

HIGHER CERTIFICATE IN MANAGEMENT

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CONTACT LEARNING

2024

SCHOOL OF ADMINISTRATION & MANAGEMENT

A list of prescribed textbooks for your programme has been provided to assist you for budgeting purposes.

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ACCOUNTANCY ELECTIVE

YEAR 1

SEMESTER	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
1	Entrepreneurship	ENT100	Entrepreneurship Study Guide	Internal	STADIO	2024	2024012349481
1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
1	Fundamentals of Business Communication	FBC152	Fundamentals of Business Communication Study Guide	Internal	STADIO	2024	2024012349498
1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Management	Hellriegel, D., Slocum, J., Jackson, S.E., Louw, L., Staude, G., Amos, T., Klopper, H.B., Louw, M., Oosthuizen, T., Perks, S. & Zindiye, S.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	6th	9780190748159
2	Accounting for Managers I	ACN100	Fundamentals of Bookkeeping and Financial Accounting	Maritz, C. J. and Hibling, A. J.	Cape Town: EDGE Education.	4th	9781432701116
2	Income Tax I	TAX100	1st impression. A Logical Approach to South African	Burman, K.	Cape Town: EDGE Education	15th	9781432701918

BUSINESS & MARKETING MANAGEMENT ELECTIVE

YEAR 1

SEMESTER	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
1	Entrepreneurship	ENT100	Entrepreneurship Study Guide	Internal	STADIO	2024	2024012349481
1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
1	Fundamentals of Business Communication	FBC152	Fundamentals of Business Communication Study Guide	Internal	STADIO	2024	2024012349498
1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Management	Hellriegel, D., Slocum, J., Jackson, S.E., Louw, L., Staude, G., Amos, T., Klopper, H.B., Louw, M., Oosthuizen, T., Perks, S. & Zindiye, S.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	6th	9780190748159
2	Marketing Management I	MAR100	Marketing: An introduction.	Cant, M.C.	Cape Town: Juta	3rd	9781485130352
2	Project Management I	POM100	Project Management: From kick-off to close-out.	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Cape Town: EDGE Education	1st	9781776214947

ENTREPRENEURSHIP ELECTIVE

YEAR 1

SEMESTER	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
1	Entrepreneurship	ENT100	Entrepreneurship Study Guide	Internal	STADIO	2024	2024012349481
1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
1	Fundamentals of Business Communication	FBC152	Fundamentals of Business Communication Study Guide	Internal	STADIO	2024	2024012349498
1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Management	Hellriegel, D., Slocum, J., Jackson, S.E., Louw, L., Staude, G., Amos, T., Klopper, H.B., Louw, M., Oosthuizen, T., Perks, S. & Zindiye, S.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	6th	9780190748159
2	Digital Marketing Fundamentals	DMF152	Digital Marketing Fundamentals Study Guide	Internal	STADIO	V2	2023012346537
2	Venture Formation	ENA152	Venture Formation Study Guide	Internal	STADIO	1st	2024021234563

HUMAN RESOURCES MANAGEMENT ELECTIVE

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1	Entrepreneurship	ENT100	Entrepreneurship Study Guide	Internal	STADIO	2024	2024012349481
1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
1	Fundamentals of Business Communication	FBC152	Fundamentals of Business Communication Study Guide	Internal	STADIO	2024	2024012349498
1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Management	Hellriegel, D., Slocum, J., Jackson, S.E., Louw, L., Staude, G., Amos, T., Klopper, H.B., Louw, M., Oosthuizen, T., Perks, S. & Zindiye, S.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	6th	9780190748159
2	Human Resource Management I	HRM100	South African Human Resource Management. Theory and Practice.	Erasmus, B.J., Schenk, H., Mulaudzi, M. & Grobler, A.	Cape Town: Juta & Co. LTD.	7th	9781998962334
2	Labour Relations I	LBR100	Labour relations: a southern African perspective.	Bendix, S. 2022.	Cape Town: Juta & Co. LTD.	8th	9781485131571

LOGISTICS MANAGEMENT ELECTIVE

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SEMESTER	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
1	Entrepreneurship	ENT100	Entrepreneurship Study Guide	Internal	STADIO	2024	2024012349481
1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
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2	Logistics Management I	LOG100	Business Logistics Management	Pienaar, W.J. & Vogt, J.J.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	5th	9780190415662
2	Project Management I	POM100	Project Management: From kick-off to close-out.	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Cape Town: EDGE Education	1st	9781776214947

PROJECT MANAGEMENT ELECTIVE

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1	Entrepreneurship	ENT100	A Guide to Entrepreneurship	Ward, B., Anderson, W., Le Roux, C., Alberts, E., De Beer, M., Ellis, N.K. and Maritz, J.	Cape Town: EDGE Education	3rd	9781776126767
1	Fundamentals of Business Communication	FBC152	Fundamentals of Business Communication Study Guide	Internal	STADIO	2024	2024012349498
1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Management	Hellriegel, D., Slocum, J., Jackson, S.E., Louw, L., Staude, G., Amos, T., Klopper, H.B., Louw, M., Oosthuizen, T., Perks, S. & Zindiye, S.	Cape Town: Oxford University Press Southern Africa (Pty) Ltd.	6th	9780190748159
2	Business Law I	BLA100	General principles of commercial law.	Schulze, H, Manamela, T, Stoop, P, Manamela, E, Hurter, E, Masuku, B, Stoop, C.	Claremont: Juta.	9th	9781485134930
2	Project Management I	POM100	Project Management: From kick-off to close-out.	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Cape Town: EDGE Education	1st	9781776214947



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