strategies, tips, and tools you need to succeed in school!</u> . Adams Media, 2011.	Not available
		Munchnick. C. Cynthia. <u>Straight-A study skills : more than 200 essential strategies to ace your exams, boost your grades, and achieve lasting academic success.</u> Adams Media, 2013.	Not available
		George. F. Swain. <u>How to study.</u> Forgotten Book, 2012.	Not available
		Floyd, Jean. <u>Study skills for higher education.</u> 3 rd ed. Subang Jaya: August Pub., c2007.	428.2/FLO
		Cottrell, Stella. <u>The exam skills handbook.</u> Houndmills: Palgrave Macmillan, 2007.	371.26/COT
		Beale, Abby Marks. <u>Success skills : strategies for study and lifelong learning.</u> 3 rd ed. Mason : Thomson/South-Western, c2007.	371.3028/BEA
	Supplementary	--	
Business Administration (CBUS1103)	Main	Ebert, Ronald J., and Ricky W. Griffin. <u>Business essentials.</u> 9 th ed. Upper Saddle River , N. J. : Prentice Hall, 2012.	658/EBE-3 c2013

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>Bovee, Courtland L., Thill, John V, Barbara E. Schatzman. <u>Business in action</u>. 6th ed. Upper Saddle River, N. J.: Pearson/Prentice Hall, 2012.</p> <p>Eggland, Steven S., Dlabay, Les R., and James L. Burrow. <u>Intro to business</u>. 6th ed. Mason : South-Western, 2005.</p> <p>Ferrell, O. C., Hill, Geoffreyl. <u>Business : a changing world</u>. 8th ed. Boston : McGraw-Hill, 2010.</p>	<p>Old ed.: 2005, 3rd ed. 650/BOV-2 650/BOV-3</p> <p>Old ed.: c2004, 5th ed. 650/EGG-2</p> <p>Old ed.: c2008, 6th ed. 650/FER-4</p>
	Supplementary	-	
Business Calculations (CMTH 1003)	Main	<p>Slater, Jeffrey. <u>Practical business math procedures</u>. 7th ed. Boston: McGraw-Hill, c2003.</p> <p>K.K Wee, and T.K. Lau. <u>Accountancy mathematics for UITM</u>. 2nd ed. Shah Alam: Penerbit Fajar Bakti Sdn Bhd., 2006.</p> <p>Tussy, Alan. S. <u>Basic mathematics for college students</u>. 3rd ed. Belmont: Thomson/Brooks/Cole, 2005.</p>	<p>New ed.: c2011, 10th ed. 650.01/SLA-6</p> <p>New ed.: 2009/ 3rd ed. 657/LAU-3</p> <p>510/TUS c2007</p>
	Supplementary	-	
Chinese (CHIN 1033)	Main	<p>Qian Li Qun, Qu Fu Hui, Wen Ru Min. <u>Zhong Guo Xian Dai Wen Xue San Shi Nian</u>. Beijing: Peking University Press, 1998.</p>	<p>820.908/QLQ</p> <p>820.908/QLQ-2</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Wen Ru Min. <u>Zhong Guo Xian Dai Wen Xue Ke Cheng Xue Xi Zhi Dao (The Guidance on Learning Modern Chinese Literature)</u> . Beijing: Peking University Press, 2002.	820.908/WRM 2001
	Supplementary	-	
Computer Application (CSIS1053)	Main	Ed B., Carl S. <u>Microsoft Office 2010 : Inside Out</u> . Microsoft Press, Washington, 2011. Katherine M., <u>Microsoft Office 2010 : plain & simple</u> . Microsoft Press, Washington, 2010. Steve J., <u>Microsoft Office 2010 on demand</u> . Que Publications, 2010.	New title: c2013 005.5/BOT <i>Title should be <u>Microsoft office inside out : 2013 edition</u></i> 005.3/MUR Not available
	Supplementary	-	
Introduction to Accounting (CACC 1003)	Main	Wood, Frank, and Alan Sangster. <u>Frank Wood's business accounting 1</u> . 12th ed. Harlow: Pearson Education, 2012. Charles Horngren, Gary Sundern, John Elliott. <u>Introduction to financial accounting</u> . 11th ed. Pearson, 2013.	657/WOO-23 11th ed. (Int'l ed.) 657/HOR-11
	Supplementary	-	
Introduction to	Main	Davidson, Wilma. <u>Business writing</u> ,	Not available

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Business Communication (CENG 0132)		<u>what works, what won't.</u> NY : Mcmillan, 2011.	
		Guffrey, Mary Ellen and Loewy, Dana. <u>Essentials of business dommunication.</u> South-Western : Cengage Learning, 2012.	808.06665/GUF
		Theobald, Theo. <u>Develop your presentation skills.</u> UK : Kogan Page Limited, 2013.	658.452/THE
	Supplementary	-	
Introduction to Economics (CCON1003)	Main	Deviga, V and Karunagaran, M. <u>Principles of economics.</u> 3rd ed. Shah Alam : Oxford FajarSdn. Bhd, 2013.	Old ed.: 2010, 2nd ed. 330/VEN
	Supplementary	R. Glenn Hubbard, Anthony Patrick O'Brien. <u>Economics.</u> 2nd ed. Pearson Education, Inc. New Jersey, 2008.	New ed.: c2013, 4th ed. 330/HUB-3
		Mankiw, N. G. . <u>Principles of economics.</u> 4 th ed. USA : Thomson South Western, 2007.	New ed.: c2012, 6th ed. 330/MAN:2-7
Introduction to Marketing (CMKT1003)	Main	Armstrong, Gary, and Phillip Kotler. <u>Marketing : An Introduction.</u> 10th ed. Prentice Hall, 2012.	New ed.: 2013, 11 th ed. (Global ed.) 658.8/ARM-4

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Yusniza Kamarulzaman, Nor Khalidah Abu. <u>Principles of marketing</u> . 2nd ed. Oxford FajarSdn. Bhd, 2013.	Old ed.: 2009 658.8/NOR:2
	Supplementary	-	
Introduction to Office Administration (CBUS1003)	Main	Zane K. Quible. <u>Administrative office management : an introduction</u> . 8th ed. Upper Saddle River : Pearson Education, 2005. Courtland Bovee-John Thill. <u>Business communication today</u> . 11th ed. Pearson Educational International, 2011. Fulton-Caulkins Rankin. <u>The Administrative Professional : Technology and Procedures</u> . 14th ed. South Western CENGAGE Learning, 2011.	651.3/QUI New ed.: 2012, 11th ed. (Global ed.) 658.4/BOV-5 651/FUL
	Supplementary	-	
Introduction to Statistics (CSTA 1003)	Main	Lind, Douglas A., Marchal, William G., and Wathen S.A. <u>Statistical techniques in business & economics</u> . 15th ed. New York: McGrawHill / Irwin, 2013. John, E. Freund, and Benjamin M. Perles. <u>Modern elementary statistics</u> . 12 th ed. Upper Saddle River: Pearson/Prentice-Hall, c2007.	519.5/LIN-10 519.5/FRE-13 519.5/FRE-14
	Supplementary	-	
Oral English (CENG0013)	Main	Mathur, Archana. <u>Become proficient in speaking and writing good English</u> . New Delhi: V&S Publishers, 2011.	Ordering

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		<p>McCarthy, Michael and O' Dell, Felicity. <u>English vocabulary in use elementary with answers</u>. UK: Cambridge University Press, 2012.</p> <p>Mckay, Matthew, Davis, Martha and Fanning, Patrick. <u>Messages : the communication skills book</u>. Canada : New Harbinger Publication, Inc., 2009.</p> <p>Yates, Jean. <u>Practice makes perfect : English conversation</u>. US : Mcgraw-Hill, 2012.</p>	<p>Ordering</p> <p>Not available</p> <p>428.34/YAT <i>Title should be <u>English conversation</u></i></p>
	Supplementary	<p>Carver, Tina Kasloff & Sandra Douglas Fotinos. <u>A Conversation Book 1</u>. London : Longman, 2000.</p> <p>Woodward, Suzanne W. <u>Fun with grammar : communicative activities for the Azar grammar series</u>. New York: Prentice Hall, 2000.</p> <p>Redman, Stuart. <u>English vocabulary in use</u>. Cambridge: Cambridge University Press, 2003.</p> <p>Harmer, Jeremy, and Richard Rossner. <u>More than words, book 1-2 : vocabulary for upper intermediate to advanced students</u>. Harlow: Longman, 1991.</p>	<p>New ed.: c2006, 4th ed. 418/CAR-5 <i>Author should be Tina Kasloff Carver, Sandra D. Fotinos-Riggs with Sarah Lynn</i></p> <p>425/WOO c1997</p> <p>428/RED c1997</p> <p>428/HAR-3 (Book One) 428/HAR-2 (Book Two)</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Pengajian Malaysia (MPW1133)	Main	Mardiana Nordin dan Hasnah Hussii. <u>Pengajian Malaysia</u> . Shah Alam: Penerbit Fajar Bakti, 2007.	New ed.: 2011, 4th ed. 959.5/MAR-4
		Intan. <u>Malaysia Kita</u> . Kuala Lumpur: Institut Tadbiran Awam Negara, 1991.	Not available
		Jayum A. Jawan. <u>Politics and Government in Malaysia</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 perlembagaan Malaysia</u> . 2 nd ed. 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 Series.	Not available
	Supplementary	Andaya, Barbara Watson & Leonard Y. Yahya. <u>A history of Malaya</u> . NY : St. Martin's Press, 1982.	959.5/AND-3 c2001, 2nd ed. 959.5/AND-2
		Hanna, Willard A. <u>The formation of</u>	Not available

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		<p><u>Malaysia</u>. New York : American Universities Field Staff, 1964.</p> <p>Mohamed Noordin Sopiee. <u>From Malayan Union to Singapore separation</u>. Kuala Lumpur: UM Press, 1974.</p> <p>Ryan, R.J. <u>The Making of Modern Malaysia and Singapore</u>. Kuala Lumpur: OUP, 1976.</p> <p>Tregonning, K.G. <u>A History of Modern Malaysia 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 Malaysia</u>. Kuala Lumpur: Dewan Bahasa dan Pustaka, 1987.</p> <p>Cheah Boon Kheng. <u>Malaysia : the making of 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: Onford University Press, eds, 1980.</p> <p>Francis Loh Kok Wah & Khoo Boo Teik. <u>Democracy in Malaysia: Discourse and Practices</u>. London: Curzon, 2002.</p>	<p>New ed.: c2005, 2nd ed. 959.5/MOH:6</p> <p>c1969, 4th ed. 959.5/RYA</p> <p>Not available</p> <p>Not available</p> <p>New ed.: c2005, 2nd ed. 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.
		<p>Ho Khai Lang and James Chin. <u>Mahathir's Administration: Performance and Crisis in Governance</u>. Singapore: Times Book International, 2001.</p> <p>Jayum A. Jawan. <u>The Ethnic Factor in Modern Politics</u>. Hull: Hull University Press, 1991.</p> <p>Kitingan, Jeffrey J. & Maximus J. Ongkili. <u>Sabah: 25 Years Later, 1963-1988</u>. Kota Kinabalu: IDS, eds, 1989.</p> <p>Means, Gordon P. <u>Malaysian Politics</u>. 2nd ed. London: Hodder and Stoughton, 1976.</p> <p>Means, Gordon P. <u>Malaysian Politics: The Second Generation</u>. Singapore: OUP, 1991.</p> <p>Mohd Hazim Shah, Jomo, K.S. and Phua Kai Lit. <u>New perspectives in Malaysia studies</u>. Bangi: PSSM Ongkili, 2002.</p> <p>James P. <u>Modernization in East Malaysia</u>. Kuala Lumpur: OUP, 1972.</p> <p>Wu Min Aun. <u>The Malaysian Legal System</u>. 3rd Impression. Petaling Jaya: Longman Malaysia, 1994.</p>	<p>959.505/MAH c2003</p> <p>320.9595/JAY-2</p> <p>Not available</p> <p>Not available</p> <p>320.9/MEA</p> <p>379.595/NEW</p> <p>Not available</p> <p>Old ed.: c1982 349.595/WU</p>
Pengajian Moral (MPW1153)	Main	Eow Boon Hin. <u>Moral education</u> . 3 rd ed. Petaling Jaya: Longman, 2005.	370.11/EOW-2

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	Supplementary	Abdul Rahman Md. Aroff. <u>Pendidikan Moral : Teori Etika dan Amalan Moral</u> . Serdang: Penerbit Universiti Putra Malaysia, c1999.	370.44/ABD
		Boss, Judith A. <u>Ethics For Life. A text with Readings</u> . 2 nd ed. Boston: McGraw Hill, 2001.	New ed.: 2008, 4th ed. 170/BOS
		Frankena, W.K. <u>Ethics</u> . Englewood Cliffs, new Jersey : Prentice-Hill, Inc, 1973.	170/FRA
Physical Education I (PYED 1051)	Main	Wuest Deborah A., Bucher, Charles Augustus, Fisette, Jennifer. <u>Foundations of Physical Education, Exercise Science and Sport</u> . 17th ed. McGraw-Hill, 2011.	Not available
	Supplementary	-	

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