



PRESCRIBED TEXTBOOKS

2023C2 - 2023 Second Intake

NOTE: Prescribed textbooks are not included in the study fee, however, selected books are available online in the Virtual Campus Library (as indicated below).

HIGHER CERTIFICATE IN BUSINESS MANAGEMENT (NQF 5)

Title	ISBN	Publisher	E-book	VC Library
Introduction to Business Management - 11th ed	978 0 190 74576 9	Oxford University Press	Yes (click here)	Yes
Administrative Management - 5th ed	978 1 485 13096 3	JUTA	Yes (click here)	Yes
South African Human Resource Management - 7th ed	978 1 998 96232 7	JUTA		Yes (6th Ed)
Operations Management - 3rd ed	978 0 199 04956 1	Oxford University Press	Yes (click here)	Yes
Basic Financial Management - 3rd ed	978 1 485 13164 9	JUTA	Yes (click here)	Yes
An Introduction to Information Management and Technology in Business	978 1 485 10253 3	JUTA	Yes (click here)	Yes
A Guide to Project Management - 3rd ed	978 1 485 13268 4	JUTA		Yes (2nd)

DIPLOMA IN BUSINESS MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	E-book	VC Library
Introduction to Business Management - 11th ed	978 0 190 74576 9	Oxford University Press	Yes (click here)	Yes
Administrative Management - 5th ed	978 1 485 13096 3	JUTA	Yes (click here)	Yes
SECOND YEAR				
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th Ed)
South African Human Resource Management - 7th ed	978 1 998 96232 7	JUTA		Yes (6th Ed)
Marketing Management: A South African Perspective - 4th ed	978 1 485 13098 7	JUTA	Yes (click here)	Yes (3rd Ed)
Economics for South African Students - 6th ed	978 0 627 03705 4	Van Schaik	Yes (click here)	No
Operations Management - 3rd ed	978 0 199 04956 1	Oxford University Press	Yes (click here)	Yes
THIRD YEAR				
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th Ed)
South African Human Resource Management - 7th ed	978 1 998 96232 7	JUTA		Yes (6th Ed)
Introduction to Business Management - 11th ed	978 0 190 74576 9	Oxford University Press	Yes (click here)	Yes
Marketing Management: A South African Perspective - 4th ed	978 1 485 13098 7	JUTA	Yes (click here)	Yes (3rd Ed)
Economics for South African Students - 6th ed	978 0 627 03705 4	Van Schaik	Yes (click here)	No
Operations Management - 3rd ed	978 0 199 04956 1	Oxford University Press	Yes (click here)	Yes
Fundamentals of Cost and Management Accounting - 9th ed	978 0 639 00974 2	LexisNexis		Yes (8th)

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT (NQF 7)

Title	ISBN	Publisher	E-book	VC Library
Human Resource Management: Gaining a Competitive Advantage - 13th ed	978 1 265 06401 3	McGraw-Hill	Yes (click here)	No
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th Ed)
Business Ethics - 6th ed	978 0 190 72146 6	Oxford University Press	Yes (click here)	Yes
First Steps in Research - 3rd ed	978 0 627 03708 5	Van Schaik	Yes (click here)	No
Strategic Management: South African concepts and cases - 5th Ed	978 0 627 04009 2	Van Schaik		Yes (4th Ed)
Operations Management - 3rd ed	978 0 19 904956 1	Oxford University Press	Yes (click here)	Yes
Marketing Management: A South African Perspective - 4th ed	978 1 48513 098 7	JUTA	Yes (click here)	Yes (3rd Ed)
Cost and Management Accounting: Operations and Management - 3rd Ed	978 1 48513 122 9	JUTA	Yes (click here)	No

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DIPLOMA IN HUMAN RESOURCES MANAGEMENT (NQF 6)

FIRST YEAR	ISBN	Publisher	eBook	In eLibrary
Introduction to Business Management - 11th ed	978 0 190 74576 9	Oxford University Press	Yes (click here)	Yes
Administrative Management - 5th ed	978 1 485 13096 3	JUTA	Yes (click here)	Yes
SECOND YEAR				
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th ed)
Organizational Behavior - Updated Eighteenth Edition	978 1 292 40306 9	Pearson Education		No
South African Employment Relations -Theory and Practice - 9th ed	978 0 627 03746 7	Van Schaik	Yes (click here)	Yes
South African Human Resource Management - 7th ed	978 1 998 96232 7	JUTA		Yes (6th Ed)
THIRD YEAR				
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th ed)
Organizational Behavior - Updated Eighteenth Edition	978 1 292 40306 9	Pearson Education		No
Introduction to Business Management - 11th ed	978 0 190 74576 9	Oxford University Press	Yes (click here)	Yes
South African Employment Relations -Theory and Practice - 9th ed	978 0 627 03746 7	Van Schaik	Yes (click here)	Yes
South African Human Resource Management - 7th ed	978 1 998 96232 7	JUTA		Yes (6th Ed)

ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT (NQF 7)

Title	ISBN	Publisher	E-book	In eLibrary
Human Resource Management: Gaining a Competitive Advantage - 13th ed	978 1 265 06401 3	McGraw-Hill	Yes (click here)	No
Human Resource Management in South Africa - 7th ed	978 1 473 77941 9	Cengage Learning	Yes (click here)	Yes (6th)
Introduction to Labour Relations in South Africa - 12th ed	978 0 409 12917 5	LexisNexis	Yes (click here)	Yes
Business Ethics - 6th ed	978 0 190 72146 6	Oxford University Press	Yes (click here)	Yes
First Steps in Research - 3rd ed	978 0 627 03708 5	Van Schaik	Yes (click here)	No

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