

## DIPLOMA IN HRM (EXT) 1<sup>st</sup> YEAR BOOKLIST QUAL CODE 4543

MODULE	TITLE
COMMUNICATION IN ENGLISH (LKH11X1)	COMMUNICATION: A HANDS-ON APPROACH, EDITED BY SANDRA CLEARY
COMPUTER SKILLS (EXTENDED) (ITVL1X0)	
COSTING AND ESTIMATING 1 (BKM11X0)	BASIC ACCOUNTING FOR NON-ACCOUNTANTS REVISED 3 <sup>RD</sup> EDITION BY MELANIE CLOETE AND FERINA MARIMUTHU THE PUBLISHERS IS VAN SCHAIK
ACADEMIC AND LIFE SKILL DEVELOPMENT (ALM1000)	ALM TEXTBOOK (SNYDERS ET AL)
INTRO TO HUMAN RESOURCE MANAGEMENT (BPB11X0)	STUDY GUIDE

**DIPLOMA IN HRM (Mainstream) 1<sup>st</sup> YEAR BOOKLIST QUAL CODE  
4524**

<b>MODULE</b>	<b>TITLE</b>
<b>BUSINESS COMMUNICATION (LKH1010)</b>	COMMUNICATION: A HANDS-ON APPROACH, EDITED BY SANDRA CLEARY
<b>INDIVIDUAL AND GROUP DYNAMICS (BPB1010)</b>	INTRODUCTION TO WORK PSYCHOLOGY BERGH OXFORD LATEST
<b>LEARNING AND DEVELOPMENT (BTR1010)</b>	MANAGING TRAINING AND DEVELOPMENT IN SOUTH AFRICA B.J ERASMUS P.S VAN DYK OXFORD-LATEST SOUTHERN AFRICA
<b>BUSINESS FUNDAMENTALS (EBM1010)</b>	1 <sup>st</sup> SEMESTER- THE STUDENTS REQUIRE X-KIT UNDERGRADUATE: MATHS FOR BUSINESS.  2 <sup>nd</sup> SEMESTER-PRINCIPLES OF BUSINESS MANAGEMENT, 4 <sup>TH</sup> EDITION BY STRYDOM.
<b>END-USER COMPUTING (ITV1001)</b>	
<b>PROFESSIONAL DEVELOPMENT (BDP1002)</b>	STUDY GUIDE

## DIPLOMA IN HRM (PT) 1<sup>st</sup> YEAR BOOKLIST QUAL CODE 4524

MODULE	TITLE
BUSINESS COMMUNICATION (LKH1010)	COMMUNICATION: A HANDS-ON APPROACH, EDITED BY SANDRA CLEARLY
INDIVIDUAL AND GROUP DYNAMICS (BPB1010)	INTRODUCTION TO WORK PSYCHOLOGY BERGH OXFORD LATEST
BUSINESS FUNDAMENTALS (EBM1010)	1 <sup>st</sup> SEMESTER- THE STUDENTS REQUIRE X-KIT UNDERGRADUATE: MATHS FOR BUSINESS.  2 <sup>nd</sup> SEMESTER-PRINCIPLES OF BUSINESS MANAGEMENT, 4 <sup>TH</sup> EDITION BY STRYDOM.
END-USER COMPUTING (ITV1001)	