

# KASNEB

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

### DIPLOMA IN CREDIT MANAGEMENT - DCM

<b>LEVEL I</b>			
<b>PAPER NO. CD11 FUNDAMENTALS OF CREDIT MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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.	Study texts / Revision guides		
<b>PAPER NO. CD12 INTRODUCTION TO 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. CD13 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		

**PAPER NO. CD14 INFORMATION COMMUNICATION TECHNOLOGY**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Computer Fundamentals	Pradeep K.	6
2.	Introduction to Computers	Garry B. Shelly	8
3.	Information Technology Simplified	N.A. Saleemi	EA
4.	Schaum's Outlines: Principles of Computer Science	Paul Tymann	
5.	Study texts / Revision guides		

**LEVEL II**

**PAPER NO. CD21 CREDIT MANAGEMENT**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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. CD22 PRINCIPLES OF MANAGEMENT**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Management: Theory and Practice	G.A Cole	7
2.	Principles and Practice of Management Simplified	N.A Saleemi	3
3.	Management	Stephen P. Robbins	13
4.	Fundamentals of Management: Essential Concepts and Applications	Stephen P. Robbins	9
5.	Management: Concepts and Practices	Tim Hannagan	5
6.	Management: A Global Perspective	Heinz Wehrich	11
7.	Study texts / Revision guides		

<b>PAPER NO. CD23 BUSINESS MATHEMATICS AND STATISTICS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Business Mathematics and Statistics	Andre Francis	6
2.	Understanding Business Maths	Kaplan Series	
3.	Fundamentals of Business Statistics	Dennis J Sweeney	6
4.	Business Mathematics and Statistics Simplified	N.A Saleemi	EA
5.	Study texts / Revision guides		
<b>PAPER NO. CD24 LAW GOVERNING CREDIT PRACTICE</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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		
<b>LEVEL III</b>			
<b>PAPER NO. CD31 MARKETING AND CUSTOMER RELATIONS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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		
<b>PAPER NO. CD32 FOUNDATIONS OF ACCOUNTING</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Foundations of Accounting Simplified	N.A. Saleemi	
2.	Business Accounting I	Frank Wood	12
3.	A Textbook of Financial Accounting	Daniel. Kimuda	
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		
<b>PAPER NO. CD33 PRINCIPLES OF PUBLIC FINANCE AND TAXATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Taxation in Kenya:	Nicholas T.T. Simiyu	6

2.	Taxation Simplified	N.A Saleemi	EA
3.	Public Finance	H.L Bhatia	27
4.	Public Finance	Harvey S. Rosen	10
5.	A Citizen's Handbook on Taxation in Kenya	John M. Mutua / IEC	
6.	Taxation	Imea P. Kamenchu	
7.	Income Tax Law and Practice	Osamba A.T	
8.	Taxation II Simplified	N.A. Saleemi	Revised
9.	Kenya Revenue Authority Act CAP 469 www.kenyalaw.org	Government of Kenya	
10.	Public Finance Management Act CAP 412C www.kenyalaw.org	Government of Kenya	
11.	The Income Tax Act CAP 470 www.kenyalaw.org	Government of Kenya	
12.	The Value Added Tax CAP 476	Government of Kenya	
13.	The Customs and Excise Tax CAP 472 www.kenyalaw.org	Government of Kenya	
14.	Finance Bills	Government of Kenya	As published annually
15.	Study texts / Revision guides		
<b>PAPER NO. CD34 PRACTICE OF CREDIT MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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.	Credit Management Handbook	Burt Edwards	5
7.	Sale of Goods and Consumer Credit	A.P Dobson	6
8.	Credit Risk Management and Basel II: An Implementation Guide	Bhatia Mohan	
9.	A Straight Forward Guide to Debt Collection - Give me your money	Anthony Reeves	
10.	Credit Scoring: The Principles and Practicalities	Murray Bailey	
11.	Consumer Collections and Recoveries	Murray Bailey	
12.	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.*