

# HIGHER CERTIFICATE IN MANAGEMENT

# PRESCRIBED TEXTBOOKS

## DISTANCE 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.

### ACCOUNTANCY

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Accounting For Managers I	ACN100	Fundamentals of Bookkeeping and Financial Accounting	Maritz, C. J. and Hibling, A. J.	Edge Education	4th	9781432701116
1	Income Tax	TAX100	1st impression. A Logical Approach to South African Tax	Burman, K.	Edge Education	15th	9781432701918

### BUSINESS AND MARKETING MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Marketing Management I	MAR100	Marketing: An introduction	Cant, M.C.	Juta	3rd	9781485130352
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## DISASTER RISK MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## ENTREPRENEURSHIP

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Digital Marketing Fundamentals	DMF152	TBC	TBC	TBC	TBC	TBC
1	Venture Formation	ENA152	TBC	TBC	TBC	TBC	TBC

## FLEET MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## FIRE TECHNOLOGY MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159

## HUMAN RESOURCE MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Human Resource Management I	HRM100	South African Human Resource Management. Theory and Practice	Erasmus, B.J., Schenk, H., Mulaudzi, M. & Grobler, A	Juta	7th	9781998962327
1	Labour Relations I	LBR100	Labour relations: a southern African perspective	Bendix, S.	Juta	8th	9781485131571

## LOGISTICS MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Logistics Management I	LOG100	Business Logistics Management	Pienaar, W.J. & Vogt, J.J. 2017.	Oxford University Press	5th	9780190415662
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## POLICE MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Criminology I	CML100	A Southern African perspective on fundamental criminology	Bezuidenhout, C	Maskew Miller Learning	2nd	9781485715504
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947
1	TRAINING MANAGEMENT I	TRM100	Managing training and development	Erasmus, B & Loedolff,	Oxford University Press	9th	9780190731410

## PROJECT MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Business Law I	BLA152	General principles of commercial law	Schulze, H, Manamela, T, Stoop, P, Manamela, E, Hurter, E, Masuku, B, Stoop, C.	Juta	9th	9781485134930
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## PUBLIC SECTOR FINANCIAL MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Accounting For Managers I	ACN100	Fundamentals of Bookkeeping and Financial Accounting	Maritz, C. J. and Hibling, A. J.	Edge Education	4th	9781432701116
1	Public Sector Financial Management I	PFB100	Managing public money	Pauw, J.C., Van der Linde, G.J.A., Fourie, D. & Visser, C.B.	Maskew Miller Learning	3rd	9781775950233

## PUBLIC SECTOR FINANCIAL MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Accounting For Managers I	ACN100	Fundamentals of Bookkeeping and Financial Accounting	Maritz, C. J. and Hibling, A. J.	Edge Education	4th	9781432701116
1	Public Sector Financial Management I	PFB100	Managing public money	Pauw, J.C., Van der Linde, G.J.A., Fourie, D. & Visser, C.B.	Maskew Miller Learning	3rd	9781775950233

## PUBLIC SECTOR MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Public Sector Management I	PMB100	Public Administration and Management in South Africa	Thornhill, C., Van Dijk, G. & Ile, I	Oxford University Press	1st	9780199045730

## PUBLIC SUPPLY CHAIN MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Public Sector Financial Management I	PFB100	Managing public money	Pauw, J.C., Van der Linde, G.J.A., Fourie, D. & Visser, C.B.	Maskew Miller Learning	3rd	9781775950233

## PUBLIC TRANSPORT AND FLEET MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Public Transport & Fleet Management I	PTM100	Public Administration and Management in South Africa	Thornhill, C., Van Dijk, G. & Ile, I	Oxford University Press	1st	9780199045730

## RECORDS MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Project Management I	POM100	Project Management: From kick-off to close-out	Kuhn, S., Anderson, W., Jules-Macquet, R., Huxtable, B. and Musikavanhu, T.	Edge Education	3rd	9781776124947

## TRAFFIC MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159
1	Public Sector Management I	PMB100	Public Administration and Management in South Africa	Thornhill, C., Van Dijk, G. & Ile, I	Oxford University Press	1st	9780199045730

## VEHICLE CRIME INVESTIGATION MANAGEMENT

YEAR	MODULE	CODE	PRESCRIBED TEXTBOOK/S	AUTHOR/S	PUBLISHER	EDITION	ISBN
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.	Edge Education	3rd	9781776126767
1	Management Practice	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	Oxford University Press	6th	9780190748159



EMAIL US

[enquiries@stadiobooks.co.za](mailto:enquiries@stadiobooks.co.za)



CALL US

(+27) 012 362 5885



VISIT WIZE BOOKS

[www.stadio.wizebooks.co.za](http://www.stadio.wizebooks.co.za)



DELIVERY TO  
YOUR DOOR