Faculty of Education & Liberal Studies B. Ed/TVET Business & Computer Studies Programme

Required & Recommended Textbooks (July 2020)

Lecturer(s)	Module	Required Texts	Recommended Texts
Brown, N. & Granville Pitter	Programming Essentials for Educators	 Prelude to Programming: Concept and Design Venit, S., & Drake, E. (2009). (4th ed.). Boston, MA: Pearson Education, Inc. Pascal Programming and Problem Nyhoff, I., & Leestma, S., (1993). Solving (4th ed.). New York, NY: McMillan Publishing Company. 	Problem Solving and ProgrammingSprankle, M., & Hubbard, J. (2009). Concepts (8th ed.). NJ: Prentice Hall
	Computing Essentials for Educators	 Parsons, J. J., (2011). New Perspectives on Computer Concepts 2011, Comprehensive Boston, MA: GEX Publishing Services Shelly, G.B., Cashman, T.J., Vermaat, M. E., (2003). Microsoft Office XP: Introductory Concepts & Techniques, Windows XP edition, Boston, MA: Thomson Course Technology 	 Parsons, J. J., (2011). New Perspectives on Computer Concepts 2011, Comprehensive Boston, MA: GEX Publishing Services Shelly, G.B., Cashman, T.J., Vermaat, M. E., (2003). Microsoft Office XP: Introductory Concepts & Techniques, Windows XP edition, Boston, MA: Thomson Course Technology
Clarke, V.	Records & Information Management	Records Management Reid-Smith, Ginn & Kallaus. 7th Ed. South-Western Publishing Thomson Learning	Wallace, Patricia E. et al (1992) Records Management- Integrated Information Systems (8th ed.) Englewood Cliffs, NJ: Prentice – Hall Wallace, Patricia E., et al. Records Management – Integrated Information Systems. 8th Ed. Prentice Hall, 1992.

	Business Systems & Office Procedures	Oliverio, Pasewark, White, (1998). The Office – Procedures and Technology. 3rd Edition, South Western.	Harding, H. (1990). Secretarial Procedures – Theory and Applications. 2nd edition. Longman.
		Harrison, J. & Scantlebury, B. (1999). New Caribbean Office Procedures. 2nd or 3rd Edition, Longman.	Calhoun, Calfrey C. & White-Robinson, Bettyce (1998). Managing the Learning Process in Business Education. Colonial Press.
	Office Administration	Quible. Zane, K (2005) Administrative Office Management, (8th Edition) Pearson Education, Inc.	
	Document Processing	MacKay, Edith. (1995) Universal Typing Advanced Level III, Pitman Publishing	Drummond, Archie & Coles, Ann First Course in Keyboarding and Document Processing 6th Edition, Surrey: Stanley Thornes.
	Business Processing Outsourcing		
	Human Resource Management	Dessler. Gary (2005) Human Resource Management 10th Ed. Prentice Hall	
Hall, Sharon	Introduction to Microeconomics/ Introduction to	Principles of Economics Case, K. E., & Fair, R. C. (2017). Upper Saddle, NJ: Prentice Hall, Inc. A Pearson Education Company.	Economics. (2015) McConnell, C., Brue, S. and Flynn S., McGraw-Hill Education
	Macroeconomics Principles of Economics		Economics (2015) Sloman, J., Wride A. & Garratt D. (2015). Edinburgh Gate, Harlow: Pearson Education Limited.
	Introduction to Financial Accounting	Wood F. & Sangster A. (2015), Frank Wood's Business Accounting 1. Edinburgh Gate, Harlow: Pearson Education Limited	Whitcomb A. & Clarke G. (2002), Heinemann Accounts for CSEC. Edinburgh Gate, Harlow: Pearson Education Limited
			Austen D, Louisy E., Ellis C. & Senhouse C. (2012) Principles of

	Intermediate Economics	Todaro, M. P.Economic Development 12th Edition, Addison-Wesley Longman, 2014	Accounts for CXC. Oxford, UK: Nelson Thornes (part of Oxford University Press) World Bank (2011), Unlocking Growth, Jamaica Country Economic Memorandum, Poverty Reduction and Economic Management Unit, Caribbean Countries Management Unit, Latin America and the Caribbean Region, Report No. 60374-JM
McNeil, D.	Taxation	Zimmer, I. W., Scarborough, N. W., & Wilson. D. (2008) Essentials of Entrepreneurship and Small Business Management (5th Ed) NJ, USA, Pearson Education Inc.	Smith, D. (1999). Company Law, Oxford: Butterworth, Heinemann
Nathan, C.	Cost & Management Accounting	Lucey, T (2009). Costing, 7th Edition, BookPower (Formerly ELST), United Kindgom.	Horngren, C, Sundem, J and Stralton, D (2016) Introduction to Management Accounting, New Jersey: Prentice Hall
	Financial Accounting 2	Business Accounting 2, Wood, F., and Sangster, A. (2015) 13th Ed. Pearson Education Limited, Harlow, England.	Randall, H. (2001) A'Level Accounting, 3rd Ed. Letts Educational, London. Teck, T., Wee, A., et.al. (2007). CAPE Accounting, 1st Ed. Caribbean Educational Publishers, Port of Spain.
Pitter, G.	Electronic Accounting Customer Service	Accounting Information Systems, Hall, J., (2019). (10th Ed). United States, CENGAGA Learning Lucas, W. R., (2018). Customer Service: Skills for Success (7th ed.), McGraw Hill Education	Manual: Computer Accounting with Peachtree by Sage Complete Accounting (2012) Carol Y., (2012) (16th Ed), NY, McGraw-Hill

Shaw, G.	Financial Accounting 1	Sangster, A. (2015). Frank Woods: Business Accounting 1(13th ed.). United Kingdom: Pearson Education Limited.	Teck, T. B., Wee, A. G. J., Eng, S. W. L., Chan, O., & Sinanan, R. (2007). CAPE Accounting. Trinidad & Tobago: Caribbean Educational Publishers.
	Company Law	Digham, A., & Lowry, J. (2014) Company Law, United Kingdom: Oxford University Press	Smith, D. (1999). Company Law, Oxford: Butterworth, Heinemann
Wallder, S.	Caribbean Economic Growth & Development	Economic Development (11 th Ed.), Todaro, M. P., and Smith, S.C. (2012) England: Addison-Wesley Longman, ISBN 978-0-B-801388-2.	Beckford, George (1975), Caribbean Economy, Institute of Social and Economic Research
		*Your lecturer will advise how to retrieve this online	Durant, I. (2016). Achieving Sustainable Growth in the Caribbean: The Role of Competitiveness Economics Department
		Pantin, Dennis (2005) The Caribbean Economy, Ian Randle Publishers Limited, ISBN 976-637-110-5 (pbk)	Caribbean Development Bank, May 19, 2016 Available at: <u>http://www.caribank.org/wp-</u> <u>content/uploads/2016/05/Achieving-Sustainable-Growth-in-the-</u> <u>Caribbean Ian-Durant.pdf</u>
	Introduction to Marketing	Marketing. HULT, G, Tomas, PRIDE, William, FERRELL, O.C. (2012). South Western CENGAGE Learning	KOTLER, Philip, KELLER, Kevin, Marketing Management Pearson, Prentice Hall
	Production & Operation		KOTLER, Phillip (2010): Marketing Management (analysis, planning, implementation and control). Latest. Prentice Hall.
	Management	Lockyer, Keith., Muhlemann, Alan., Oakland, John.	
		Production and Operations Management (sixth edition).University of Bradford, UK. Pitman Publishing. London. ISBN; 0-273-02873-1.	Chase, Richard B., Nicholas J. Aquilano, and F. Robert Jacobs. Operations Management for Competitive Advantage. 13th ed. Boston: McGraw-Hill, Inc, 2010.Type: Textbook with DVD-ROM. ISBN: 978-0-07-340329-8

Labour & Employee Relations	Thomas, Ashwell (2009). Industrial Relations Process & Practices: A Caribbean Perspective. Pelican Publishers Limited	Carter, K. (1997). Why Workers Won't Work: The worker in a developing economy, A case study of Jamaica. Kingston, Jamaica: Macmillan Education
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