**IJAZAH SARJANA MUDA PENGURUSAN ( TEKNOLOGI)**

**SENARAI BAHAN RUJUKAN UTAMA BAGI KURSUS-KURSUS YANG DITAWARKAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SEM /THN** | **KOD KURSUS /MODUL** | **NAMA KURSUS/ MODUL** | **BAHAN RUJUKAN UTAMA** | **N0. RUJUKAN PERPUSTAKAAN** | **BILANGAN** | **CATATAN** |
| 1/1 | **SHAD 1103** | **Principles of Microeconomics** | 1. Bade, R & Parkin, M (2013). Foundations of economics. Boston: Pearson education.
2. Pindyck, Rubinfield and koh. (2006) Microeconomics: An Asian perspective. Singapore: Prentice Hall.
3. Case, K.E. (2007). Principles of economics. Upple Saddle: Pearson Prentice Hall.
 | HB72 H99 R624 2013HB172 L83 2006HB172.5 H99 C375 2014 | 323 |  |
| **SHAD 1023** | **Business mathematics** | 1. Barnett, R.A. (2014) Calculus for business, economics, life sciences and social sciences. Upper Saddle River.
 | QA303 E39 B272 2014 | 3 |  |
| **SHAD 1033** | **Principles of management** | 1. Robbins, S. P (2005) Management. Pearson Prentice Hall.
2. Campling, Poole, Wiesner. (2002) Management. Asia Pacific.
3. Certo, S.C. (2014). Modern management: Concept and skills. US: Pearson International.
 | HD30.2 H99 S746 2011HD30.8 H99 2002HD30.2 H99 S257 2014 | 223 |  |
| **SHAD 1013** | **Principles of marketing**  | 1. Abu Bakar, Rohaizat, Ahmas, Kotler & Amrstrong. (2012) Principles of marketing. Prentice Hall.
2. Abu Bakar. (2007) Marketing : An introduction. An Asian Perspective. New Jersey: Prentice Hall.
 | HF5415 H99 P445 2012HF5417 H99 A272007 | 32 | *Tunggu order sampai* |
| **SHAC 1023** | **Introduction to financial accounting** | 1. Roshayani, A. (2009) Financial accounting: An introductory. Malaysia: Mc GrawHill.
2. Harrison, W.T. ( 2014). Financial Accounting. Upper Saddle: Pearson.
3. Kimmel, P.D. (2013). Financial accounting: tools for business decision maki9ng. Asia: John Wiley.
 | HF5635 H99 R475 2009HF5635 H99 P275 2014HF5635 H99 P275 2013  | 333 |  |
|  | **UKQP 1361** | **Social ethics and personality** | 1. Mokhtar Mohd Tohar (2003) Protokol dan amalan di Malaysia. Kuala Lumpur: DBP.
2. Mokhtar Mohd Tohar (1999). Protokol dan etiket dalam pengurusan menghadiri majlis dan pengurusan. Inst. Tadbiran Awam Negara Malaysia.
 | PN6729 M63 2003 | 2 | Tunggu order sampai |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SEM /THN** | **KOD KURSUS /MODUL** | **NAMA KURSUS/ MODUL** | **BAHAN RUJUKAN UTAMA** | **N0. RUJUKAN PERPUSTAKAAN** | **BILANGAN** | **CATATAN** |
| **2/1** | **SHAD 1043** | **Organizational behavior** | 1. Robbins, S.P. (2014). Essentials of organizational behavior. New Jersey: Prentice Hall.
2. Schermerhorn, Hunt and Osborn. (2012). Organizational behavior. New York: John Wiley.
3. George & Jones. (2012). Organizational behavior. New Jersey: Prentice Hall.
 | HD58.7 H99 S745 2014HD28.3 H99 W267 2012HD58.7 G46 H99 2012 | 343 |  |
| **2/1** | **SHAD 1053** | **Principles of Macroeconomics** | 1. Bade, R & Parkin, M. (2013). Foundation of economics. Boston: Pearson.
2. Dornbursh, R, Fisher, S & Starrtz, R. (2011). Macroeconomics . singapore: Mc GrawHill.
3. Gordon, R.J. (2012). Macroeconomics . new York: Addison – Wesley- Longman.
 | HB171.15 H99 R425 2013HB172.5 D67 R425 2012HB172.5 H99 R425 2012 | 333 |  |
| **SHAD 1063**  | **Statistics 1** | 1. Berenson, M.L., Levine, D.M & Krehbiel, T.C. (2012). Basic business statistics. Upper Saddle River: Prentice Hall.
2. Sweeney, D.J., William, T.A., Anderson, D.R.(2006). Fundamentals of business statistics. Upper Saddle River: Prentice Hall.
3. Lind, D.A., Marchal, W.G., & Wathen, S.A. (2006). Basic statistics for business & economics. Boston: Mc GrawHill.
4. Gerald, K. (2012). Statisticas for management and economics. Australia: Thompson South Western.
 | HF1017 H99 M275 2012HA29.3 H99 L452 2013HA29 H99 G472 2012 | 333 | Tunggu order sampai |
| **SCSD 1513** | **Technology and information system** | 1. Shelly, G.B., Cashman, T.J., & Vermatt, M/E. (2012) Discovering computers 2012 complete. Boston: Thomson Course technology.
2. O’Leary, T., & O’Leary, L. (2014). Computing essentials complete. New York: Mc GrawHill.
3. Beekman, G., & Quinn, M. (2014). Digital planet: Tomorrow’s technology and you, complete. Boston: Pearson.
4. Daley, B.A. (2008). Computers are yours future complete. Upper Saddle River: Pearson.
 | QA76.765 Q390 S435 2012QA75.756 Q390 T457 2014QA76.765 Q390 G457 2014 | 223 | Tunggu order sampai |
| **UICI 1012** | **Islamic and asian civilization** | 1. A. Aziz Deraman. (2005). Masyarakat dan kebudayaan Malaysia: Suatu analisi perkembangan kebudayaan di Malaysia.kuala Lumpur: DBP.
2. Ahmad Hakimi Khairuddin. (2006). Arkeologi dan sejarahkebudayaan melayu: satu tinjauan awal purba.
3. Ahmad Hakimi Khairuddin. (2006). Isu – isu kontemporari dalam tamadun islam dan tamadun melayu,. Kuala Lumpur: Penerbit Uni. Malaya.
 | PN597 A293 2005 | 2 | Tunggu order sampai |
| **ULAB 1122** | **English for academic communication** | 1. Gramer, M.F and Ward, C.S. (2011). Q: Skill for success 3- reading and writing. New York: oxford ni. Press.
2. Craven, M and Sherman, K. (2011). Q: Skill for success 3- reading and writing .
3. Deanne, M.S. (2004). Improving reading skills: contemporary readings for college students. New York: Mc GrawHill.
 |  |  | Tunggu order sampai |
| **3/2** | **SHAC 2013** | **Cost Accounting** | 1. Noriza , M.J. Nor hamimah, M. Maisarah (2006). Cost & Management Accounting- An introduction. Johor : Penerbit UTM.
2. Drury , C (2006). Cost & Management Accounting . south Western : Imternational Thomson Business Press.
3. Hansen, D.R & Mowen , M.M. (2006). Management accounting – the cornerstone for business decision. South Western: Thomson.
4. Hongren , C.T. (2006). Cost accounting: A Managerial Emphasis. Upper Saddle River: Pearson Education.
 | HF5657 H548 2009HF5635 H99 L455 2012HF5636 H99 C427 2006 | 333 | ON QUOTE |
| **3/2** | **SHAD 2013** | **Entrepreneurship**  | 1. Kamariah , I(2009). Technology Entrepreneurship. Kuala Lumpur: Pearson, Prentice Hall.
2. Abd. Aziz, Y (2005). Principles of entrepreneurship. Malaysia: Pearson Prentice hall.
3. Uitm Entrepreneurship Study Group. (2004) fundamental of entrepreneurship. Malaysia: Pearson Prentica Hall.
4. Barringer, B.R. (2006). Entrepreneurship. Upper Saddle River: Pearson Prentice Hall.
5. Lambing, p. A. (2007). Entrepreneurship. USA: Pearson Prentice Hall.
6. Zimmerer, T.W. (200). Essentials of entrepreneurship and small business management. Upper Saddle: Pearson Education International.
 | HD338.04 H99 2004HB415 L265 2007HB927.99 H99 T452 2008 | 222 |  |
| 3/2 | **SHAD 2023** | **Human Resource Management** | 1. Maimunah Aminuddin. (2011). Human resource Management: Principles and Practices. Oxford
2. Dessler, G. (2008). Human resource management. New Jersey: Pearson Prentice Hall.
3. Alex, K. B. Yong (1996). Malaysian human resource management. MIM: Malaysia Institute of Management.
4. Beardwell, I. (2004) human resource management: content, competencies and application. New York: Prentice Hall.
5. Dessler , G(200\*). A framework for human resource management. Upper Saddle River: Pearson education.
 | HD30.2 M33 M766 2011HD30.28 H99 G279 2013HD30.2 A44 1996 | 532 |  |
| **3/2** | **SHAD 2033** | **Statistics II** | 1. Berenson, M.L. (2012). Basic business statistic. Upper Saddle: Prentice Hall
2. Groebner, D.F. (2008). Business statistics. Upper Saddle: Prentice Hall.
3. Lind, D.S. (2012). Statistical techniques in business & economics. Boston: McGraw Hill
4. Gerald, K. (2012). Statistics for management & economics. Boston: Duxbury Thomson Learning
 | HF1017 H99 M275 2012HA29.3 H99 L452 2013HA29 H99 K277 2012 | 333 |  |
| **3/2** | **UHAS 1152** | **Hubungan etnik** | 1. Kassin Tukiman (2008). Modul hubungan etnik di Malaysia. Penerbit UTM
2. Andaya, batbara dan Leonard Y. (1983). Sejarah Malaysia. KL MacMillan Pub.
3. Cheah Boon Keng. (1990). Kolonialisme di Malaysia dan Negara – Negara lain. Petaling Jaya?: Fajar Bakti
4. Gullick, J.M(1972). System politik bumiputra tanah Melayu. Kuala Lumpur: DBP.
5. Rex, John.(1985). Hubungan RAS dalam teori sosiologi. Kuala Lumpur : DBP.
 | DS595 H99 K277 2008 | 1 |  |
| **3/2** | **SHAD 2043** | **Pengurusan Kewangan** | 1. Gitman, L.J.(2012). Principles of managerial finance. Petaling Jaya: Pearson
2. Brigham, E.F.(2007) . financial management. china : Thomson
3. Brigham, E.F (1998). Fundamentals of financial management. Forth Worth: Dryden Press.
4. Emery, D.R. (1998). Principles of financial management. New Jersey: Prentice Hall.
 | HF5307 H99 L298 2012HG4280 H99 E76 2007HG4026.3 B67 1998 | 324 |  |