

# Prescribed Books



Printed Date: 26/10/2020

A list of prescribed textbooks for your qualification has been provided to assist you. Module fees **do not** include the cost of prescribed textbooks, which will be for your own account unless otherwise indicated. Please visit your course environment before purchasing any textbooks as some textbook will be accessible from the library on Scholartext.

Textbook list for 2021 will be available on 15 November 2020.

For important textbook information please click [here](#)

## National Diploma in Human Resources Management and Practices (SABPP)

Course/Module	Code	Prescribed Book(s)	Publisher	Edition	ISBN
Communication	COMM00-F	The Communication Handbook – a student guide to Cleary, S	van Schaik	3	9781485105541
Human Resource Management	HRMA00-F	Labour Relations - A Southern African Perspective Bendix., S	Juta & Co	7	9781485125730
Human Resource Management	HRMA00-F	Management Hellriegel, D., Slocum J.W., Jackson, S.E., Louw, L.,	Oxford	4	9780199077366
Human Resource Management	HRMA00-F	Strategic Management South African concepts and Ehlers., T. & Lazenby., K.	van Schaik	4	9780627036811
Labour Relations	LABR00-F	Labour Relations - A Southern African Perspective Bendix., S	Juta & Co	7	9781485125730
Legal Framework	LEGF00-F	Labour Relations - A Southern African Perspective Bendix., S	Juta & Co	6	9781485125730
Legal Framework	LEGF00-F	The Law of Contract in South Africa: Private Law Hutchinson, D., Pretorius, C., Du Plessis, J., Eiselen,	van Schaik	3	9780190419820
Management	MAHR00-F	Management Hellriegel, Slocum, Jackson, Louw, Staude	Oxford	5	9780199077366
Skills Development Facilitator	SDEF00-F	Managing Training and Development in South Africa Erasmus, Loedolff, Mda, Nel	Oxford	8	9780190722142
Skills Development Facilitator	SDEF00-F	Practising Education, Training and Development in Coetzee, M., Botha, J., Kiley, J. and Truman, K.	Juta & Co	3	9781485129448
Team Dynamics	TDYN00-F	Management Hellriegel, D., Slocum J.W., Jackson, S.E., Louw, L.,	Oxford	5	9780199077366

### Johannesburg, Melville

Corner Landau Terrace and Main Road East, Melville, Ext 2  
PO Box 72413 Parkview 2122  
Tel: 011 718 4000

### Cape Town, Claremont

2nd Floor, Sunclare, Corner Protea and Dreyer Roads, Claremont  
PO Box 44235 Claremont 7735  
Tel: 021 673 9100

### Durban, Westville

Westville Office Park, 54 Norfolk Terrace, Westville  
PO Box 2248 Westville 3630  
Tel: 031 266 0444

Team Dynamics	TDYN00-F	Organisational behaviour: a contemporary South Bagram., J., Cunningham., P., Pieterse-Landman., E.,	van Schaik	4	9780627034176
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