

## Diploma in Accounting 2017 Reading List

Author	Title	Year/Edition	Publisher	Book No. & DDC No.
Ferrell, O. C.; Hirt, G. & Ferrell, L.	Business: A Changing World	2014/9 <sup>th</sup> ed.	McGraw-Hill	B 11 321      650 FER
McDaniel, C. & Gitman, L. J.	The Essentials of the Future of Business	2009/4 <sup>th</sup> ed.	Cengage Learning	B 07558      650 MCD
Sangster, Alan	Frank Wood's Business Accounting Volume 1	2015/13 <sup>th</sup> ed.	Pearson	B 12 449      657 SAN
Wood, F. & Robinson, S.	Book-keeping and Accounts	2013/8 <sup>th</sup> ed.	Pearson	B 11 720      657 WOO
	LCCI Passport to Success Level 1 Book keeping	2009	EDI	B 08691    657.42076 LCC
Taylor, S.	Communications for Business: a practical approach	2005/4 <sup>th</sup> ed.	Pearson Longman	B 09551      651.7 TAY
Pearson, J. et al.	Human Communication	2017/6 <sup>th</sup> ed.	McGraw-Hill	B 12 495      302.2 HUM
Locker, K. O. & Kacmarek, S. K.	Business Communication: building critical skills	2016/6 <sup>th</sup> ed.	McGraw-Hill	B 12 478      651.7 LOC
Bovee, C. L. & Thill, J. V.	Business Communication Today	2016/13 <sup>th</sup> Global ed.	Pearson	B 12 507      658.45 BOV
Werner, P. K.	Mosaic 1: Grammar	2007/Silver ed.	McGraw-Hill	B 08498      428.2 WER
Wegmann, B.	Mosaic 1: Reading	2014/6 <sup>th</sup> ed.	McGraw-Hill	B 12 470      428.64 WEG
Handreddy, J. & Whalley, E.	Mosaic 1: Listening/Speaking	2014/6 <sup>th</sup> ed.	McGraw-Hill	B 12 472      428.3 HAN
Pike Baky, M. & Blass, L.	Mosaic 1 Writing: paragraph review and essay development	2016/Silver ed.	McGraw-Hill	B 12 473      808.042 PIK
Clementson, T.	Natural English: Reading writing skills	2006	Oxford University Press	B 10 089      428 CLE
Barnard, R. & Zemach, D. E.	Writing for the Real World: an introduction to general writing	2004	Oxford University Press	B 10 093      428 BAR
Lucey, T.	Costing	2009/7 <sup>th</sup> ed.	Cengage Learning	B 09784      657.42 LUC

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Drury, C.	Cost and Management Accounting	2015/8 <sup>th</sup> ed.	Cengage Learning	B 12 267 657.42 DRU
Horngren, C. T. et al.	Introduction to Management Accounting	2013/16 <sup>th</sup> ed.	Pearson	B 11 944 658.15 INT
Case, K. E., Fair, R. C. & Oster, S. M.	Principles of Economics	2014/11 <sup>th</sup> Global ed.	Pearson	B 12 464 330 CAS
Sloman, J.	Economics	2015/9 <sup>th</sup> ed.	Pearson	B 12 466 330 SLO
Mankiw	Principles of Economics	2015/7 <sup>th</sup> ed.	Cengage Learning	B 11 949 330 MAN
Varberg, D., Purcell, E. & Rigdon, S.	Calculus	2014/9 <sup>th</sup> International ed.	Pearson	B 12 479 515.15 VAR
Barnett, R. A., Ziegler, M. R. & Byleen, K. E.	College Mathematics for Business, Economics, Life Sciences and Social Sciences	2015/13 <sup>th</sup> Global ed.	Pearson	B 12 484 510 BAR
McLaney, E.	Business Finance: theory and practice	2014/10 <sup>th</sup> ed.	Pearson	B 12 485 658.15 MCL
Hass, J.	University Calculus: early transcendentals	2016/3 <sup>rd</sup> Global ed.	Pearson	B 12 487 515 UNI
Renshaw, G.	Maths for Economics.	2009/2 <sup>nd</sup> ed.	Oxford University Press	B 09952 330.01 REN
Edmonds, T. P. et al.	Fundamental Financial Accounting Concepts.	2003/4 <sup>th</sup> ed.	McGraw-Hill	B 06329 657 FUN
Kotler, P. & Armstrong, G.	Principles of Marketing	2016/16 <sup>th</sup> Global ed.	Pearson	B 12 461 658.8 KOT
	ACCA Preparing Financial Statements: the complete text	2008	Kaplan Publishing	To purchase
Vermaat, M. E. et al.	Discovering Computers 2016: tools, apps, devices, and the impact of technology	2016	Cengage Learning	B 12 593 004 DIS
Miller, M.	Computer Basics: Absolute Beginner's Guide: Windows 10 edition	2016/8 <sup>th</sup> ed.	QUE	B 12 635 004.16 MIL
Aksoy, P. & Denardis, L.	Information Technology in Theory.	2008	Thomson	B 09919 004 AKS

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Pike, R. & Neale, B.	Corporate Finance and Investment: Decisions and Strategies	2015/8 <sup>th</sup> ed.	Pearson	B 12 596 658.150941 PIK
Gitman, L. J. & Zutter, C. J.	Principles of Managerial Finance	2015/14 <sup>th</sup> Global ed.	FT Prentice Hall	B 12 488 658.15 GIT
Ross, S. A. et al.	Fundamentals of Corporate Finance	2016/2 <sup>nd</sup> ed.	McGraw-Hill	B 12 471 658.15 FUN
Robbins, S. P. & Coulter, M.	Management	2016/13 <sup>th</sup> Global ed.	Pearson	B 12 463 658 ROB
Daft, R. L.	The New Era of Management	2014/11 <sup>th</sup> ed.	South-Western Cengage Learning	B 12 303 658 DAF
Francis, A. & Mousley, B.	Business Mathematics and Statistics	2014/7 <sup>th</sup> ed.	Cengage Learning	B 12 451 519.5 FRA
Kazmier, L. J.	Schaum's Outline of Business Statistics	2004/4 <sup>th</sup> ed.	McGraw-Hill	B 09887 519.5 KAZ
Mankiw, G. N.	Principles of Macroeconomics	2015/7 <sup>th</sup> ed.	Cengage Learning	B 12 501 339 MAN
Froyen, R. T.	Macroeconomics: Theories of Policies.	2013/10 <sup>th</sup> ed.	Pearson	B 11 935 339 FRO
Deviga Vengedasalam, Karunagaran Madhavan	Principles of Economics	2013/3 <sup>rd</sup> ed.	Oxford Fajar	B 12 452 330.076 DEV
Lazar, J. & Tan, L. L.	Company Accounts & Reporting.	2003/5 <sup>th</sup> ed.	Pearson	B 06393 657.95 LAZ
	ACCA Paper 2 Corporate Reporting (International) study text.	2008/2 <sup>nd</sup> ed.	BPP Learning	B 08304 657.076 ACC
Vohrah, Beatrix & Wu, Min Aun	The Commercial Law of Malaysia.	2000/Updated 2 <sup>nd</sup> ed.	Pearson	B 09153 346.59507 VOH
Lee, Mei Pheng	General Principles of Malaysian Law	2005/5 <sup>th</sup> ed.	Oxford Fajar	B 09923 346.409595 LEE
Berk, J., De Marzo, P. & Harford, J.	Fundamentals of Corporate Finance	2015/3 <sup>rd</sup> Global ed.	Pearson	B 12 497 658.15 BER

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Author	Title	Year/Edition	Publisher	Book No. & DDC No.
Werner, P. K. & Nelson, J. P.	Mosaic 2: Grammar	2007/Silver ed.	McGraw-Hill	B 08449 428.2 WER
Wegmann, B. & Knezevic, M.	Mosaic 2: Reading	2014/6 <sup>th</sup> ed.	McGraw-Hill	B 11 937 428.64 WEG
Handreddy, J. & Whalley, E.	Mosaic 2 Listening	2014/6 <sup>th</sup> ed.	McGraw-Hill	B 11 938 428.34 HAN
Blass, L. & Pike Baky, M.	Mosaic 2 Writing: academic essay development	2007/Silver ed.	McGraw-Hill	B 08493 808.042 BLA
Abbas Ali Mirza	Wiley IFRS: Practical Implementation Guide and Workbook	2011/3 <sup>rd</sup> ed.	John Wiley & Sons	B 11 377 657.30218 ABB
Ng, Eng Juan	A Practical Guide to Financial Reporting Standards (MFRS Framework)	2012/4 <sup>th</sup> ed.	CCH Asia	B 11398 657.2 NG
Elliot, B. & Elliot, J.	Financial Accounting and Reporting. Person Education	2015/17 <sup>th</sup> ed.	Pearson	B 12 579 657.32 ELL
Epstein, B. J. & Jermakowicz, E. K.	Wiley 2010 Interpretation and Application of International Financial Reporting Standards	2010	John Wiley & Sons	B 09985 657.02 EPS
Fraenkel, J. R. Wallen, N. E. & Hyun, H. H.	How to design and evaluate research in education	2015/9 <sup>th</sup> ed.	McGraw-Hill	B 12 592 370.72 FRA
Creswell, J. W.	Educational Research: Planning, conducting and evaluating quantitative and qualitative research.	2014/4 <sup>th</sup> ed.	Pearson	B 12 632 370.70 CRE
Cohen, L., Manion, L. & Morrison, K.	Research Methods in Education	2011/7 <sup>th</sup> ed.	Routledge	B 11 447 370.7 COH
Messier, W. F. et al.	Auditing and Assurance Services in Malaysia	2007/3 <sup>rd</sup> ed.	McGraw-Hill	B 11 376 657.4509595 AUD
Arens, A. A. et.al.	Auditing and Assurance Services in Malaysia: An Integrated Approach	2008/2 <sup>nd</sup> ed.	Prentice Hall	B 09914 657.45 AUD
Choong, Kwai Fatt	Malaysian Taxation: Principles and Practice.	2016/22 <sup>nd</sup> ed.	Infoworld	B 12 510 336.209595 CHO
Kasipillai, Jeyapalan	A Guide to Malaysian Taxation	2015/3 <sup>rd</sup> ed.	McGraw-Hill	B 12 467 336.209595 KAS
	Malaysia Master Tax Guide 2016.	2016/33 <sup>rd</sup> ed.	CCH Asia	B 12 653 343.59504 MAL

To get one thing that we like we usually have to give up another thing that we also like. Making decisions requires trading off one goal against another. When people are grouped into societies, they face different kinds of trade-offs. One trade-off society faces is between efficiency and equity. Efficiency means that society is getting the most it can from its scarce resources. Equity means that the benefits of those resources are distributed fairly among society's members. Life's trade-offs is important Economics students still say that it is the best introduction to economic logic ever written. The book also deserves the status of a seminal contribution to science in general. Truly, no one can claim to be well read in economics without having mastered Menger's argument. Principles of Economics. In the beginning, there was Menger. It was this book that reformulated and really rescued economic science. Gregory Mankiw in his Principles of Economics outlines Ten Principles of Economics that we will replicate here, they are: People face trade-offs. The cost of something is what you give up to get it. Rational people think at the margin. People respond to incentives.