

# PRESCRIBED TEXTBOOKS

PRESCRIBED TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE

2022C1 - March 2022 Intake (October 2021 - March 2022)

## HIGHER CERTIFICATE IN BUSINESS MANAGEMENT (NQF 5)

Title	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	<a href="#">Yes (click here)</a>
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	<a href="#">Yes (click here)</a>
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	<a href="#">Yes (click here)</a>
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	<a href="#">Yes (click here)</a>
Basic Financial Management - 2nd ed	978 1 48512 541 9	JUTA	<a href="#">Yes (click here)</a>
An Introduction to Information Management and Technology in Business	978 1 48510 253 3	JUTA	<a href="#">Yes (click here)</a>
A Guide to Project Management - 2nd ed	978 1 48510 555 8	JUTA	<a href="#">Yes (click here)</a>

## DIPLOMA IN BUSINESS MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	<a href="#">Yes (click here)</a>
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	<a href="#">Yes (click here)</a>

SECOND YEAR	ISBN	Publisher	E-book
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	<a href="#">Yes (click here)</a>
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	<a href="#">Yes (click here)</a>
Marketing Management: A South African Perspective - 4th ed	978 1 48513 098 7	JUTA	<a href="#">Yes (click here)</a>
Economics for South African Students - 6th ed	978 0 62703 7054	Van Schaik	<a href="#">Yes (click here)</a>
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	<a href="#">Yes (click here)</a>

THIRD YEAR	ISBN	Publisher	E-book
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	<a href="#">Yes (click here)</a>
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	<a href="#">Yes (click here)</a>
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	<a href="#">Yes (click here)</a>
Marketing Management: A South African Perspective - 4th ed	978 1 48513 098 7	JUTA	<a href="#">Yes (click here)</a>
Economics for South African Students - 6th ed	978 0 62703 7054	Van Schaik	<a href="#">Yes (click here)</a>
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	<a href="#">Yes (click here)</a>
Fundamentals of Cost and Management Accounting - 8th ed	978 0 40 912869 7	LexisNexis	<a href="#">Yes (click here)</a>

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<b>Armstrong Booksellers</b>	<a href="http://www.armstrongs.co.za">www.armstrongs.co.za</a>
<b>Mind Matters</b>	<a href="http://www.mind-matters.co.za">www.mind-matters.co.za</a>
<b>Pimp My Book</b>	<a href="http://www.pimpmybook.co.za">www.pimpmybook.co.za</a>
<b>Protea Bookshop</b>	<a href="http://www.proteabooks.com">www.proteabooks.com</a>
<b>takelot.com</b>	<a href="http://www.takelot.com">www.takelot.com</a>
<b>Van Schaik Bookstore</b>	<a href="http://www.vanschaik.com">www.vanschaik.com</a>



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## DIPLOMA IN HUMAN RESOURCES MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	E-book
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	<a href="#">Yes (click here)</a>
Administrative Management - 5th ed	978 1 48513 096 3	JUTA	<a href="#">Yes (click here)</a>
SECOND YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	<a href="#">Yes (click here)</a>
Organisational Behaviour - Global and South African Perspectives - 3rd ed	978 1 775 95151 3	Pearson Education	<a href="#">Yes (click here)</a>
South African Employment Relations -Theory and Practice - 9th ed	978 0627 03746 7	Van Schaik	<a href="#">Yes (click here)</a>
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	<a href="#">Yes (click here)</a>
THIRD YEAR			
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	<a href="#">Yes (click here)</a>
Organisational Behaviour - Global and South African Perspectives - 3rd ed	978 1 775 95151 3	Pearson Education	<a href="#">Yes (click here)</a>
Introduction to Business Management - 11th ed	978 0 19 074576 9	Oxford University Press	<a href="#">Yes (click here)</a>
South African Employment Relations -Theory and Practice - 9th ed	978 0627 03746 7	Van Schaik	<a href="#">Yes (click here)</a>
South African Human Resource Management - 6th ed	978 1 48513 009 3	JUTA	<a href="#">Yes (click here)</a>

## ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT (NQF 7)

Title	ISBN	Publisher	E-book
Human Resource Management: Gaining a Competitive Advantage - 12th ed	978 1 260 57074 8	McGraw-Hill	<a href="#">Yes (click here)</a>
Human Resource Management in South Africa - 6th ed	978 1 47375 112 5	Cengage Learning	<a href="#">Yes (click here)</a>
Introduction to Labour Relations in South Africa - 12th ed	9780409129175	LexisNexis	<a href="#">Yes (click here)</a>
Business Ethics - 6th ed	9780190721466	Oxford University Press	<a href="#">Yes (click here)</a>
First Steps in Research - 3rd ed	9780627037085	Van Schaik	<a href="#">Yes (click here)</a>

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<b>Pimp My Book</b>	<a href="http://www.pimpmybook.co.za">www.pimpmybook.co.za</a>
<b>Protea Bookshop</b>	<a href="http://www.proteabooks.com">www.proteabooks.com</a>
<b>takelot.com</b>	<a href="http://www.takelot.com">www.takelot.com</a>
<b>Van Schaik Bookstore</b>	<a href="http://www.vanschaik.com">www.vanschaik.com</a>



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