

# KASNEB

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

### CERTIFIED SECRETARIES - CS

<b>SECTION 1</b>			
<b>PAPER NO. CS11 ORGANISATIONAL BEHAVIOUR</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Management and Organisational Behaviour	Laurie J. Mullins	10
2.	Organisational Behaviour	G.A Cole	
3.	Behaviour in Organizations, Student Value Edition	Jared Greenberg	10
4.	Organizational Behaviour: Human Behaviour at Work	John Newstrom	14
5.	Organizational Behaviour	Stephen P. Robbins	
6.	Introduction to Organizational Behaviour	Helga Drummond	1
7.	Elements of Organization Behaviour	Stephen M. Nzuve	Revised
8.	Study texts / Revision guides		
<b>PAPER NO. CS12 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. CS13 BUSINESS COMMUNICATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Communication Skills	John W. Davis	3
2.	Effective Business Communication	Asha Koul	2
3.	Communication for Business: A Practical Approach	Shirley Taylor	4
4.	Communication Skills	Leena Sein	2
5.	Business English	N.A Saleemi	EA
6.	Business Communication and Report Writing	N.A Saleemi	EA
7.	Study texts / Revision guides		

**SECTION 2****PAPER NO. CS21 ECONOMICS**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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. CS22 PRINCIPLES OF ACCOUNTING**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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. CS23 PUBLIC FINANCE AND TAXATION**

	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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 www.kenyalaw.org	Government of Kenya / 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		

<b>SECTION 3</b>			
<b>PAPER NO. CS31 COMPANY LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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		
<b>PAPER NO. CS32 FINANCIAL MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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		
<b>PAPER NO. CS33 PRINCIPLES AND PRACTICE OF MANAGEMENT</b>			
	<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>SECTION 4</b>			
<b>PAPER NO. CS41 CORPORATE SECRETARIAL PRACTICE</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Corporate Secretarial Practice	Leslie Hall	
2.	The ICSA Company Secretary's Checklists	Douglas Armour	7
3.	Corporate Secretarial Practice	Institute of Corporate Secretaries and Auditors (ICSA)	
4.	Agile Governance and Audit: An overview for auditors and Agile teams	Christopher Wright	
5.	Secretarial Audit Compliance	The Institute Of	

	Management and Due Diligence	Company Secretaries of India	
6.	Corporate Governance Handbook	Andrew Chambers	4
7.	Study texts / Revision guides		
<b>PAPER NO. CS42 MANAGEMENT INFORMATION SYSTEMS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
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		
<b>PAPER NO. CS43 LAW AND PROCEDURE OF MEETINGS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Company Meetings and Resolutions: Law, Practice, and Procedure	Leslie Kosmin	2
2.	Company Meetings - Law, Practice and Procedure	Dr. KR Chandratre	2
3.	Meetings; Law and Procedure in Kenya Today	Amota Nyasae	1
4.	Study texts / Revision guides		
<b>SECTION 5</b>			
<b>PAPER NO. CS51 HUMAN RESOURCE MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Armstrong's Handbook of Human Resource Management Practice	Michael Armstrong	13
2.	Personnel and Human Resource Management	Gerald Cole	5
3.	Management of Human Resource	S.N.M Nzuve	Rvsd 4
4.	Human Resource Management	Garry Dessler	14
5.	Armstrong's Handbook of Strategic Human Resource Management	Michael Armstrong	5
6.	Aligning Human Resources and Business Strategy	Linda Holbeche	2
7.	Human Resource Management	John Ivancevich	12
8.	Study texts / Revision guides		
<b>PAPER NO. CS52 FINANCIAL MARKETS LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	Capital Markets Act CAP 485A / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as appropriate	
2.	Law of Financial Institutions in Kenya	Gichuki Njaramba	2
3.	Central Depositories Act CAP 485D / applicable Act in other countries www.kenyalaw.org	Government of Kenya / as appropriate	
4.	Capital Markets Regulations / applicable Act in other countries www.cma.or.ke	Capital Markets Authority / as appropriate	

5.	Central Depository Rules 2004 / applicable rules in other countries www.cma.or.ke	Capital Markets Authority / as appropriate	
6.	Code of Corporate Governance Practices	Capital Markets Authority / as appropriate	
7.	Study texts / Revision guides		

**PAPER NO. CS53 GOVERNANCE AND ETHICS**

	TITLE	AUTHOR(S)	EDITION
1.	Boards That Deliver: Advancing Corporate Governance From Compliance to Competitive Advantage	Ram Charan	1
2.	Business Ethics Now	Andrew Ghillyer	4
3.	Human Values and Professional Ethics	Jayshree Suresh	3
4.	Corporate Governance	Christin Mallin	4
5.	Corporate Governance in Developing Economies: Country Studies of Africa, Asia and Latin America	Robert W. McGee	2009
6.	Corporate Governance	John Colley	1
7.	Law and Ethics in the Business Environment	Terry Halbert	8
8.	Business Ethics : A Textbook with Cases	William H. Shaw	8
9.	Codes of Governance e.g Mwongozo / Handbooks of Capital Markets Authority		
10.	Study texts / Revision guides		

**SECTION 6**

**PAPER NO. CS61 STRATEGIC MANAGEMENT**

	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 Domestic and Global Competition	John Pearce	13
4.	Strategic Management Practices: A Kenyan Perspective	John Yabs	2
5.	Study texts / Revision guides		

**PAPER NO. CS62 PUBLIC POLICY AND ADMINISTRATION**

	TITLE	AUTHOR(S)	EDITION
1.	Implementing Public Policy An Introduction to the Study of Operational Governance	Michael Hill	3
2.	Public Finance: A Contemporary Application of Theory to Policy	David N Hyman	11
3.	Public Administration: Understanding Management, Politics and Law in the Public Sector	David Rosenbloom	8
4.	Study texts / Revision guides		

<b>PAPER NO. CS63 GOVERNANCE AND SECRETARIAL AUDIT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>EDITION</b>
1.	The Insider's View on Corporate Governance: The Role of the Company Secretary	Erismann Erismann	
2.	Best Practice in Corporate Governance: Building Reputation And Sustainable Success	Adrian Davies	
3.	Governance, Risk Management, and Compliance: It Can't Happen to Us - Avoiding Corporate Disaster While Driving Success	Richard M. Steinberg	
4.	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.*