

# HIGHER CERTIFICATE IN MANAGEMENT

# PRESCRIBED TEXTBOOKS

## CONTACT LEARNING

## 2024

## 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.

Note: If a module does not appear on the list, it means that there are no prescribed textbooks for the module and all material will be provided to you on the LMS.

Wize Books is the official textbook supplier of STADIO.

As a registered student you will qualify for discounted prices as well as one STADIO sponsored delivery within South Africa! One order inclusive of your Textbooks, STADIO student card, Readers and/or Study guides delivered directly to your door!

**Note: Once your registration and enrolment are complete and the STADIO Books portal open, you will receive an email and SMS with a unique link allowing you to access the portal the moment it opens! For queries related to prescribed study material, please log a ticket for SS-CourseMaterial on <https://qdesk.stadio.ac.za>.**

### 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	Information will be provided in 2024 prior to the start of Semester 2.				
2	Accounting for Managers I	ACN100					
2	Income Tax I	TAX100					

### 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

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2	Management	MAN001	Information will be provided in 2024 prior to the start of Semester 2.				
2	Marketing Management I	MAR100					
2	Project Management I	POM100					

## 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	Information will be provided in 2024 prior to the start of Semester 2.				
2	Digital Marketing Fundamentals	DMF152					
2	Venture Formation	ENA152					

## HUMAN RESOURCES 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
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1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Information will be provided in 2024 prior to the start of Semester 2.				
2	Human Resource Management I	HRM100					
2	Labour Relations I	LBR100					

## LOGISTICS MANAGEMENT ELECTIVE

### YEAR 1

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2	Management	MAN001	Information will be provided in 2024 prior to the start of Semester 2.				
2	Logistics Management I	LOG100					
2	Project Management I	POM100					

## PROJECT MANAGEMENT ELECTIVE

### YEAR 1

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1	Fundamentals of Business Studies	FBS152	Fundamentals of Business Studies Study Guide	Internal	STADIO	2024	2024012349504
2	Management	MAN001	Information will be provided in 2024 prior to the start of Semester 2.				
2	Business Law I	BLA100					
2	Project Management I	POM100					



EMAIL US

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