

ADVANCED DIPLOMA IN MANAGEMENT

PRESCRIBED TEXTBOOKS

SCHOOL OF ADMINISTRATION & MANAGEMENT

A list of prescribed textbooks for your programme has been provided to assist you for budgeting purposes.
Tuition fees do not include the cost of prescribed textbooks, which will be for your own account unless otherwise indicated.

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YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
4	Advanced Labour Law IV	LLA400	Advanced Labour Law IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Advanced Labour Relations IV	LBR400	Advanced Labour Relations IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Disaster Risk Reduction IV	DRR400	At risk: natural hazards, people's vulnerability and disasters	Wisner, B., Blaikie, P., Cannon, T & Davis, I.	London: Routledge	2nd	9780415252164
4	Disaster Risk Reduction IV	DRR400	Disaster Risk Reduction IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Financial Management IV	FMA400	Financial Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Human Resource Development IV	HRD400	Human Resource Development IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Human Resource Management IV	HRM400	Human Resource Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Human Resource Management IV	HRM400	Human Resources Management in the New World of Work. Meeting the challenges of Industry 4.0	Kokt, D.	Pretoria: Van Schaick	1st	9780627038099
4	Leadership IV	LDR400	Leadership IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Management Practices IV	MAN400	Management. Southern African concepts and Cases.	Ehlers, T & Lazenby, K.	Strategic Pretoria: Van Schaik Publishers	3rd	9780627036811
4	Management Practice IV	MAN400	Management Practice IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Occupational Health & Safety Management IV	HSM400	Occupational Health & Safety Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Organisational Behaviour IV	OBR400	Organisational Behaviour IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Organisational Behaviour IV	OBR400	Organisational behaviour: global and Southern African perspective	Robbins, S.P., Judge, T.A., Odendaal, A. & Roodt, G.	Cape Town: Pearson	3rd	9781775951513
4	Financial Management IV	FMA400	Principles of Financial Management, Global and Southern African Perspectives	Zutter CJ, Smart SB, M Beaumont Smith, Fanta A, Hall J, Louw E, Makina D, Makoni P, Ngwenya S & Strydom B.	Boston: Pearson Prentice Hall	3rd	9781485709190

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
4	Project Management IV	POM400	Project Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Public Sector Financial Management IV	PFB400	Public Sector Financial Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Public Sector Management IV	PMB400	Public Sector Management IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Research Methodology & Project IV	MET400	Research Methodology & Project IV Study Guide (Advanced Diploma in Management)	Internal	STADIO	N/A	N/A
4	Health and Safety Management IV	HSM400	Safety handbook. Occupational health and safety for the South African industry and all other workplaces. Safety First Association	Kadiri, S.A. and Niesing, D.	Safety First Association	2nd	9780620510523
4	Project Management IV	POM400	Successful Project Management	Gido, J., Clements, J.P. and Harinarain, N.	South Africa: Cengage	1st	9781473751293
4	Advanced Labour Law IV	LLA400	The new essential labour law	Basson, A.C., Christianson, M.A., Dekker, A., Garbers, C., Le Roux, P.A.K., Mischke, C. & Strydom, E.M.	Centurion: Labour Law Publications	7th	9780620337230



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