

# KASNEB

## RECOMMENDED READING LIST – REVISED SYLLABUSES (JULY 2015)

### CERTIFIED PUBLIC ACCOUNTANTS - CPA

<b>SECTION 1</b>			
<b>PAPER NO. CA11 FINANCIAL ACCOUNTING</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Business Accounting I	Frank Wood	12
2.	A Textbook of Financial Accounting	Daniel. Kimuda	
3.	Advanced Accounting: Theory and Practice	David Wang'ombe	
4.	Basic Accounting	N.D. Nzomo	
5.	Accounting Theory and Practice	Michel Glautier	8
6.	Financial Accounting	N.A. Saleemi	
7.	Study texts / Revision guides		
<b>PAPER NO. CA12 COMMERCIAL LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Commercial Law: Text, Cases, and Materials	L.S Sealy	4
2.	Principles of Commercial Law	Kibaya I. Laibuta	2
3.	The Law of Kenya	Tudor Jackson	3
4.	Business Law	Marsh and Soulsby	8
5.	Commercial Law	Paul Dobson	8
6.	Business Law	John J. Ogola	3
7.	General Principles and Commercial Law in Kenya	Ashiq Hussain	
8.	Principles of Law Simplified	N.A. Saleemi	EA
9.	Business Law	Keith Abbott	8
10.	Taxation	Bogonko	
11.	The Constitution of Kenya / Other countries as applicable	Government of Kenya / Other countries	2010 / As applicable
12.	Study texts / Revision guides		
<b>PAPER NO. CA13 ENTREPRENEURSHIP AND COMMUNICATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Effective Business Communication	Asha Koul	2
2.	Entrepreneurship	Robert D. Hisrich	9
3.	Communication Skills	John W. Davis	3
4.	Essentials of Entrepreneurship and Small Business Management	Thomas Zimmerer	8
5.	Communication Skills	Leena Sein	2
6.	Communication for Business: A Practical Approach	Shirley Taylor	4
7.	Business Ethics: Decision Making for Personal Integrity & Social Responsibility	Laura Hartman	3
8.	Business English	N.A Saleemi	EA
9.	Business Communication and Report Writing	N.A Saleemi	EA

10.	Entrepreneurship and Communication Simplified	N.A Saleemi	EA
11.	Study texts / Revision guides		
<b>SECTION 2</b>			
<b>PAPER NO. CA21 ECONOMICS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Modern Economic Theory	K.K Dewett	Revised
2.	Modern Economics	Robert Mudida	2
3.	Economics	Richard Lipsey	12
4.	Economics	Glenn P. Hubbard	4
5.	Economics : A Students' Guide	John Beardshaw	5
6.	Economics Simplified	N.A Saleemi	EA
7.	Study texts / Revision guides		
<b>PAPER NO. CA22 MANAGEMENT ACCOUNTING</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Cost Accounting: A Managerial Emphasis	Charles T. Horngren	14
2.	Cost and Management Accounting	William Massie Harper	
3.	Cost Accounting Simplified	N.A. Saleemi	EA
4.	Management and Cost Accounting	Colin Drury	7
5.	Management Accounting	Terry Lucey	5
6.	Managerial Accounting	Belverd E. Needles	8
7.	Cost Accounting Made Easy	Ashiq Hussain	
8.	Cost Accounting Simplified	N.A Saleemi	EA
9.	Study texts / Revision guides		
<b>PAPER NO. CA23 PUBLIC FINANCE AND TAXATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Public Finance	H.L Bhatia	27
2.	Public Finance	Harvey S. Rosen	10
3.	Public Finance Management Act CAP 412C /as applicable www.kenyalaw.org	Government of Kenya	2012 / as applicable
4.	Taxation in Kenya:	Nicholas T.T. Simiyu	6
5.	Taxation Simplified	N.A Saleemi	EA
6.	A Citizen's Handbook on Taxation in Kenya	John M. Mutua / IEC	
7.	Taxation	Imea P. Kamenchu	
8.	Income Tax Law and Practice	Osamba A.T	
9.	Taxation II Simplified	N.A. Saleemi	Revised
10.	Kenya Revenue Authority Act CAP 469 www.kenyalaw.org	Government of Kenya / as applicable	
11.	Public Finance Management Act CAP 412C / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as applicable	2012 / as applicable
12.	The Income Tax Act CAP 470 / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as applicable	
13.	The Value Added Tax CAP 476 www.kenyalaw.org	Government of Kenya / as applicable	

14.	The Customs and Excise Tax CAP 472 / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as applicable	
15.	Finance Bills	Government of Kenya / as applicable	As published annually
16.	Study texts / Revision guides		

**SECTION 3  
PAPER NO. CA31 COMPANY LAW**

	TITLE	AUTHOR(S)	EDITION
1.	Company Law	John J. Ogola	3
2.	Mayson, French and Ryan on Company Law	Derek French	29
3.	A Textbook of Company Law in Kenya	Ashiq Hussain	
4.	Company Law	Brenda Hannigan	3
5.	Company Law Fundamental Principles	Stephen Griffin	4
6.	Companies Act CAP. 486 / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as applicable	
7.	Study texts / Revision guides		

**PAPER NO. CA32 FINANCIAL MANAGEMENT**

	TITLE	AUTHOR(S)	EDITION
1.	Financial Management: Theory and Practice	Eugene F. Brigham	14
2.	Fundamentals of Financial Management	Brigham and Houston	14
3.	Financial Management	I.M. Pandey	11
4.	Fundamentals of Financial Management	J. Van Horne	13
5.	Principles of Managerial Finance	Lawrence J. Gitman	14
6.	Business Finance: Theory and Practice	Eddie McLaney	10
7.	A Textbook of Financial Management	Paul Manaseh	Revised
8.	A Textbook of Business Finance	Ashiq Hussain	
9.	Study texts / Revision guides		

**PAPER NO. CA33 FINANCIAL REPORTING**

	TITLE	AUTHOR(S)	EDITION
1.	Corporate Financial Accounting and Reporting	Tim Sutton	2
2.	Advanced Accountancy Volume II	S.N Maheshwari	10
3.	Spicer and Pegler's Book-keeping and Accounts	Paul Gee	26
4.	Advanced Accounts Volume II	M.C Shukla	17
5.	Advanced Accounting: Theory and Practice	David Wang'ombe	
6.	Business Accounting II	Frank Wood	12
7.	Modern Advanced Accounting	E. John Larsen	10
8.	Financial Reporting	Imea P. Kamenchu	
9.	Study texts / Revision guides		

<b>PAPER NO. CA41 AUDITING AND ASSURANCE</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	A Textbook for Auditing	Elisa Ajowi	
2.	Fundamentals of Practical Auditing	Ravinder Kumar	
3.	Auditing	Alan Millichamp	10
4.	Auditing	Gramling Rittenberg	Int'l Ed
5.	Auditing I : Principles and Concepts	N.T.T. Simiyu	
6.	Auditing and Assurance Services: An Integrated Approach	Alvin A. Arens	15
7.	Principles of Auditing and Other Assurance Services	O. Ray Whittington	19
8.	Auditing and Investigations Simplified	N.A Saleemi	EA
9.	Auditing Simplified	N.A Saleemi	EA
10.	Study texts / Revision guides		
<b>PAPER NO. CA42 MANAGEMENT INFORMATION SYSTEMS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Management Information Systems: Managing the Digital Firm	Kenneth C. Laudon	12
2.	Managing Information Systems	Terry Lucey	9
3.	Management Information Systems, Global Edition	O'Brien and Marakas	10
4.	Study texts / Revision guides		
<b>PAPER NO. CA43 QUANTITATIVE TECHNIQUES</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Quantitative Methods for Business Management and Finance	Louis Swift	4
2.	Quantitative Techniques for Managerial Decisions	R.B. Khanna	
3.	Quantitative Techniques for Managerial Decisions	U. K Srivastav	2
4.	Quantitative Techniques Simplified	N.A. Saleemi	EA
5.	Quantitative Techniques	T. Lucey	3
6.	Quantitative Techniques	C.R. Kothari	3
7.	Essential Business Statistics	Joan Smailes	
8.	Quantitative Methods for Business and Economics	Adil H. Mouhamed	
9.	Study texts / Revision guides		
<b>SECTION 5</b>			
<b>PAPER NO. CA51 STRATEGY, GOVERNANCE AND ETHICS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Essentials of Strategic Management	Charles L.W. Hill	3
2.	Strategic Management : Theory and Practice	G.A. Cole	2
3.	Strategic Management: Planning for Domestic and Global Competition	John Pearce	13
4.	Boards That Deliver: Advancing Corporate Governance From Compliance to Competitive Advantage	Ram Charan	1

5.	Business Ethics Now	Andrew Ghillyer	4
6.	Human Values and Professional Ethics	Jayshree Suresh	3
7.	Corporate Governance	Christin Mallin	4
8.	Corporate Governance in Developing Economies: Country Studies of Africa, Asia and Latin America	Robert W. McGee	2009
9.	Corporate Governance	John Colley	1
10.	Law and Ethics in the Business Environment	Terry Halbert	8
11.	Business Ethics : A Textbook with Cases	William H. Shaw	8
12.	Codes of Governance e.g Mwongozo / Handbooks of Capital Markets Authority		
13.	Study texts / Revision guides		

**PAPER NO. CA52 ADVANCED MANAGEMENT ACCOUNTING**

	TITLE	AUTHOR(S)	EDITION
1.	Management and Cost Accounting	Colin Drury	7
2.	Management Accounting	T. Lucey	5
3.	Managerial Accounting	Belverd E. Needles	8
4.	Managerial Accounting	Don R. Hansen	9
5.	Advanced Management Accounting	Robert S. Kaplan	3
6.	Study texts / Revision guides		

**PAPER NO. CA53 ADVANCED FINANCIAL MANAGEMENT**

	TITLE	AUTHOR(S)	EDITION
1.	Financial Management	I.M. Pandey	11
2.	Financial Management and Policy	James C. Van Horne	12
3.	Corporate Finance & Investment: Decisions & Strategies	Richard Pike	6
4.	Fundamentals of Corporate Finance	Richard Brealey	7
5.	Fundamentals of Financial Management	James C. Van Horne	13
6.	Principles of Managerial Finance	Lawrence J. Gitman	14
7.	Study texts / Revision guides		

**PAPER NO. CA61 ADVANCED PUBLIC FINANCE AND TAXATION**

	TITLE	AUTHOR(S)	EDITION
1.	Public Finance	H.L Bhatia	27
2.	Public Finance Management Act CAP 412C <a href="http://www.kenyalaw.org">www.kenyalaw.org</a>	Government of Kenya	
3.	Taxation II Simplified	Saleemi and Bogonko	
4.	Wills, Administration and Taxation Law and Practice	John Barlow	11
5.	Public Finance	Harvey S. Rosen	10
6.	Kenya Revenue Authority Act CAP 469 <a href="http://www.kenyalaw.org">www.kenyalaw.org</a>	Government of Kenya	

7.	The Income Tax Act CAP 470 www.kenyalaw.org	Government of Kenya	
8.	The Value Added Tax CAP 476 www.kenyalaw.org	Government of Kenya	
9.	The Customs and Excise Tax CAP 472 www.kenyalaw.org	Government of Kenya	
10.	Finance Bills	Government of Kenya	As published annually
11.	Study texts / Revision guides		
<b>PAPER NO. CA62 ADVANCED AUDITING AND ASSURANCE</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Auditing and Assurance Services: An Integrated Approach	Alvin A. Arens	15
2.	A Textbook for Auditing	Elisa Ajowi	
3.	Principles of Auditing and Other Assurance Services	O. Ray Whittington	19
4.	Handbook of International Quality Control, Auditing, Review, Other Assurance, and Pronouncements www.ifac.org	IFAC	2014
5.	Handbook of International Standards on Auditing (ISA)	IFAC	2014
6.	Study texts / Revision guides		
<b>PAPER NO. CA63 ADVANCED FINANCIAL REPORTING</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Advanced Accountancy Volume II Corporate Accounting	Jain & Narang	18
2.	Financial Accounting, Reporting & Analysis: International Edition	Barry Elliot & Jamie Elliot	2
3.	Advanced Accounting: Theory and Practice	David K. Wang'ombe	
4.	Advanced Financial Accounting	Lewis and Pendril	7
5.	Handbook of International Financial Reporting Standards (IFRSs) www.ifac.org	IFAC	2014
6.	Study texts / Revision guides		

*For all Acts and Laws of Kenya referred to in this reading list, candidates are advised to always refer to [www.kenyalaw.org](http://www.kenyalaw.org) for the latest since the various Acts and laws keep changing regularly.*

Skills. Certified Public Accountant. Bachelor Degree in Accounting. Member; Dallas Association for Financial Professionals. Computer proficiency – Advanced Excel, QuickBooks Pro, SQL, and ERP systems. Regularly updated in tax legislation. Excellent communicator. Highly organized. Strong business acumen. Work Experience. Your CPA resume objective should start out by confirming your certification. You have to let the employer know you are a CPA. Go back to our example of a CPA resume. Take a look at the Contact Information section. Right below Travis’s name is his CPA license number. It may seem redundant, but confirm it in your objective statement. A certified public accountant (CPA) is a designation given by the American Institute of Certified Public Accountants (AICPA) to individuals that pass the Uniform CPA Examination and meet the education and experience requirements. The CPA designation helps enforce professional standards in the accounting industry. Other countries have certifications equivalent to the CPA designation, notably, the chartered accountant (CA) designation. Key Takeaways. A certified public accountant (CPA) must meet education, work, and examination requirements—including holding a bachelor’s degree in business admin The certified public accountant (CPA) designation is a professional designation granted by the American Institute of Certified Public Accountants (AICPA). It is given to individuals who pass the Uniform CPA Examination and meet additional education, experience, and state licensing requirements that allow them to provide accounting services to the public. The CPA designation is a certification of accounting expertise that helps to enforce professional and ethical standards in the industry. CPAs must adhere to the AICPA’s Code of Professional Conduct and are required to maintain independence to