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The Hong Kong Institute of Chartered Secretaries
 International Qualifying Scheme (IQS) Syllabus
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| 1. Exploring Corporate Strategy – Text and Cases | Johnson, and Scholes | 10th Edition, 2013 | FT Prentice Hall | 9781292002545 | HK\$626 | HK\$532 | |
| 2. Management and Organisational Behaviour | Mullins, L. | 10th Edition, 2013 | FT Prentice Hall | 9780273792642 | HK\$590 | HK\$502 | |
| 3. New Era of Management | Daft R.L. | 11th Edition, 2013 | Cengage Learning | 9781285068770 | HK\$2,954 | HK\$2,511 | |
| 4. On Becoming a Leader. | Bennis, W. | 2009 | Basic Books | 0465014089 | HK\$166 | HK\$141 | |
| 5. The Fish Rots from the Head – The Crisis in our Boardrooms. | Garrat, B | 2nd Edition, 2009 | Profile Book | 9781846683299 | HK\$152 | HK\$129 | |
| 6. Emotional Intelligence | Goleman, D | 2006 | Bantam Books | 9780553383713 | HK\$171 | HK\$145 | |
| 7. Inside Organisations | Handy, C. | 1999 | Penguin Books Ltd | 9780140275100 | HK\$208 | HK\$177 | |
| 8. The Rise and Fall of Strategic Planning | Mintzberg, H. | 2000 | FT Prentice Hall | 9780273650379 | HK\$421 | HK\$358 | |
| 9. In Search of Excellence | Peters, T.J | 2004 | Profile Book Ltd. | 9781861977168 | HK\$160 | HK\$136 | |
| 10. On Competiton | Porter M.E | 2008 | Harvard Business School Press | 9781422126967 | HK\$428 | HK\$364 | |
| 11. The Fifth Discipline | Senge P.M | 2006 | Century Business | 9781905211203 | HK\$320 | HK\$272 | |
| 12. Essentials of Operations Management | Slack, N. Brandson-Jones, A., Johnston, R. | 2011 | FT Prentice Hall | 9780273756194 | HK\$616 | HK\$524 | |

| Programme: Hong Kong Corporate Law | | | | | | | |
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| Title | Author | Edition | Publisher | ISBN | List Price | Discounted Price | Order Qty |
| 1. Hong Kong Company Law | Stott V | 14th Edition, 2015 | Longman | 9789882330269 | HK\$469 | HK\$399 | |
| 2. Hong Kong Corporate Law | Paul Kwan | 2010 | LexisNexis | 9789888054701 | HK\$10,340 | HK\$8,789 | |
| 3. Hong Kong Company Law Handbook | E.L.G. Tyler | 14th Edition | LexisNexis | 9789888146802 | HK\$2,800 | HK\$2,040 | |
| 4. Company Law: powers & accountability | Loh Siew Cheang | 2003 | LexisNexis | 9789628105861 | HK\$1,680 | HK\$1,428 | |
| 5. The Hong Kong Company Secretary's Handbook: practice and procedure | Cheng Po Wah, Sum Heung Suet, Anna and Yuen Kam Tim, Francis | 10th Edition, 2016 | Longman | 9789882330276 | HK\$440 | HK\$374 | |
| 6. Myason, French & Ryan on Company Law | Derek French | 33rd Edition, 2016 | Oxford University Press | 9780198778301 | HK\$381 | HK\$343 | |
| 7. Principles of Modern Company Law | Paul Davies | 9th Edition, 2012 | Sweet & Maxwell | 9780414022720 | HK\$560 | HK\$476 | |
| 8. Cases & Materials in Company Law | Len Sealy | 10th Edition, 2013 | Oxford University Press | 9780199676446 | HK\$468 | HK\$421 | |
| 9. Hong Kong Listed Companies: Law & Practice | Nigel Davis | 2012 | CCH | 9789881552389 | HK\$1,980 | HK\$1,683 | |
| 10. Law of Companies in Hong Kong | Stefan Lo and Dr. Charles Qu | 2nd Edition, 2015 | Sweet & Maxwell | 9789626617595 | HK\$515 | HK\$515 | |
| 11. The (New) Companies Ordinance (Cap622): Commentary & Annotations (2 Vol.) | Alice Leung; Victor Joffe QC; Roxanne Ismail SC; Kingsley Ong; Selina Kung | 2nd Edition, 2015 | Sweet & Maxwell | 9789626617472 | HK\$2,800 | HK\$2,380 | |

| Programme: Hong Kong Financial Accounting | | | | | | | |
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| 1. Intermediate Financial Reporting: An IFRS Perspective | Lam & Lau | 3rd Edition | Mcgraw-Hill | 9789814731997 | HK\$446 | HK\$379 | |
| 2. Advanced Financial Accounting: An IAS & IFRS Approach | Tan & Lee | 3rd Edition, 2016 | Mcgraw-Hill | 9789814742641 | HK\$390 | HK\$332 | |
| 3. Advanced Financial Accounting in Hong Kong | Chow, Kan, Taylor & Tsui | 5th Edition, 2006 | Longman | 9789620180309 | HK\$434 | HK\$369 | |
| 4. Company Accounting | Leo, Hoggett, Sweeting & Radford | 10th Edition, 2014 | Wiley | 9781118608173 | HK\$1,206 | HK\$1,025 | |
| 5. Applying International Financial Reporting Standard | Alfredson, Picker, Loftus, Clark, Wise & Dyki | 3rd Edition, 2012 | Wiley | 9780730302124 | HK\$2,337 | HK\$1,987 | |
| 6. Hong Kong Master GAAP Guide 2015-16 | Patrick Ng | 14th Edition | CCH | 9789881343031 | HK\$980 | HK\$833 | |

| Programme: Hong Kong Taxation | | | | | | | |
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| Title | Author | Edition | Publisher | ISBN | List Price | Discounted Price | Order Qty |
| 1. Advanced Taxation in Hong Kong | Lee D & Ho Chi-ming, | 18th Edition (2016) | Longman | 9789882384095 | HK\$445 | HK\$379 | |
| 2. Hong Kong Taxation & Tax Planning | Ho | 16th Edition, 2017 | Pilot Publishing | 9789888281459 | HK\$335 | HK\$302 | |
| 3. Hong Kong Taxation: Law and Practice 2016-17 | Ayesha Macpherson, David G. Smith | 2016-17 | The Chinese University Press | 9789629966416 | HK\$330 | HK\$281 | |
| 4. Hong Kong Tax Law: Cases & Materials | Halkyard A | 6th 2013 | LexisNexis | 9789888231416 | HK\$990 | HK\$842 | |
| 5. Hong Kong Master Tax Guide 2015-16 | CCH Tax Editors | 2015-16 | CCH | 9789881395627 | HK\$595 | HK\$536 | |
| 6. Taxation in Hong Kong: A Practical Guide 2015-16 | CCH Hong Kong | 3rd Edition | CCH | 9789881395641 | HK\$380 | HK\$380 | |

| Programme: Corporate Governance | | | | | | | |
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| Title | Author | Edition | Publisher | ISBN | List Price | Discounted Price | Order Qty |
| 1. Corporate Governance: Principles, Policies and Practice | Bob Tricker | 3rd Edition | Oxford | 9780198747468 | HK\$390 | HK\$351 | |
| 2. The Governance of East Asian Corporations | Gul, F.A. and Tsui, Judy S.L. | 2005 | Palgrave Macmillan, | 1403944105 | HK\$1,312 | HK\$1,115 | |
| 3. Hong Kong Company Law | Stott V | 14th Edition, 2015 | Longman | 9789882330269 | HK\$469 | HK\$399 | |
| 4. Corporate Governance | Monks, R | 5th Edition, 2011 | Blackwell | 9780470972595 | HK\$722 | HK\$614 | |
| 5. Corporate Governance & Accountability | Solomon J | 4th Edition, 2013 | Wiley | 9781118449103 | HK\$655 | HK\$557 | |
| 6. Corporate Governance and Compliance in Hong Kong | Gordon Jones | 2012 | LexisNexis | 9789888146239 | HK\$1,890 | HK\$1,607 | |
| 7. A Practical Guide to Corporate Governance | Richard Smerdon | 5th Edition | Sweet & Maxwell | 9780414030978 | HK\$3,600 | HK\$3,060 | |
| 8. Hong Kong Directors' Manual | Judith Sihombing | 3rd Edition | CCH | 9789881395580 | HK\$980 | HK\$833 | |

| Programme: Corporate Administration | | | | | | | |
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| Title | Author | Edition | Publisher | ISBN | List Price | Discounted Price | Order Qty |
| 1. Managing Human Resources in Hong Kong, 3rd ed. Hong Kong | Chan, Andy W., Bannister, Barry J. and Mak, Wai-ming, | 3rd Edition, 2002 | Sweet & Maxwell Asia | 9789626611951 | HK\$450 | HK\$383 | |
| 2. Butterworths Hong Kong Copyright Handbook | Lee, Alice. | 2011 | LexisNexis | 9789888111152 | HK\$1,040 | HK\$884 | |
| 3. Textbook on Trusts | Todd, P | 12th Edition | Oxford | 9780198726258 | HK\$420 | HK\$378 | |
| 4. Human Resource Management (Global Edition) | Mondy, Noe & Premeaux | 10th Edition, 2017 | Mcgraw-Hill | 9781259255069 | HK\$504 | HK\$428 | |
| 5. The Facility Manager's Handbook | Gusint F | 2003 | Fairmont Press | 9780824709334 | HK\$1,804 | HK\$1,533 | |
| 6. Hong Kong Employment Law A Practical Guide | Pattie Walsh | 4th Edition, 2011 | CCH | 9789881552358 | HK\$750 | HK\$638 | |
| Programme: Corporate Secretaryship | | | | | | | |
| Title | Author | Edition | Publisher | ISBN | List Price | Discounted Price | Order Qty |
| 1. The Hong Kong Company Secretary's Handbook, practice and procedure | Cheng Po Wah, Sum Heung Suet, Anna and Yuen Kam Tim, Francis | 10th Edition, 2016 | Longman | 9789882330276 | HK\$440 | HK\$374 | |
| 2. Hong Kong Company Law | Stott V | 14th Edition, 2015 | Longman | 9789882330269 | HK\$469 | HK\$399 | |
| 3. Modern Law of Meeting | Stephen Davies | 2005 | Jordon Publishing Ltd | 9781846611407 | Out of Print | | |
| 4. Hong Kong Company Secretary's Practice Manual | Belinda Wong | 3rd Edition 2015 | CCH | 9789881221698 | HK\$999 | HK\$850 | |
| 5. Compliance and Company Secretarial Practice of Hong Kong listed Companies | Andrew Tsang, Natalie LY Chan | 2014 | Sweet & Maxwell | 9789626615348 | HK\$505 | HK\$505 | |
| 6. Concise Guide: Compliance and Company Secretarial Practice of Hong Kong Private Companies (Student Edition) ** This student version is without the access to the electronic resources provided at the publisher's platform) | Andrew Tsang | 2017 | Sweet & Maxwell | 9789626618165 | HK\$525 | HK\$525 | |
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| 7. Compliancance and Company Secretarial Practice of Hong Kong listed Companies + Concise Guide: Compliancance and Company Secretarial Practice of Hong Kong Private Companies (Student Edition) ** This student version is without the access to the electronic resources provided at the publisher's platform) | Andrew Tsang | 2017 | Sweet Et Maxwell | - | HK\$680 | HK\$680 | |
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Programme: Corporate Financial Management

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| 1. Fundamentals of Corporate Finance: An Asian Perspective | Ross / Westerfield/ Jordan | 2nd Edition | MHL | 9789814595049 | HK\$442 | HK\$376 | |
| 2. Business Finance : Theory and Practice | McLaney | 10th Edition, 2014 | PEA | 9781292016122 | HK\$626 | HK\$532 | |
| 3. Analysis for Financial Management | Higgins | 11th Edition, 2015 | MHL | 9789814670159 | HK\$371 | HK\$315 | |
| 4. Business Finance | Peirson | 12th Edition | MHL | 9781743078976 | HK\$1,159 | HK\$985 | |
| 5. An Introduction to Global Financial Markets | Valdez, Stephen & Wood, Julian | 8th Edition, 2015 | Macmillan | 9781137007520 | HK\$645 | HK\$548 | |
| 6. Hong Kong Financial System | Ho, Scott & Wong | 2004 | Oxford | 9780195937497 | HK\$209 | HK\$188 | |
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