Society of Certified Management Accountants of Sri Lanka

READING LIST

For Examinations commencing from March 2007

Professional Management Accounting Institute in Sri Lanka
The list of books given in this Reading List for various subjects is not exhaustive. There are other books that deal with the subject matter that may be used. Most of the texts given here cover the syllabus at the appropriate level.

When reading a textbook, try to concentrate on the topics covered in the syllabus as far as possible.
Technician Stage

Financial Accounting Fundamentals

Augustine Benedict & Barry Elliott.
Practical Accounting

Meigs & Meighs
Accounting The Basis for Business Decisions
McGraw Hills.

Woods, Frank
Book Keeping and Accounts
Pitman Publishing

Bosh, Palmer, Cunningham
Financial Accounting Principles and Applications
Mc Graw Hills.

Horngren, Charles T, & Sundem, Gray L
Introduction to Financial Accounting
Prentice Hall

Lerner, Joel J
Schaum's Outline Series Theory and Problems of Book Keeping and Accounting.
McGraw Hills.

Paul Gee
Spicer & Pegler's
Book Keeping and Accounts
Butterworths/HFL

Sri Lanka Accounting Standards
Institute of Chartered Accountants of Sri Lanka

Management Accounting Fundamentals

CT Hengren, G Foster and S M Dater
Cost Accounting A Management Emphasis
Prentice Hall.

MN Arora
A Textbook of Cost Accounting
Vikas Publishing House (Pvt) Ltd.

Wheldon's Costing Simplified
L. W.J Owler & J.L. Brown
Pitman

T.Lucy
Costing
First course in Cost and Management Accounting

Chapter 10 Colin Drury
"Management and Cost Accounting"

A.H.M. Bennett
Management Accounting in Sri Lanka
Lake House Investments Ltd.
Ramanayake Mawatha
Colombo-2.
Business Mathematics
Operational Mathematics for Business
R.C. Pierce & W.J. Tebeausc-
Wadsworth Publishing Company Beimont, California.

Business Mathematics
Linda L Thompson & Ross E. Lowe
Macmillon/ Mc Graw Hill Lake Forest, Illinois

College Algebra
D.C. Heath and Company Lexington Massachusetts.

College Algebra
Haughton Mifflin Company Boston, Toronto.

Quantitative Management
Michael Q. Anderson & R.J. Lievano
Kent Publishing Company A division of Wadsworth, Inc Boston, Massachusetts.

Quantitative Analysis for Management
Berry Render & Ralph M. Stair.
Allyn & Bacon Inc Boston.

Introduction to Probability & Statistics
William Mendenhall & Robert J. Beaver
PWS- Kent Publishing Company Boston

Basic Statistics for Business & Economics
Leonard J. Kazmier & Norval F. Pohl
Mc Graw Hill Book Company New York

Applied Statistics for Business and Economics
Allen L. Webster
Mac Graw Hill Companies Inc Irwin Series Chicago

Elementary Statistics for Business
Robert R. Johnson & Bernard R. Siskin
Duxbury Press Boston
Business Communication

Denyer J. C
Office Management
Pitman

Mills Geoffrey, Standingford Oliver, Appleby Robert C.
Modern Office Management
Pitman

Misener Jude, Steele Saudra
The Business of English
Toronto Oxford University Press

Perry Annetta, Braga Angela
Office Practice & Information Processing
Pitman

Rosenblatt Bernard S, Cheatham Richard T, Watt James T.
Communication in Business

Steer M.
Office Practice Dictionary
Pitman

Woolcott L.A. Unwin W.R
Communication for Business and Secretarial Students
Macmillan

Collin P.H
English Business Dictionary
Peter Collin Publishing

L. Gartside
Model Business Letters
English Language Book Society
Macdonald and Evans Ltd
London

L.V. Cabraal
Aquinas College of Higher Studies
Colombo 08.
Modern English Grammar
(Usage)
A Anderton
Economics
Causeway Press

A Anderton
Economics A new approach
Collins

J. Beardshaw
Economics
Pitman

P. Hardwick et al
An Introduction to Modern Economics
Longman

J Harvey
Modern Economics
Macmillan

F Livesey
A textbook of Economics
Longman

P Maunder et al
Economics Explained
Collins

D Beg et al
Economics
Mc Graw Hill

R Lipsey & C Harbury
First Principles of Economics
Oxford University Press

R.W. Griffen and M.W. Pustay
International Business : A Managerial Perspective
Addison Wesley

Financial Times
Mastering Global Business
Financial Times Pitman Publishing.

P. Diclon
Global Shift : Transforming the Global Economy
Paul Chapman Publishing

Donald A. Ball and Wendell H. McCullocch, Jnr,
International Business : Introduction and Essentials,
Alain Anderton  
Economics  
Causeway Press.

Paul R; Krugman and Maurice Obstfeld,  
International Economics,  
New York ; Harper Collins

International Monetary Fund  
World Economic Outlook

World Bank  
World Development Report

**Financial Accounting and Reporting**

Augustine Benedict & Barry Elliott  
Practical Accounting  
Financial Times  
Prentice Hall

Paul Gee  
Spicer and Pegler's Book Keeping and Accounts  
Butterworths/HFL

A R Jennings  
Financial Accounting  
D P Publications

M Bendrey, R Hussey, C West edited by Jill Hussey  
Accounting & Finance in Business  
D P Publications.

Dr. Hema Wijewardena  
Financial Accounting in Sri Lanka

Sri Lanka Accounting Standards  
Institute of Chartered Accountants of Sri Lanka

M.R.Frankel  
The Preparation of Group Accounts.  
Financial Training  
With HFL (Publishers) Ltd.
Intermediate Stage

Advanced Management Accounting

A.H.M. Bennett
Management Accountancy in Sri Lanka

Lucey
Quantitative Techniques

Colin Drury
Management and Cost Accounting
Taxmann Publications (P) Ltd
New Delhi

T.Lucy
Management Accounting

Hanson & Mowen
Management Accounting
South Western College Publishing

Robert S. Kaplan
Anthony A. Atkinson
Advanced Management Accounting
Prentice Hall of India
New Delhi

Managing People & Organisation Management

Cole;
Personal Management

Megginson, Leon C
Personal and Human Resources Administration

Stainer, G
Manpower Planning

Randall S. Schuler
Effective Personnel Management

Wayne, F. Casio, and Elios M. Awad
Human Resources Management

Price N
Personnel- Human Resources Management
Hall, D.T and Lorgan M.A
Career Development and Planning

Richard Henderson,
Performance Appraisal

Strauss, G and Sayles, L.R
Personnel - Human Problems of Management

McFarland, B.E
Management Principles and Practices

Singer, Marc G
Human Resources Management

Robert L. Mathis/ John H. Jackson
Human Resources Management

**Thomson**
South Western

Fred Luthans
Organizational Behaviour
Mc Graw Hill - Irwin

People and Performance
The Best of
Peter Drucker
on Management
Heinemann, London

Richard L. Daft
Organisation
Theory and Design

**South Western**
Thomson Learning.

Stephen P. Robbins
Organisational Behaviour

**Pearson**
Education
Labour Legislation in Sri Lanka

Industrial Disputes Act No-43 of 1950
Termination of Employment of Workmen (Special Provisions) Act No-45 of 1971
Wages Boards Ordinance No-27 of 1941
The Employment of Women, Young Persons and Children Act No-47 of 1946
Factories Ordinance No-45 of 1942
Shop and Office Employees Act No-19 of 1954
Maternity Benefits Ordinance No-32 of 1939
Workmen's Compensation Ordinance No-19 of 1934
Trade Unions Ordinance No-14 of 1935
Employees Provident Fund Act No-15 of 1958

Business & Corporate Law

L.J.M. Cooray
An Introduction to the legal system of Sri Lanka

Phil Harris
An Introduction to Law

Glanville Williams
Learning the

M.P. Furmston
Cheshire, Fifoot & Furmston's contract

J. Beatson
Anson's Law of Contract

P.S. Atiyah
The Sale of Goods
The English language Book Society & Pitman Publishing

Wicrema Weerasooriya
Law relating to Banking & Inter Related Services
Institute of Bankers of Sri Lanka.

J. Milnes Holden
The Law and Practice of Banking.

G.H.L. Friedman
Friedman's Law of Agency
Butterworth
S.R.De Silva
The contract of Employment
The Employers Federation of Ceylon Monograph No-4
S.R.De Silva
The Legal framework of Industrial Relations in Ceylon
H.W.Cavet Co.

J.V.N.De Rosairo
The Disciplinary Action & Procedure in the Principal
Employment Sector & their Judicial Review

Geoffrey Morse
Charlesworth & Morse Company Law
Sweet & Maxwell

H.Wickremasi
Company Law.

Iwan Davies
Textbook on Commercial Law
(Blackstone Press Limited)

Richard Lawson & Douglas Smith
Business Law

**Taxation**

Inland Revenue Act No. 38 of 2000
or Any Act Replacing it.

Manual and Instructions issued by the
Department of Inland Revenue.

Guide to Income Tax Law
Published By
The Institute of Chartered Accountants of Sri Lanka.
Professional 1 Stage

Advanced Financial Accounting & Reporting

Paul Gee
Spicer & Pegler's
Book Keeping & Accounts
Butterworths/ HFL

A.R. Jennings
Financial Accounting
D.P. Publications

Augustine Benedict & Barry Elliotte
Practical Accounting
Financial Times
Prantice Hilll

M.R. Frankel
The Preparation of Group Accounts
Financial Training
with HFL (Publishers) Ltd.

Glutier
Accounting Theory and Practice

Garbutt
Carters Advanced Accounts

Diamond Slice
Financial Accounting Reporting & Analysis

Warren & Reeve
Accounting

Anthony Reece
Accounting Principles

Frank Woods
Business Accounting I
Business Accounting II

Sri Lanka Accounting Standards
Published by the Institute of Chartered Accountants of Sri Lanka
Operations Management & Marketing

Nigel Slack
Operations Management
Pitman Publishing.

Everette Adam, Ronald J. Eber
Production and Operations Management
Prentice Hall of India, New Delhi

Roberta S. Russell, Bernard W. Taylor
Production and Operations Management

Richard B. Chase, Nocholas J. Aquilano
E. Robert Jacobs
Production and Operations Management

Nigel Slack, Stuart Chambers
Christine Harland, Alan Harrison
Robert Johnstone
Operations Management

Richard J. Schonberger, Edward M Knod . Jr
Operations Management

Roger G Schroeder
Operations Management

William J. Stevenson
Production and Operations Management

David W Cravens
Strategic Marketing
(Irwin Mc Graw Hill)

Philip Kolter & Gray Armstrong
Principles of Marketing
(Prentice Hall)

John Wilmshurst
The Fundamentals & Practice of Marketing
(Viva Publication/ CIM)

Geoff Lancaster
Marketing Fundamentals
(CIM Workbook)
Al Ries & Jack Trout
The 22 Immutable Laws of Marketing
(Harper) 2002
Dibb, Simkin et al
Marketing

Philip Koltler
Marketing Management
(Prentice Hall)
Al Ries
The 22 Immutable Laws of Branding
(Mc Graw Hill)

M.J.Baker
Marketing

P Smith
Marketing Communication
(Kogan Pages)

**Information Technology Management**

James A. O’Brien
Management Information Systems 7/e
2006 Mc Graw Hill Higher Education
Management Information Systems Center

Kenneth Laudon, Jane Laudon
Essentials of Management Information Systems
Pearson Education
Professional 1I Stage

**Internal Control & Risk Management**

Consideration of Internal Control in a Financial statement Audit.
American Institute of Certified Public Accountants

Colin Drury
Management and Cost Accounting
Part 4 Chapters 15 & 16 in particular.

Audit and Control in a Micro Computer Environment
Edited by J.M.Court
Institute of Chartered Accountants in England & Wales

George E Rejda
Pearson
Education
Principles of Risk Management and Insurance

**Strategic Financial management**

R Brealey & S Myers
Principles of Corporate Finance
Mc Graw Hills

Eugene F Brigham, Joel F Houstan
Fundamentals of Financial Management
Harcourt College Publications

R Pike & C Neale
Corporate Finance & Investment
Prentice Hall

H M Coombs and D E Jenkins
Public Sector Financial Management
Chapman & Hall

R Brockington
Dictionary of Accounting and Finance
Pitman Publishing

Ramone E Johnson
Issue and Readings & Managerial Finance
Dryden

J William Petty
Roffe Peacock
Peter Martin
Michael Burrow

Arthur J. Keown
David F. Scott, JR
John D. Martin
Financial Management

I M Pandey
Vikas Publishing House Pvt. Ltd
Financial Management
Strategic Management Accounting

MY Khan
PK Jain
Management Accounting & Financial Analysis
for CA Final Examination
TATA Mc Graw Hill Publishing Co. Ltd
New Delhi

Hilton, Maher, Selto
Cost Management
Strategic for Business Decisions
TATA Mc Graw Hill Education

A.H.M. Bennett
Management Accounting in Sri Lanka

Robert S. Kaplan, Anthony A. Atkinson
Advanced Management Accounting

Colin Drury
Management and Cost Accounting
Taxmann Publication (P) Ltd
New Delhi

Hansen & Mowen
Management Accounting
South Western College, Publishing,