

SUGGESTED REFERENCE MATERIALS FOR ASSOCIATE LEVEL

LEVEL I

AL1.01 PRINCIPLES OF PROCUREMENT & SUPPLY

1. Kenneth Lysons and Brian Farrington (2012), *Purchasing and Supply Chain Management*, 8th Edition, Pearson Education Limited, Harlow, England
2. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
3. David Farmer, Barry Crooker, David Jessop, David Jones (2008), *Procurement Principles and Management*, 10th Edition, Prentice Hall Financial Times
4. Peter J.H. Baily, David H. Farmer (1986), *Purchasing Principles and Management*, Pitman
5. Dr. K.C. Jain, Er. Jeet Patidar (2011), *Purchasing and Materials Management*, 1st Edition, Rajendra Ravindra Printers
6. Public Procurement and Asset Disposal Act, 2015

AL1.02 SUPPLY MARKETS

1. Kenneth Lysons and Brian Farrington (2012), *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited, Harlow, England
2. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
3. David Farmer, Barry Crooker, David Jessop, David Jones (2008), *Procurement Principles and Management*, 10th Edition, Prentice Hall Financial Times

AL1.03 INTRODUCTION TO BUSINESS LAW

1. Ashiq Hussein, “*A text book of general principles of law in Kenya*” (2008) East African Publishers.
2. Saleem N. I. “*General Principles of Law simplified*” (1992) N. A. Saleemi publishers.
3. John Joseph Ogola, “*Business Law*” (2013) Focus Publishers; 2nd Edition.
4. Laibuta K. I, “*Principles of commercial law*” (2014), Law Africa Publishers; 2nd Edition

AL1.04 SUPPLY CHAIN MANAGEMENT

1. Handfield B. Robert, Monczka M. Robert, Guinipero C. Larry, and Patterson L. James (2013), *Sourcing and Supply Chain Management*, 5th Edition, Cengage Learning, India.
2. Kenneth Lysons and Brian Farrington (2012), *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited, Harlow, England

3. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
4. Ron Basu and J. Nevan Wright (2008), *Total Supply Chain Management*, 1st Edition, Elsevier
5. Sharma Sunil (2010), *Supply Chain Management: Concepts, Practices and Implementation*, 1st Edition, Oxford Unoversity Press, India
6. Scott Colin, Lundgren Henriette, Paul Thompson (2011), *Guide to Supply Chain Management*, Springer
7. Wisner D. Joel, Leong G. Keong, and Tan Keah-Choon (2009), *Principles of Supply Chain Management: A Balanced Approach*, 3rd Edition, Cengage Learning India Private Limited

AL1.05 ENTREPRENEURSHIP AND BUSINESS ETHICS

1. Bagby D. Ray and Baylor University (2014). *Entrepreneurship Theory & Practice*. Vol. 38, Wiley Online Library.
2. Porter, M. E. (1985), *The Competitive Advantage: Creating and Sustaining Superior Performance*. NY: Free Press.
3. Robert Hisrich , Michael Peters and Dean Shepherd. (2012) *Entrepreneurship*. 9th Edition. New York: McGraw-Hill
4. Saleemi, Nisar Ahmad. (2009) *Entrepreneurship Simplified*. Nairobi: Saleemi Publication
5. Scott Shane, (2003). *A General Theory of Entrepreneurship*. Cheltenham: Edgar Elgar
6. Hartman L. P. *Business Ethics : Concepts and Cases*, Pearson, 6th Edition.

LEVEL II

AL2.01 STORES AND DISTRIBUTION

1. B.Crocker, D.Jessop& A. Morrison, Inbound Logistics Management (2011), *Storage & Supply of Materials for the Modern Supply Chain*, 7th ed, Pearson,
2. David Jessop and Alex Morrison (1994), *Storage and Supply of Materials* 6th Edition, prentice Hall Publishing
3. David Lowe and Kieran McGregor, 2003, Study Guide, *Storage and Distribution in Supply chains*, CIPS,
4. P. Baily, D.Farmer, D.Crocker, D. Jessop, *Procurement, Principles and Management*, 10th ed,2008, Financial Times/ Prentice Hall
5. J. P. Saxena, *Warehouse Management and Inventory Control*; Vikas Publishing House Pvt Ltd, 2009

AL2.02 PROCUREMENT AND SUPPLY RELATIONSHIPS

1. Kenneth Lysons and Brian Farrington (2012), *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited, Harlow, England.
2. Monczka, Handfield, Guinipero and Patterson (2009), *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA
3. Collins Scott, Henriette Lundgren and Paul Thompson, *Guide to Supply Chain Management*, springer.
4. Morrissey, W.J. and Pittaway, L. (2006), *Buyer-supplier relationships in small firms: the use of social factors to manage relationships*, International Small Business Journal, London, Vol. 24 No. 3, 1 June, p. 272.

AL2.03 CONTRACT ADMINISTRATION

1. Hussein A, (2008) "*A text book of general principles of law in Kenya*" East African Publishers: Kenya.
2. Saleem N I, (1992) "*General principles of law simplified*" N. A. Saleemi publishers: Kenya.
3. Ogola J J and Gitau R, (2010) "*Business Law*" Focus Publishers Ltd.: Kenya.
4. Ogola J J (2005) "*Business Law: with an introduction to the Kenyan legal system*" Focus Publishers Ltd.: Kenya.
5. Laibuta K I, (2006) "*Principles of commercial law*", Law Africa Publishing (K) Ltd.: Kenya.

6. Lysons K and Farrington B, (2012) *Purchasing and supply chain Management*, 8th Edition, Pearson Education Limited: England.
7. Monczka, Handfield, Guinipero and Patterson, (2009) *Purchasing and Supply Chain Management*, 4th Edition, Cengage Learning: USA.
8. Kroll, Mistelis and Viscacillas, (2011) *The United Nations Convention on Contracts for the International Sale of Goods*, Beck/Hart: USA.
9. Ferrari F, (2012) *Contracts for the International Sale of Goods Applicability and Applications of The 1980 United Nations Sales Convention*, Martinus Nijhoff Publishers: The Netherlands.

AL2.04 QUANTITATIVE SKILLS

1. T.Lucey (2002) *Quantitative methods for business*. Addison Wesley
2. C.R Kothari (2000) *Quantitative Techniques 3rd Edition*. Vikas publishing (pvt) Ltd
3. Robert.J. And Patricia .K. (2007) *Elementary Statistics 10TH Edition*, Thomson Higher Education
4. Frank Wood and Allan Sangster: *Business Accounting* vol. 1 and 11
5. Carl E. Warren, James M, Reeve and Philip E. *Accounting 21st edition* (Thomson south Western united states)
6. Nzomo, N. D. *Basic Accounting*, U. O. N. Press, Latest Edition

AL2.05 COMMUNICATION AND OFFICE MANAGEMENT

1. Harvard Business Review, (1999) *Effective Communication*. Boston: Harvard Business School Press.
2. Shea, M. (1993) *Personal Impact: The art of good communication*. Reed, London.
3. Saleemi, Nisar Ahmad. (2003) *Business English*. Nairobi: Saleemi Publication
4. Kenneth Davis W. (2010) *Business Writing and Communication*. 2nd Edition. New York: McGraw-Hill.
5. Saleemi, Nisar Ahmad. (1997) *Business Communication and Report Writing Simplified*. Nairobi: Saleemi Publication
6. Hamel Gary, (2007), *The future of management*, Harvard Business School Press, Boston, Massachusetts
7. Koonz, Harold, (2008). *Management*. 11th Edition, New York: Prentice Hall
8. Kreitner, R. (2009), *Principles of Management*, (11th ed.), Cengage, Australia
9. Robbins, Stephen P., De Cenzo, David A., Stuart-Kotze, Robin, Stewart, Eileen B., (2004) *Fundamentals of Management, Essential Concepts and Applications*, Canadian Fourth Edition, Scarborough Ontario: Prentice- Hall Canada Inc.

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