

HIGHER CERTIFICATE IN BUSINESS ACCOUNTS ADMINISTRATION

PRESCRIBED TEXTBOOKS

CONTACT LEARNING

2024

SCHOOL OF COMMERCE

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

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YEAR 1

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
1	Introduction to Accounting Practice	BAH13	Accounting for non-accountants.	Bruwer, JP & Holtzhausen, D.	Oxford University Press	1st	9780199047192
1	Introduction to Entrepreneurship	FEH12	Principles of entrepreneurship and small business management	van Aardt, I.	Oxford University Press	2nd	9780190441074
1	Introduction to Business Marketing	MAR100	Marketing: An introduction	Cant, M.	Cape Town: Juta	3rd	9781485130352
1	Introduction to Business Marketing	MAR100	Marketing Management I Study Guide	Internal	STADIO	0	
1	Introduction to Business Communication	BCH12	The Communication Handbook	Cleary, S (ed)	Juta	4th	9781485130901
1	Introduction to Business Management	BMH12	Principles of Business Management	Strydom, J.	Oxford University Press	4th	9780190723347 / 9780190448448 E-Book



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