



**RECOMMENDED  
BOOKS  
&  
OTHER  
RESOURCES**

## FUNDAMENTAL LEVEL

### F1 - Fundamentals of Financial Accounting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Financial & Managerial Accounting: The Basis for Business Decisions	Jan R. Williams / Susan F. Haka	McGraw-Hill
Business Accounting Vol-1	Frank wood	Prentice Hall / Pearson / Financial Times
CIMA, UK Study Text	—	BPP

### F2 - Business Economics

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Economics	Paul A. Samuelson / William D. Nordhaus	McGraw-Hill
CIMA, UK Study Text	—	BPP
Economics	Campbell R. McConnell Brue Flinn	McGraw-Hill

### F3 - Business English

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
High School English Grammar & Composition	P.C. Wren and H.Martin	S. Chand & Company
Excellence in Business Communication	John Thill, Courtland L. Bovee	Pearson Education
Reading Skills handbook,	Harvey S. Wiener, Charles Bazerman	Pearson Education
ADDITIONAL READING		
Understanding and Using English Grammar, 4th Edition (Book & Audio CD)	Betty S. Azar and Stacy A. Hagen	Longman

## F4 - Fundamentals of Management Accounting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
CIMA, UK Study Text	—	BPP
Management and Cost Accounting	Colin Drury	Cengage Learning EMEA
Managerial Accounting	Ray H. Garrison / Eric W. Noreen	McGraw-Hill

## F5 - Commercial Laws

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Bare Acts	Govt. of Pakistan	Publications Division, Govt. of Pakistan
Elements of Mercantile Law	N.D. Kapoor	Sultan Chand and Sons
Mercantile Law	MC Khuchal	Vikas Publishing
Mercantile Law	LuqmanBaig	Ghanzanfar Academy Pakistan 30, Urdu Bazar Karachi
Practical Approach to Companies Ordinance, 1984	Nazir Ahmed Shaheen	Federal Law House, H/136 Muree Road, Committee Chowk, Rawalpindi

## F6 - Business Mathematics and Statistics

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Applied Mathematics for Business, Economics & the Social Sciences	Frank S. Budnick	McGraw-Hill
CIMA, UK Study Text	—	BPP
ADDITIONAL READING		
Statistics: Concepts and Methods	Syed Khursheed Alam	Farooq Kitab Ghar, 32-33 Urdu Bazar, Karachi.

## GRADUATION LEVEL

### G1 - Financial Accounting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Business Accounting, 10th Edition	Frank Wood	Financial Times/ Prentice Hall, 2008
ACCA F3	—	Kaplan
An Introduction to Accountancy	S.N Maheshwari	Vikas Publishing House Pvt Ltd
Sukuk	—	<a href="http://www.secp.gov.pk/notification/pdf/2015/SRO_112_SukukRegulations.pdf">http://www.secp.gov.pk/notification/pdf/2015/SRO_112_SukukRegulations.pdf</a>
ADDITIONAL READING		
CIMA UK Study Text	—	BPP

### G2 - Enterprise Management & Communication

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Management	Stephen P. Robins / Mary Coulter	Prentice Hall / Pearson / Financial Times
Human Resource Management	Gary Dessler	Pearson
Principles of Marketing	Philip Kotler / Gary Armstrong	Prentice Hall / Pearson / Financial Times
Excellence in Business Communication	John Thill, Courtland L. Bovee	Pearson
ADDITIONAL READINGS		
CIMA, UK Study Text	—	BPP
A Handbook of Business Letters	Ann Poe	McGraw-Hill

### G3 - Management Accounting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Managerial Accounting	Ray H. Garrison / Eric W. Noreen	McGraw-Hill
ADDITIONAL READING		
Management and Cost Accounting	Colin Drury	Cengage Learning
Relevant Study Text	—	Kaplan

### G4 - Corporate Laws & Secretarial Practices

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
The Companies Act, 2017	Naveed Mukhtar	Prime Publishers
Bare Act	Government of Pakistan	Government of Pakistan
Relevant Laws, Rules and Regulations on SECP and SBP Websites	SECP and SBP	www.secp.org.pk www.sbp.org.pk

### G5 - Business Taxation

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Income Tax Ordinance 2001, Updated	—	Govt. of Pakistan
Synopsis of Taxes in Pakistan	Mirza Munawar Hussain	IBP Publications, Lahore

## PROFESSIONAL LEVEL

### P1 - Financial Reporting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Intermediate Accounting IFRS Edition	Donald E. Kieso / Jerry J. Weygandt / Terry D. Warfield	John Willey & Sons
A Student's Guide to Group Accounts	Tom Clendon	Kaplan Publishing
Gripping IFRS	Cathrynne Sowden-Service	ICAP/ Lexis Nexis
International Financial Reporting Standards / IASs	International Accounting Standards Board	IFRS Foundation
ADDITIONAL READINGS		
Companies Ordinance, 1984	Govt. of Pakistan	P.L.D. Publishers Lahore.
IFRS: Practical Implementation Guide and Workbook	Abbas Ali Mirza, Graham Holt, Liesel Knorr	John Wiley & Sons
Lease Accounting, Cash Flow Statements, Practical Workbook on IFRS	Javed. H. Zuberi	Petiwala Book Depot.
CIMA UK Study Text	—	BPP

### P2 - Audit & Assurance

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Handbook of International Quality Control, Auditing, Review, Other Assurance, and Related Services Pronouncements	IFAC / ICAP	IFAC / ICAP
International Standard on Auditing	IFAC	IFAC
Auditing Concepts & Practices	Javaid H. Zuberi	Petiwala Book Depot, Karachi
Code of Ethics	Issued by IFAC & SAFA	—

### P3 - Cost Accounting Records and Audit

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
1. CARs	—	www.mca.gov.in
2. International Standard on Quality Control	IFAC	<a href="https://www.icmap.com.pk/qab_publications.aspx">https://www.icmap.com.pk/qab_publications.aspx</a>
3. Total Cost Management Framework - An Integrated Approach to Portfolio, Program, and Project Management (First Edition, Revised)	Edited by John K. Hollmann, PE CCE CEP	
4. Cost audit hand book	ICMA Pakistan	<a href="https://www.icmap.com.pk/research_publications.aspx">https://www.icmap.com.pk/research_publications.aspx</a>  <a href="https://www.icmap.com.pk/qab_publications.aspx">https://www.icmap.com.pk/qab_publications.aspx</a>
5. Audit manual for CMA firms		
6. Framework of Quality Control Review (QCR) Program		
7. Framework of Quality Control Review (QCR) Program, 2014		
8. Companies (Audit of Cost Accounts) Rules, 1998	SECP	<a href="http://www.secp.gov.pk/corporatelaws/pdf/1998.pdf">http://www.secp.gov.pk/corporatelaws/pdf/1998.pdf</a> <a href="http://www.secp.gov.pk/circulars/pdf/Cir_2000/jul_29_00.pdf">http://www.secp.gov.pk/circulars/pdf/Cir_2000/jul_29_00.pdf</a> <a href="http://www.secp.gov.pk/notification/pdf/2008/cost_audit_gzt.pdf">http://www.secp.gov.pk/notification/pdf/2008/cost_audit_gzt.pdf</a>
9. Circular No. 9 dated 19 July 2000 - Audit of Cost Accounts		
10. Companies Cost Accounting Records (General Order), 2008 issued vide SRO dated 26-09-2008		

### P4 - Corporate Financial Reporting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Intermediate Accounting IFRS Edition	Donald E. Kieso / Jerry J. Weygandt / Terry D. Warfield	John Willey & Sons
Gripping: IFRS	Cathrynne Sowden-Service	ICAP/ Lexis Nexis
A Student's Guide to Group Accounts	Tom Clendon	Kaplan Publishing
A Student Guide to International Financial Reporting Standards	Clare Finch	Kaplan Publishing
International Financial Reporting Standards / IASs	International Accounting Standards Board	IFRS Foundation
Financial Statements of Specialized Companies	—	Website of mutual funds & brokerage houses, banks Islamic financial institutions and Insurance companies
ACCA UK Study Text	—	Kaplan Publishing

## P5 - Corporate Planning and Controlling

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
1. Successful Business Plan: Secrets & Strategies (Successful Business Plan Secrets and Strategies, 6th Edition)	Rhonda Abrams	—
2. Management	Ricky W. Griffin	—
3. Small Time Operator: How to Start Your Own Business	Bernard B. Kamoroff C.P.A	—
4. 360 Degree Feedback: A Transformational Approach	Elva R Ainsworth	—
5. The Institute Way: Simplify Strategic Planning and Management with the Balanced Scorecard	Howard Rohm, David Wilsey, Gail Stout Perry	—
6. Key Performance Indicators (KPI): The 75 measures every manager needs to know (Financial Times Series) Jun 24, 2012	Bernard Marr	—
7. Income Tax Ordinance 2001	—	Govt. of Pakistan
8. Synopsis of Taxes in Pakistan	Mirza Munawar Hussain	IBP Publications, Lahore.
9. Federal Tax Laws of Pakistan	Huzaima Bukhari / Dr. Ikramul Haq	Lahore Law Publications.
10. Determination of Consumer-end Tariff (Methodology Process) Tariff (Methodology	—	<a href="http://www.nepra.org.pk/Draft/Guidelines%20for%20Determination%20of%20Consumer-end%20Process.pdf">http://www.nepra.org.pk/Draft/Guidelines for Determination of Consumer-end Process).pdf</a>
11. National Electric Power Regulatory Authority Tariff	—	<a href="http://www.nepra.org.pk/tariff.htm">http://www.nepra.org.pk/tariff.htm</a>
12. ORGRA Tariff Rules	—	<a href="http://www.ogra.org.pk/images/data/downloads/1099122806.pdf">http://www.ogra.org.pk/images/data/downloads/1099122806.pdf</a>
13. Power	—	<a href="https://www.icmap.com.pk/Downloads/Booklet_Power_Sector_in_Pakistan.pdf">https://www.icmap.com.pk/Downloads/Booklet_Power_Sector_in_Pakistan.pdf</a>
14. Telecommunication	—	<a href="http://www.pide.org.pk/pdf/PDR/1999/Volume4/575-586.pdf">http://www.pide.org.pk/pdf/PDR/1999/Volume4/575-586.pdf</a>
15. Banking Sector	—	ww.sbp.org.pk

## CHARTERED LEVEL

### C1 - Strategic Risk Management

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Financial Risk Management Second Edition	Wileys Finance, Steven Allen	John Wiley & Sons
Financial Risk Management	Jimmy Skoglund and Weichen	John Wiley & Sons
Relevant Material	—	www.sbp.org.pk
Schweser Notes FRM	—	Kaplan
ADDITIONAL READING		
FRM Study Text	—	John Wiley & Sons
CFA Study Text	—	Pearson

### C2 - Strategic Management Accounting

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Introduction to Management Accounting	Charls T. Horngren / Gary L. Sundem / William O. Stratton	Prentice Hall /Pearson / Financial Times
Management and Cost Accounting	Colin Drury	Cengage Learning
ADDITIONAL READING		
Managerial Accounting	Ray H. Garrison/Eric W. Noreen	McGraw Hill
CIMA UK Study Text	—	BPP
Managerial Accounting	Ronald W. Hilton	McGraw Hill

### C3 - Strategic Financial Management

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Financial Management: Theory and Practice	Eugene F. Brigham/ Joel F. Houston	South Western/ Cengage Learning
Financial Management and Policy	James C. Van Horn	Prentice Hall/Pearson
Financial Strategy (CIMA F-3) Study Text	—	Kaplan Publishing
Advanced Financial Management (ACCA P-4) Study Text	—	Kaplan Publishing

## C4 - Strategic Management

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Strategic Management	Mary K. Coulter	Prentice Hall International
Global Logistics and Supply Chain Management, 2e	John Mangan, Chandra Lalwani, Tim Butcher, Roya Javadpour	Wiley
ADDITIONAL READING		
Strategic Management- Study Text	Kaplan Publishing	Kaplan Publishing

## COST AND MANAGEMENT ACCOUNTANT (CMA) LEVEL

### CGE - Corporate Governance and Professional Ethics (Open Book Online Assessment)

CORE READINGS		
TITLE	AUTHOR	PUBLISHER
Corporate Governance Principles, Policies and Practices	A.C. Fernando	Pearson
Corporate Governance ICSA Professional Development	Brian Coyle	ICSA Publishing
Business Ethics	O.C Ferrell, John Fraedrich, Linda Ferrell	Cengage Learning
The Moral Life: An Introductory Reader in Ethics and Literature	Louis P. Pojman and Lewis Vaughn	Oxford University Press
ICMAP Act and Regulations	—	—