

Recommended Texts of Foundation in Business

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Academic English	Main	Bushell, Brenda, Brenda Dyer. <u>Global outlook 1 : high intermediate reading</u> . New York: McGraw-Hill, c2003.	418/BUS New ed.: c2004 418/BUS-3
		Hartmann, Pamela. <u>Quest : reading and writing in the academic world, book 1</u> . Boston: McGraw-Hill, c1999.	418/HARV1
		Kirn, Elaine, and Pamela Hartmann. <u>A Reading Skills Book, Interactions one</u> . 3rd ed. New York: McGraw-Hill, c1996.	418/KIRV1
		Hartmann, Pamela. <u>Quest : listening speaking in the academic world, book 1</u> . Boston: McGraw-Hill, 1999.	418/HARV1
		<u>Ivy Reading Test</u> . CD-ROM. [S.l.]: 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, c1989.	418/DOB-2
		Forsyth, Will, Sue Lavender. <u>Skills Plus grammar and advanced speaking</u> . Oxford: Heinemann, 1996.	No availalbe New ed.: c1998 428/FOR

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Greenall, Simon, Diana Pye. <u>Reading 3</u> . Cambridge Skills for Fluency [Series]. Cambridge: Cambridge University Press, c1992.	418/GRE
		Hartmann, Pamela, and Laurie Blass. <u>Quest: : reading and writing in the academic world, book 3</u> . Boston: McGraw-Hill, c1999.	418/HAR/V3
		Kirn, Elaine, and Pamela Hartmann. <u>A reading skills book, interaction one</u> . 3rd ed. New York: McGraw-Hill, c1996.	418/KIR/V1
Academic Writing	Main	Gibaldi, Joseph. <u>MLA handbook for writers of research papers</u> . 6 th ed. New York : MLA, c2003.	808/GIB-3
		Scarry, Sandra, and John Scarry. <u>The writer's workplace : paragraphs to essays</u> . New York : Harcourt Brace Jovan, 1997.	808/SCA-2
	Supplementary	Wingersky, Joy, Jan Boeruer, Diana Holguin-Balogh. <u>Writing paragraphs and essays</u> . 4 th ed. Boston: Heinle, 2003.	808.042/WIN New ed.: c2006. 5 th ed. 808.042/WIN-2 c2009, 6 th ed. 808.042/WIN-3
		Langan, John. <u>College writing skills with readings</u> . 5 th ed. Singapore: McGraw-Hill, 2001.	808/LAN-3 New ed.: c2005, 6 th ed. 808.042/LAN

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			c2008, 7 th ed. 808.042/LAN-2
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>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 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 Hj. 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

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		<p>Asmah Hj. Omar. <u>Bahasa laporan</u>. Kuala Lumpur: DBP, c1987.</p> <p>Awang Sariyan. <u>Mari berbahasa : sebuatan 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>Kamal Shukri Abdullah Sani. <u>Bahasa Melayu: apa sudah jadi?</u> Kuala Lumpur: PTS Professional, c2007.</p> <p>Nik Safiah Karim et al. <u>Tatabahasa dewan</u>. 3rd ed. Kuala Lumpur: Dewan Bahasa dan Pustaka, Kementerian Pendidikan Malaysia, c2008.</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 I-III</u>. Kuala Lumpur: Dewan Bahasa dan Pustaka, c2000.</p>	<p>No Available New ed.: C1995 808/ASM-3</p> <p>499.28/AWA-8</p> <p>499.28/ISM c1981</p> <p>499.28/KAM-4</p> <p>499.285/SAF-3</p> <p>499.28/SUL-2</p> <p>499.23/ZAI</p>

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Business Communication	Main	Carver, Tina Kasloff, Sandra Douglas Fotinos with Sarah Lynn. <u>A conversation book 1A : English in everyday life.</u> 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
	Supplementary	Baker, Ann, <u>Tree or three? an elementary pronunciation course.</u> Cambridge: Cambridge University Press, 2006.	428.1/BAK-5
		Platt, Heidi. <u>Better ways to communicate.</u> Singapore: Federal Publications, 1993.	372.6/PLA
Foundation Mathematics	Main	Freund, John E., Berles, Benjamin M. <u>Modern elementary statistics.</u> 11 th ed. Upper Saddle River, NJ: Pearson/Prentice Hall, 2004.	519./FRE-11 New ed.: c2007, 12 th ed. 519.5/FRE-13
		Owen, Frank, Ron Jone. <u>Statistics.</u> 4 th ed. London: Pitman, 1994.	519.5/OWE-3
	Supplementary	Lind, Duoglas A., Marchal, William G., and Wathen, Samuel A. <u>Statistical techniques in business & economics.</u> 11 th ed. New York: McGraw-Hill/Irwin, 2002.	New ed.: c2005, 12 th ed. 519.5/LIN-5 c2010, 14 th ed. 519.5/LIN-9

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
Fundamentals of Computer Applications	Main	Shelly, Gary B. et al. <u>Microsoft Internet Explorer 6 : introductory concepts and techniques</u> . Windows XP ed. Australia: Thomson Course Technology, 2005.	004.6/SHE
		Habraken ,Joe. <u>Microsoft Office 2003 all-in-one</u> . Indianapolis: Que, 2004.	005.3/HAB
	Supplementary	-	
Fundamentals of Finance	Main	Gitman, Lawrence J. <u>Principles of managerial finance</u> . 11 th ed. Boston: Pearson/Addison Wesley, c2006.	658.15/GIT-4 New ed. c2009, 12 th ed. 658.15/GIT-5
		Brigham, Eugene F., Houston, Joel F. <u>Fundamentals of financial management</u> . 4 th ed. Mason, Ohio: Thomson/South-Western, 2004.	Not available New ed.: c2007, 5 th ed. 658.15/BRI-3
			c2009, 6 th ed. 658.15/BRI-6
	Supplementary	Horne, James C. Van, Wachowicz, John M. <u>Fundamentals of financial management</u> . 12 th ed. Harlow: FT/Prentice Hall, 2005.	658.15/HOR-6 658.15/HOR-8
Fundamentals of Management	Main	Robbins, Stephen P., and Decenzo, David A. <u>Fundamentals of management : essential concepts and applications</u> . 7 th ed. Upper Saddle River, N. J.: Prentice Hall, c2008.	658/ROB-13

Course Name	Recommended Text	Author/ Title/ Publisher/ Year	Call No.
		Whelton, David A., Cameron, Kim S. <u>Developing management skills</u> . 7 th ed. Upper Saddle River, N.J.: Prentice Hall, c2007.	658.4/WHE-5 New ed.: C2011, 8 th ed. 658.4/WHE-6
	Supplementary	Certo, Samuel C., Certo, S. Trevis. <u>Modern management</u> . 10 th ed. Upper Saddle River, N.J.: Prentice Hall, c2006.	658/CER-2 New ed.: c2009, 11 th ed. 658/CER-3
Fundamentals of Marketing	Main	Armstrong, Gary, Kotler, Philip. <u>Marketing : an introduction</u> . Upper Saddle River, NJ: Prentice Hall, 2007. Kotler, Philip, Armstrong, Gary. <u>Principles of Marketing</u> . 12 th ed. Upper Saddle River, NJ: Prentice Hall, c2008.	No available New ed.: C2009, 9 th ed. 658.8/ARM-2 658.8/KOT-24
	Supplementary	Kotler, Philip, Keller, Kevin Lane. <u>Marketing management</u> . 13 th ed. Upper Saddle River, NJ: Prentice Hall, c2009.	658.8/KOT-25
Introduction to Information System	Main	Ralph Stair , George Reynolds. <u>Fundamentals of information systems</u> . 5 th ed. Course Technology, c2008.	In Process

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	Supplementary	James A. O'Brien. <u>Introduction to information systems</u> . 12 th ed. Boston: McGraw-Hill/Irwin, 2005. O'Brien, James A., Marakas, George M. <u>Management information systems</u> . 7 th ed. New York: McGraw-Hill/Irwin, c2006.	658.4/OBR-9 New ed.: c2008, 14 th ed. 658.4/OBR-13 658.4/OBR-12
Introduction to Psychology	Main	Ciccarelli, Sandra K., & White, J. Noland. <u>Psychology</u> . Upper Saddle River, NJ: Prentice Hall, c2009. Morris, Charles G., and Maisto, Albert A. <u>Psychology : the core</u> . Upper Saddle River, NJ: Prentice Hall, 2008. Lilienfeld, Scott O. ... [et al.] <u>Psychology : from inquiry to understanding</u> . Boston: Allyn & Bacon, 2008.	150/CIC 150/MOR 150/LIL c2009
	Supplementary	Kosslyn, Stephen M., and Rosenberg, Robin S. <u>Psychology in context</u> . 3 rd ed. Boston: Allyn & Bacon, c2006. Wood, Samuel E., Wood, Ellen Green, and Boyd, Denise. <u>World of psychology</u> . 6 th ed. Boston: Allyn & Bacon, 2007.	150/KOS 150/WOO c2008

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		<p>Hock, Roger R. <u>Forty Studies that changed psychology</u>. 4th ed. Englewood Cliffs, NJ: Prentice Hall, 2001.</p>	<p>Not available New ed.: 6th ed., 2009 Title: <u>Forty Studies that changed psychology : explorations into the history of psychological research</u> 150/HOC</p>
Macroeconomics	Main	<p>R. Glenn Hubbard, Athony Patrick O'Brien. <u>Economics</u>. Upper Saddle River, NJ.: Pearson/ Prentice Hall, 2006.</p> <p>Lipsey, Richard G., and Alec Chrystal. <u>Economics</u>. 11th ed. Oxford: Oxford University Press, 2007.</p>	<p>Not available New ed.: c2008, 2nd ed. 330/HUB</p> <p>c2010, 3rd ed. 330/HUB-2</p> <p>330/LIP-12</p>
	Supplementary	<p>Mankin, N. Gregory. <u>Principles of economics</u>. 4th ed. Mason, OH: Thomson/ Southern Western, 2007.</p>	<p>330/MAN:2-2 330/MAN:2-3</p> <p>New ed.: c2009, 5th ed. 330/MAN:2-5</p>

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Microeconomics	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 c2010, 3rd ed. 330/HUB-2 330/LIP-12
	Supplementary	Mankin, N. Gregory. <u>Principles of economics</u> . 4th ed. Mason, OH: Thomson/ Southern Western, 2007.	330/MAN:2-2 330/MAN:2-3 New ed.: c2009, 5 th ed. 330/MAN:2-5
Moral Education	Main	Eow, Boon Hin. <u>Moral education</u> . Higher Education Series. Petaling Jaya: Pearson Malaysia Sdn. Bhd, c2005.	No Available New ed.: c2008, Rev. ed. 370.11/EOW-2
	Supplementary	Abdul Rahman Md. Aroff. <u>Pendidikan moral teori etika dan amalan moral</u> . Sedang: Penerbit University Putra Malaysia, c1999.	370.44/ABD

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		Boss, Judith A. <u>Ethics for life: a text with readings.</u> 2 nd ed. Boston: McGraw Hill, c2001.	No Available New ed.: c2008, 4 th ed. 170/BOS
		Frankena, W.K. <u>Ethics.</u> Englewood Cliffs, new Jersey: Prentice-Hill, Inc, c1973.	170/FRA
		Ghazali Darusalam. <u>Dinamika ilmu akhlak islamiah.</u> Kuala Lumpur : Utusan Publications dan Distributors Sdn Bhd, c1997.	297.44/GHA
		Ibrahim Mamat. <u>ETIKA untuk mahasiswa.</u> Kuala Lumpur: Kumpulan Budiman Sdn Bhd, c2000.	370.114/IBR
		Mohammad Muselehuddin. <u>Morality: its concept and role in islamic order.</u> Pakistan: Islamic Publications Limited, c2000.	No Available
		Mohar Nasir Omar. <u>Falsafah etika perbandingan pendekatan Islam dan Barat.</u> Kuala Lumpur: Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri, c1986.	No Available
		Falikowsk, A. F. <u>Moral philosophy theories, skills and applications.</u> New Jersey: Prentice Hall, England Cliffs, c1990.	No Available

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		<p>Gutek, G. <u>Philosophical and Ideological perspectives on education</u>. New jersey: Prentice Hall, Englewood Cliffs, c1990.</p> <p>HerMan T. Tavani. <u>Ethics and technology: ethical issues in an age of information and communication technology</u>. USA: John Wiley and Sons. Inc., c2004.</p> <p>Kenneth, Bruner. <u>Philosophy: the power of ideas</u>. 5th ed. Boston: McGraw Hill, c2002.</p> <p>Mackinnon, B. <u>Ethics: theory and contemporary issues</u>. California: Wadsworth Publishing Company, c1995.</p> <p>Mohd. Janib Johari. <u>Moral: teori aplikasi dan permasalahan</u>. Skudai: Penerbit Universiti Teknologi Malaysia, c1994.</p> <p>Ozman, H. A. dan Craver, S.M. <u>Philosophical foundations of education</u>. 7th ed. New Jersey: Upper Saddle River, c2003.</p>	<p>No Available</p> <p>New ed.: c2007 174/TAV-2</p> <p>100/MOO New ed.: c2008, 7th ed. 100/MOO-2</p> <p>No Available New ed.: c1998, 2nd ed. 170/MAC</p> <p>No Available New ed.: 3rd ed., c2001 370.114/MOH</p> <p>No Available</p>

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		Thiroux, Jaques P. <u>Ethics: theory and practice</u> . 7 th ed. New Jersey: Prentice Hall Upper Saddle River, c2001.	No Available New ed.: c2009, 10 th ed. 170/THI
		Quinn, M. J. <u>Ethics for the information age</u> . New York: Pearson Addison Wesley, c2005.	No Available New ed.: c2006, 2 nd ed. 174/QUI c2009, 3 rd ed. 174.9004/QUI
		Shaw, William H. <u>Social and personal ethics</u> . 4 th ed. United States: Wadsworth Thomson Learning, c2002.	No Available New ed.: c2008, 6 th ed. 175/SHA
		Shaw, William H. <u>Business ethics</u> . Australia: Wadsworth Thomson Learning, c2002.	174/SHA New ed.: c2008, 6 th ed. 174/SHA-2
		Stephen Tanner et al. <u>Journalism ethics at work</u> . Australia : Pearson Longman, c2005.	070.4/TAN
		White, James E. <u>Contemporary moral problems</u> . 7 th ed. United States: Wadsworth Thomson Learning, c2003.	No Available New ed.: c2009, 9 th ed. 170/WHI
Pengajian Malaysia	Main	Asnarulkhadi Abu Samah, Jayum A. Jawan. <u>Kenegaraan Malaysia</u> . Serdang: Penerbit Universiti Putra Malaysia, c1997.	959.5/KEN

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		Jayum. A Jawan. <u>Malaysian politics & government</u> . Shah Alam: Krisma Publications, c2002.	320.9595/JAY c2003
		Kasim Thukiman. <u>Malaysia: perspektif sejarah dan politik</u> . Skudai: Penerbit Universiti Teknologi Malaysia, c2002.	959.5/KAS
		Mardiana Nordin dan Hasnah Hussin. <u>Pengajian Malaysia</u> . Shah Alam: Penerbit Fajar Bakti Sdn Bhd, c2000.	959.5/MAR New ed.: c2002 959.5/MAR-2
			c2004, 2 nd ed. 959.5/MAR-3
			c2007 959.5/HAS:2
	Supplementary	Ahmad Ibrahim dan Ahileman Joned. <u>Sistem undang-undang di Malaysia</u> . Kuala Lumpur: DBP, c1987.	No Available New ed.: c2005, 2 nd ed. 349.595/AHM
		Francis Lok Kok Wah dan Khoo Boo Teik. <u>Democracy in Malaysia: discourse and practices</u> . London: Curzon, c2002.	320.9595/DEM

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		<p>Fuziah Shaffie dan Ruslan Zainuddin. <u>Sejarah Malaysia</u>. Shah Alam: Penerbit Fajar Bakti Sdn Bhd, c2001.</p> <p>Jayum A. Jawan. <u>The ethnic factor in modern politics: the case of Sarawak, East Malaysia</u>. Hull University Press, c1991.</p> <p><u>Malaysia Kita: Panduan dan Rujukan Untuk Peperiksaan Am Kerajaan</u>. Edisi terbaru. Petaling Jaya: International Law Book Services, c2003.</p>	<p>959.5/FUZ</p> <p>320.9595/JAY-2</p> <p>959.5/MAL:5</p>
Principles of Accounting I	Main	Wood, Frank, Alan Sangster. <u>Frank Wood's Business Accounting 1</u> . 12th ed. USA : Financial Times/ Pitman Publishing, 2005.	No available New ed.: c2008, 11 th ed. 657/WOO-21
	Supplementary	<p>Harold Randall. <u>Accounting : AS level and A level</u>. Cambridge: Cambridge University Press, c2005.</p> <p>Adomako, Joe, and Balachandran, Bala. <u>How to pass Accounting, 3rd level</u>. 2nd ed. UK: LCCI, 2002.</p>	<p>657/RAN</p> <p>657/ADO</p>
Principles of Accounting II	Main	Wood, Frank, Alan Sangster. <u>Frank Wood's Business Accounting 1</u> . 12th ed. USA : Financial Times/ Pitman Publishing, 2005.	No available New ed.: c2008, 11 th ed. 657/WOO-21

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	Supplementary	<p data-bbox="657 279 1078 394">Harold Randall. <u>Accounting : AS level and A level</u>. Cambridge: Cambridge University Press, c2005.</p> <p data-bbox="657 453 1078 569">Adomako, Joe, and Balachandran, Bala. <u>How to pass Accounting, 3rd level</u>. 2nd ed. UK: LCCI, 2002.</p>	<p data-bbox="1101 279 1206 306">657/RAN</p> <p data-bbox="1101 453 1206 480">657/ADO</p>

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