

# CALIFORNIA SCHOOL

## LIST OF TEXTBOOKS FOR SCHOOL YEAR

2010 – 2011

### FORM 6 & 7 DIPLOMA IN BUSINESS ADMINISTRATION

#### **ACCOUNTING**

- 1. LCCI Third Level Accounting Exam Practice (1996)
  - Tam Cheung Lai Sheung & Lindy W.W. YauLongman 259.00
- 2. Business Accounting: Hong Kong Edition Vol. 2 (2007)
  - WoodLongman 310.00

#### **COMMERCE**

- 3. Success in Commerce (4<sup>th</sup> Ed.) – Derek Lobley Hodder 143.90

#### **MARKETING**

- 4. Marketing (2007) – Michael J. Etzel, Bruce J. Walker & William J. Stanton McGraw Hill 263.10

#### **PRINCIPLES OF ECONOMICS**

- 5. Economics: Principles & Policy (2009) – William J. Baumol & Alan S. Blinder South–Western 350.20

#### **STATISTICS**

- \* 6. How to Pass Business Statistics 2nd & 3rd Levels (1997) – D. Friend LCCI

#### **BUSINESS CORRESPONDENCE**

- 7. Business Writing for Hong Kong (3<sup>rd</sup> Ed.) – Grahame T. Bilbow Longman 265.00

#### **MANAGEMENT**

- 8. Fundamentals of Management (7<sup>th</sup> Ed., 2011) – S.P. Robbins & D.A. DeCenzo (For F.6 Students) Prentice Hall 322.00
- 9. Fundamentals of Management (6<sup>th</sup> Ed., 2008) – S.P. Robbins & D.A. DeCenzo (For F.7 Students) Prentice Hall –

#### **COMPUTER**

- 10. Using Microsoft Office 2007 (Special Edition)(2007) – Bott QUE 280.00

Additional books may be recommended by the teachers during the year.