**IJAZAH SARJANA MUDA PENGURUSAN ( TEKNOLOGI )**

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

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| **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.
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| **SHAD 1023** | **Business mathematics** | 1. Barnett, R.A. (2014) Calculus for business, economics, life sciences and social sciences. Upper Saddle River.
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| **SHAD 1033** | **Principles of management** | 1. Robbins, S. P (2005) Management. Pearson Prentice Hall.
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| **SHAD 1013** | **Principles of marketing**  | 1. Abu Bakar, Rohaizat, Ahmas, Kotler & Amrstrong. (2012) Principles of marketing. Prentice Hall.
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| **SHAC 1023** | **Introduction to financial accounting** | 1. Roshayani, A. (2009) Financial accounting: An introductory. Malaysia: Mc GrawHill.
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|  | **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.
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|  | **SHAD 1043** | **Organizational behavior** | 1. Robbins, S.P. (2014). Essentials of organizational behavior. New Jersey: Prentice Hall.
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3. George & Jones. (2012). Organizational behavior. New Jersey: Prentice Hall.
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| **SEM /THN** | **KOD KURSUS /MODUL** | **NAMA KURSUS/ MODUL** | **BAHAN RUJUKAN UTAMA** | **N0. RUJUKAN PERPUSTAKAAN** | **BILANGAN** | **CATATAN** |
| **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.
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| **SHAD 1063**  | **Statistics 1** | 1. Berenson, M.L., Levine, D.M & Krehbiel, T.C. (2012). Basic business statistics. Upper Saddle River: Prentice Hall.
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| **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.
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| **UICI 1012** | **Islamic and asian civilization** | 1. A. Aziz Deraman. (2005). Masyarakat dan kebudayaan Malaysia: Suatu analisi perkembangan kebudayaan di Malaysia.kuala Lumpur: DBP.
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| **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.
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