

2023 BOOKLIST – DIPLOMA MANAGEMENT

FIRST YEAR				
	MODULE	MODULE CODE	TEXTBOOK	Author/s
1	Introduction to Management	BMM1001	Title: Entrepreneurship & New Venture Management, 6 th Edition. Year: 2018 Publisher: Oxford ISBN: 978 0 19 072249 4	Van Aardt & Bezuidenhout
2	Introduction to Tourism	TOU1011	Managing tourism in South Africa. 2nd Ed.2015. Cape Town: Oxford University press.	R. George
3	Introduction to Micro/Macroeconomics	ECO1001/1002	Economics for South African Students. 6 th edition. 2020. Pretoria: Van Schaik.	P. Mohr and associates
4	End User Computing	ITV1001/1002	N/A Using free online resources	
5	Communication in English A	LKH1000	Communication A Hands-on Approach 3 rd Edition	S. Cleary (ed.)
6	Introduction to Marketing	BBH1022	Marketing. 6 th Edition – ISBN: 9780190751876	Lamb; Hair; Mc Daniel. 2019
7	Business Accounting	RBA1002	N/A – notes provided to students	
8	Introduction to Logistics	BLG10212	Supply Chain Management: A Logistics Approach	G. Horn; G. Cook 3 rd

SECOND YEAR				
1	Introduction to Retailing	ADM1001	Retail Management. A South African Perspective. 2016. 2 nd Edition	Terblanche, N.
2	Management 2	EBM2000/2021		
3	Accounting Fundamentals	RFC1011	Applied Accounting – Revised edition Oxford Publishers	Beck, Chalmers, Maseko, Pelle, Radebe, Walker
4	Production Management	BPJ1021	Operations Management	Kruger & Ramphal
5	Commercial Law: General Principles of Contracts	JHT1221	TBC	
6	Commercial Law: Specific Contracts	JHT1222	TBC	
7	Retail Planning	ADM1002	Retail Management. A South African Perspective. 2016. 2 nd Edition	Terblanche, N.
8	Financial Statements	RFC1012	Applied Accounting – Revised edition Oxford Publishers	Beck, Chalmers, Maseko, Pelle, Radebe, Walker
THIRD YEAR				
1	Management 3	EBM3000/3012	**Leadership in the African Context **Business Ethics	E. van Zyl D. Rossouw & L.van Vuuren
2	Introduction to Employment Relations	BPB1001	Introduction to Labour Relations in South Africa; 2018; 12 th Edition	M Finnemore, G. M Koekemoer
3	Employment Relations Processes	BPB1022	Introduction to Labour Relations in South Africa 2018; 12 th Edition	M Finnemore, G. M Koekemoer

4	Retail Location	ADM2001	Retail Management. A South African Perspective. 2016. 2 nd Edition	Terblanche, N.
5	Retail Strategy	ADM2002	Retail Management. A South African Perspective. 2016. 2 nd Edition	Terblanche, N.
6	Merchandise Management	ADM3001	Retail Management 2nd ed	Terblanche, Beneke, Bruwer, Corbishley, Frazer, Nel, Pentz & Venter
7	Retail Control	ADM3002	Retail Management 2nd ed	Terblanche, Beneke, Bruwer, Corbishley, Frazer, Nel, Pentz & Venter
8	Financial Management 2	RFB2001	Financial Management in Southern Africa, 5 th Edition,	Marx et.al.
9	Financial Management 3	RFB3002	Financial Management in Southern Africa, 5 th Edition,	Marx et.al.