

RECOMMENDED READING LIST

SUBJECT: CORPORATE ADMINISTRATION

Name of Book	Writer(s)	Edition	Publisher	Year of publication	ISBN #
Human Resource Management	Mondy, R.W.	13th	Pearson Education	2014	9780133254112
Human Resource Management: An Asian Edition	Lim, G.S., Mathis, R.L. & Jackson, J. H.	12th	Cengage Learning	2010	9789814272681
A Guide to Protecting Your Ideas, Inventions, Trademarks and Products	Tay, C. S. K.	2nd	Times Editions/Marshall Cavendish	2004	
Insurance Theory and Practice	Thoyts, R.	1st	Routledge	2010	978-0415559058
Success in Insurance	Diacon, S.R. & Carter, R.L	3rd	Hodder Education	1992	978-0719551741
The Administration of Insurance	Crockford, N.	1 st	ICSA Publishing	1987	978-0902197428
Fundamentals of Risk Management: Understanding, Evaluating and Implementing Effective Risk Management	Hopkin, P.	2nd	Kogan Page	2012	978-0749465391
Exploring Innovation	Smith, D.	2nd	McGraw-Hill Higher Education	2009	978-0077121235
Business Information Management: Improving Performance Using information Systems	Chaffey, D. & White, G.	2nd	Financial Times/ Prentice Hall	2010	978-0273711797
Beyond Data Protection: Strategic Case Studies and Practical Guidance	Noriswadi, I. & Lee, E. Y.C.	-	Springer	2013	978-3642330803
Intellectual Property Protection Manual: (Singapore and Malaysia)	Kang, A. , Lim, H. G., Tay, C. S. K., & Sukumar, K.	-	Sweet & Maxwell	1998	978-0421628106
Malaysian Industrial Relations & Employment Law	Maimunah, A.	8 th	McGrawHill Education (Asia)	2013	9789675771668
Human Resource Management Principles and Practices	Maimunah Aminuddin	3th	Oxford	2014	9789834711924
The Pre Contact Examination for Insurance Agents		New Edition	The Malaysian Insurance Institute (MII)	2014	9789832432050

		2014			
Risk Management and Insurance	Nurul Shahnaz Ahmad Mahdzan & Auudrey Boey Oi Lin	1st	Oxford	2014	9789834713829
Principles of Risk Management and Insurance	George E.Redga & Michael McNamara	12 th	Pearson	2014	9780132992916
Fundamentals of Risk Management	Paul Hopkin	3 rd	Kogan Page	2014	9780749472443
Guideline on Private Retirement Schemes	http://www.sc.com.my		Securities Commission Malaysia Official website	Updated November 2013	