



**CAMS – CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS
RECOMMENDED READING LIST**

LEVEL I			
PAPER NO.1: PRINCIPLES OF ENTREPRENEURSHIP AND MANAGEMENT			
	TITLE	AUTHOR(S)	EDITION
1.	Entrepreneurship	Robert D. Hisrich , Michael P. Peters	8
2.	Principles of Management	P.C. Tripathi and P. N. Reddy	4
3.	Introduction to Entrepreneurship	Donald F. Kuratko	
4.	Principles and Practice of Management	N.A. Saleemi	E.A
PAPER NO.2: INTRODUCTION TO LAW AND ETHICS			
	TITLE	AUTHOR(S)	EDITION
1.	General Principles of Law Simplified	N.A. Saleemi & T.K. Ateenyi	4
2.	Business Law	John J. Ogola	3
3.	Fundamentals of Ethics	Russ Shafer-Landau	4
4.	Principles of Commercial Law	Kibaya I. Laibuta	2
PAPER NO.3: FUNDAMENTAL ICT SKILLS			
	TITLE	AUTHOR(S)	EDITION
1.	Introduction to Computers	Garry B. Shelly	8
2.	Computer Fundamentals	D.P. Nagpal	Revised
3.	Introduction to Computers	Peter Norton's	6
4.	Schaum's Outlines: Principles of Computer Science	Paul Trymann	6
5.	How the Internet Works	Preston Gralla	8
PAPER NO.4: FUNDAMENTALS OF BUSINESS MATHEMATICS			
	TITLE	AUTHOR(S)	EDITION
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	E.A
LEVEL II			
PAPER NO.5: FOUNDATIONS OF ACCOUNTING AND AUDITING			
	TITLE	AUTHOR(S)	EDITION
1.	Business Accounting I	Frank Wood	12
2.	Financial Accounting	N.A. Saleemi	EA
3.	Auditing I : Principles and Concepts	N.T.T. Simiyu	
4.	Auditing	Alan Millichamp	10
PAPER NO.6: ELEMENTS OF PUBLIC FINANCE AND ADMINISTRATION			
	TITLE	AUTHOR(S)	EDITION
1.	Taxation Simplified	N.A. Saleemi	E.A
2.	Taxation in Kenya	N.T.T. Simiyu	6
3.	Public Finance Management Act 2012	Government of Kenya	
4.	The Public Procurement and Asset Disposal ACT 2015	Government of Kenya	
5.	Public Finance and Taxation Made Easy	Wangechi Warui	

PAPER NO.7: PRINCIPLES OF MARKETING AND COMMUNICATION

	TITLE	AUTHOR(S)	EDITION
1.	Marketing Simplified	N.A. Saleemi	E.A
2.	Principles of Marketing	Philip Kotler and Gary Armstrong	17
3.	Business Communication and Report Writing	N.A. Saleemi	E.A
4.	Effective Business Communication	Asha Koul	