

KASNEB

RECOMMENDED READING LIST – REVISED SYLLABUSES (JULY 2015)

CERTIFIED CREDIT PROFESSIONALS - CCP

SECTION 1			
PAPER NO. CP11 CREDIT MANAGEMENT			
	TITLE	AUTHOR(S)	EDITION
1.	Credit Management	Patrick K. Kairu	2
2.	The Handbook of Credit Risk Management: Originating, Assessing, and Managing Credit Exposures	Sylvain Bouteille	
3.	Credit Management	Glen Bullivant	6
4.	Credit Management Handbook	Burt Edwards	5
5.	Sale of Goods and Consumer Credit	Paul Dobson	6
6.	Successful Credit Control	Martin Posner	2
7.	The Credit Controller's Desktop Guide	Roger Mason	3
8.	Tolley's Effective Credit Control and Debt Recovery Handbook	Robert Addlestone	3
9.	Implementing Successful Credit Control	Alan Dixie	4
10.	A Straight Forward Guide to Debt Collection - Give me your money	Anthony Reeves	
11.	Credit Scoring: The Principles and Practicalities	Murray Bailey	
12.	Consumer Collections and Recoveries	Murray Bailey	
13.	Study texts / Revision guides		
PAPER NO. CP12 COMMERCIAL LAW			
	TITLE	AUTHOR(S)	EDITION
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		
PAPER NO. CP13 ENTREPRENEURSHIP AND COMMUNICATION			
	TITLE	AUTHOR(S)	EDITION
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		

**SECTION 2
PAPER NO. CP21 ECONOMICS**

	TITLE	AUTHOR(S)	EDITION
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		

PAPER NO. CP22 PRINCIPLES OF ACCOUNTING

	TITLE	AUTHOR(S)	EDITION
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	EA
7.	Study texts / Revision guides		

PAPER NO. CP23 PUBLIC FINANCE AND TAXATION

	TITLE	AUTHOR(S)	EDITION
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	Government of Kenya /	

	www.kenyalaw.org	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. CP31 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. CP32 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. CP33 MARKETING AND PUBLIC RELATIONS

	TITLE	AUTHOR(S)	EDITION
1.	Marketing Simplified	N.A. Saleemi	EA
2.	Principles and Practice of Marketing	David Jobber	7
3.	Principles of Marketing	Philip Kotler	14
4.	Fundamentals of Marketing: An African Perspective	Francis N. Kibera	
5.	Modern Marketing: Principles and Practices	R S N Pillai	4

6.	Essentials of Marketing	Geoff Lancaster	4
7.	The Public Relations Strategic Toolkit: An Essential Guide to Successful Public Relations Practice	Alison Theaker	
8.	Public Relations: Principles and Practice	Philip J. Kitchen	1
9.	Guerrilla Advertising: Cost-Effective Techniques for Small-Business Success	Jay Conrad Levinson	
10.	The Practice of Public Relations	Sam Black	4
11.	Study texts / Revision guides		

SECTION 4

PAPER NO. CP41 LAW GOVERNING CREDIT PRACTICE

	TITLE	AUTHOR(S)	EDITION
1.	Principles of Banking Law	Ross Cranston	3
2.	Bank Management & Financial Services	Peter Rose	9
3.	Ellinger's Modern Banking Law	E.P. Ellinger	5
4.	Law of Financial Institutions in Kenya	Njaramba Gichuki	2
5.	Sale of Goods and Consumer Credit	A.P. Dobson	6
6.	Study texts / Revision guides		

PAPER NO. CP42 MANAGEMENT INFORMATION SYSTEMS

	TITLE	AUTHOR(S)	EDITION
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		

PAPER NO. CP43 QUANTITATIVE ANALYSIS

	TITLE	AUTHOR(S)	EDITION
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		

SECTION 5

PAPER NO. CP51 STRATEGY, GOVERNANCE AND ETHICS

	TITLE	AUTHOR(S)	EDITION
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	John Pearce	13

	Domestic and Global Competition		
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. CP52 BANKING LAW AND PRACTICE

	TITLE	AUTHOR(S)	EDITION
1.	Law of Financial Institutions in Kenya	Njaramba Gichuki	2
2.	Principles of Banking Law	Ross Cranston	3
3.	Bank Management & Financial Services	Peter Rose	9
4.	Ellinger's Modern Banking Law	E.P. Ellinger	5
5.	Banking and Financial Institutions Law	William A. Lovett	8
6.	Study texts / Revision guides		

PAPER NO. CP53 CREDIT MANAGEMENT IN THE FINANCIAL SECTOR

	TITLE	AUTHOR(S)	EDITION
1.	Credit Management	Patrick K. Kairu	2
2.	The Handbook of Credit Risk Management: Originating, Assessing, and Managing Credit Exposures	Sylvain Bouteille	
3.	Credit Management	Glen Bullivant	6
4.	Credit Management Handbook	Burt Edwards	5
5.	Sale of Goods and Consumer Credit	Paul Dobson	6
6.	Successful Credit Control	Martin Posner	2
7.	The Credit Controller's Desktop Guide	Roger Mason	3
8.	Tolley's Effective Credit Control and Debt Recovery Handbook	Robert Addlestone	3
9.	Study texts / Revision guides		

SECTION 6

PAPER NO. CP61 DEBT RECOVERY

	TITLE	AUTHOR(S)	EDITION
1.	The Complete Guide to Debt Recovery: How to Use the Legal System to Collect Debts Quickly and Painlessly	Roger Mason	1
2.	Consumer Collections and Recoveries	Murray Bailey	
3.	A Straight Forward Guide to Debt Collection - Give me your money	Anthony Reeves	

4.	Credit Scoring: The Principles and Practicalities	Murray Bailey	
5.	Consumer Collections and Recoveries	Murray Bailey	
6.	Study texts / Revision guides		
PAPER NO. CP62 CORPORATE LENDING			
	TITLE	AUTHOR(S)	EDITION
1.	Corporate Lending	Peter Lyons	
2.	Fundamentals of Corporate Credit Analysis	Blaise Ganguin	1
3.	Credit Scoring for Risk Managers: The Handbook for Lenders	Elizabeth Mays	
4.	Credit Risk Management	S.K. Bagchi	
5.	Sale of Goods and Consumer Credit	A.P Dobson	6
6.	Study texts / Revision guides		
PAPER NO. CP63 CREDIT PRACTICE			
	TITLE	AUTHOR(S)	EDITION
1.	Credit Management Handbook	Burt Edwards	5
2.	Sale of Goods and Consumer Credit	A.P Dobson	6
3.	Credit Risk Management and Basel II: An Implementation Guide	Bhatia Mohan	
4.	Implementing Successful Credit Control	Alan Dixie	4
5.	Tolley's Effective Credit Control and Debt Recovery Handbook	Robert Addlestone	3
6.	A Straight Forward Guide to Debt Collection - Give me your money	Anthony Reeves	
7.	Credit Scoring: The Principles and Practicalities	Murray Bailey	
8.	Consumer Collections and Recoveries	Murray Bailey	
9.	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 for the latest since the various Acts and laws keep changing regularly.