

KASNEB

RECOMMENDED READING LIST – REVISED SYLLABUSES (JULY 2015)

ACCOUNTING TECHNICIANS DIPLOMA - ATD

LEVEL I			
PAPER NO. AD11 INTRODUCTION TO FINANCIAL ACCOUNTING			
	TITLE	AUTHOR(S)	EDITION
1.	Business Accounting I	Frank Wood	12
2.	A Textbook of Financial Accounting	Daniel. Kimuda	
3.	Basic Accounting	N.D. Nzomo	
4.	Accounting Theory and Practice	Michel Glautier	8
5.	Financial Accounting	N.A. Saleemi	EA
6.	Study texts / Revision guides		
PAPER NO. AD12 INTRODUCTION TO 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 www.kenyalaw.org	Government of Kenya / Other countries	2010 / As applicable
12.	Study texts / Revision guides		
PAPER NO. AD13 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		
PAPER NO. AD14 INFORMATION COMMUNICATION TECHNOLOGY			
	TITLE	AUTHOR(S)	EDITION
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. AD21 FINANCIAL 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.	Advanced Accountancy Volume I	S.J. Jain & K.L. Narang	
5.	Basic Accounting	N.D. Nzomo	
6.	Accounting Theory and Practice	Michel Glautier	8
7.	Financial Accounting Simplified	N.A. Saleemi	EA
8.	Study texts / Revision guides		
PAPER NO. AD22 PRINCIPLES OF MANAGEMENT			
	TITLE	AUTHOR(S)	EDITION
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		
PAPER NO. AD23 BUSINESS MATHEMATICS AND STATISTICS			
	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	EA
5.	Study texts / Revision guides		
PAPER NO. AD24 FUNDAMENTALS OF FINANCE			
	TITLE	AUTHOR(S)	EDITION
1.	Business Finance Simplified	N.A. Saleemi	EA
2.	Business Finance	Les Dlabay	1

3.	Finance: Applications and Theory	John Nofsinger	2
4.	Finance for Managers	Harvard Business School Press	
5.	Study texts / Revision guides		
LEVEL III			
PAPER NO. AD31 PRINCIPLES OF 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. AD32 FUNDAMENTALS OF MANAGEMENT ACCOUNTING			
	TITLE	AUTHOR(S)	EDITION
1.	Cost Accounting: A Managerial Emphasis	Charles T. Horngren	14
2.	Cost and Management Accounting	William Massie Harper	
3.	Cost Accounting Simplified	N.A. Saleemi	EA
4.	Management and Cost Accounting	Colin Drury	7
5.	Management Accounting	Terry Lucey	5
6.	Managerial Accounting	Belverd E. Needles	8
7.	Cost Accounting Simplified	N.A Saleemi	EA
8.	Cost Accounting Made Easy	Ashiq Hussain	
9.	Study texts / Revision guides		
PAPER NO. AD33 PRINCIPLES OF 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 / applicable Act in other countries 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 / 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	Government of Kenya /	

	www.kenyalaw.org	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
PAPER NO. AD34 AUDITING			
	TITLE	AUTHOR(S)	EDITION
1.	Auditing I : Principles and Concepts	N.T.T. Simiyu	
2.	A Textbook for Auditing	Elisa Ajowi	
3.	Fundamentals of Practical Auditing	Ravinder Kumar	
4.	Auditing	Alan Millichamp	10
5.	Auditing	Gramling Rittenberg	Int'l Ed
6.	Auditing and Assurance Services: An Integrated Approach	Alvin A. Arens	15
7.	Principles of Auditing and Other Assurance Services	O. Ray Whittington	19
8.	Auditing and Investigations Simplified	N.A Saleemi	EA
9.	Auditing Simplified	N.A Saleemi	EA
10.	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.