

## DEPARTMENT OF BUSINESS MANAGEMENT

### LIST OF PRESCRIBED BOOKS FOR 2009

SUBJECT CODE	BOOK
<b>FIRST LEVEL MODULES</b>	
<b>ADB121S: Administrative Management</b>	Ferreira, E.J., Erasmus, A. and Groenewald, D. 2003. <i>Administrative Management</i> . Kenwyn: Juta
<b>BSM1M1P (Linked to BSP1M1A, ENT101B, ENT2M1I, EPS101E, ETP1M1E, ITV151I, TTM1M1T): Business Management I: Module I</b>	Antonites, A. de Beer, AA. Cant, MC. and Jacobs, H. 2007. <i>Entrepreneurship and how to establish your own business. 3<sup>rd</sup> edition</i> . Cape Town: Juta
<b>BSM1M2P (Linked to BSP1M2A, ENT102B, ENT2M2I, ETP1M2E, LDV2M2A, TTM1M2T): Business Management I: Module II</b>	Erasmus, BJ. de Beer, AA. Mpofu, RT. Cant, MC. Steenkamp, RJ. Badenhorst-Weiss, JA. Ferreira, EJ. and Groenewald, D. 2007. <i>Business Management for Entrepreneurs</i> . Cape Town: Juta
<b>BSA111P (Linked to OAD111S): Business Administration I</b>	Badenhorst, CJ. van Rooyen, AWP. Ferreira, EJ. Groenewald, D. Joubert, HJ. Marcus, JSF. Steenkamp, S. Swanepoel, F. van den Berg, A. and van Heerden, A. 2005. <i>Business and Office Administration: An outcomes-based approach. 2<sup>nd</sup> edition</i> . Cape Town: Heinemann
<b>MNB101D: Business Management 1a</b>	Du Toit, GS. Erasmus, BJ. and Strydom, JW. 2007. <i>Introduction to Business Management. 7<sup>th</sup> edition</i> . Cape Town: Oxford University Press
<b>MNB102E: Business Management 1b</b>	Du Toit, GS. Erasmus, BJ. and Strydom, JW. 2007. <i>Introduction to Business Management. 7<sup>th</sup> edition</i> . Cape Town: Oxford University Press
<b>MNG1M14 (Linked to CSM1M1W, MAH1M1X, MLL1M1P, MPP1M1N, OGM3M1C, POM1M1P, SEL1M1P, SVM1M1J): Management I: Module I</b>	Berning, J. de Beer, AA. du Toit, D. Kriel, G. Kriel, J. Louw, H. Mouton, J. Rossouw, D. and Singh, D. 2005. <i>Focus on Management Principles: A generic approach</i> . Cape Town: Juta
<b>MNG1M25 (Linked to MAH1M2Y, MPP1M2P, POM1M2Q, SVM1M2K): Management I: Module II</b>	De Beer, AA. and Rossouw, D. 2005. <i>Operational Management: A generic approach</i> . Cape Town: Juta
<b>OMN101-M: Operations Management</b>	Kruger, D. De Wit, P. and Ramdass, K. 2005. <i>Operations Management</i> . England: Oxford University Press
<b>MFT101-M: MANUFACTURING TECHNOLOGY I</b>	Vollman, TE. Berry, WL. and Whybark, DC. 2005. <i>Manufacturing Planning and Control Systems. 5<sup>th</sup> edition</i> . McGraw-Hill
<b>PMM151U: Purchasing</b>	Baily, P. Farmer, D. Jessop, D. and Jones, D. 2005. <i>Purchasing</i>

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Management I	<i>principles and management. 9<sup>th</sup> edition.</i> Essex, England: Prentice-Hall (Pearson Education)  <i>or</i> Baily, P. Farmer, D. Jessop, D. and Jones, D. 2008. <i>Purchasing principles and management. 10<sup>th</sup> edition.</i> Essex, England: Prentice-Hall (Pearson Education)
<b>SECOND LEVEL MODULES</b>	
ADB242R ( <i>linked to: BSA241S, OAD231R</i> ): Administrative Management II	Ferreira, EJ. Erasmus, A. and Groenewald, D. 2003. <i>Administrative Management.</i> Kenwyn: Juta
BSM201P: Business Management II	Nieuwenhuizen, C. and Rossouw, D. 2008. <i>Business Management: A Contemporary Approach. 1<sup>st</sup> edition.</i> Juta: Cape Town
ETP2M1E: Entrepreneurship II: Module I	Zeelie, J. de Beer, A. Jacobs, H. Rossouw, D. Stapelberg, J. and Watson, H. 2007. <i>Entrepreneurial Skills.</i> Kenwyn :Juta
ETP2M2T: Entrepreneurship II: module II	Amos, T. Ristow, A. Ristow, L. and Pearse, NJ. 2008. <i>Human Resource Management. 3<sup>rd</sup> Edition.</i> Cape Town:Juta
MNE202-V: Introduction to Entrepreneurship and Small Business Management	Nieman, G. Hough, J. and Nieuwenhuizen, C. 2003. <i>Entrepreneurship: A South African Perspective.1<sup>st</sup> edition.</i> Van Schaik
MNG201-6: General Management	Smit, P.J. and Cronjé, G.J. de J (ED). 2007. <i>Management Principles: a contemporary edition for Africa. 4<sup>th</sup> edition.</i> Juta
MNG241Y: Management II	Smit, P.J. and Cronjé, G.J. de J (ED). 2007. <i>Management principles: A contemporary edition for Africa. 4<sup>th</sup> edition.</i> Cape Town: Juta
MNO202-B: Production and Operations Management	Slack, N. Chambers, S. and Johnston, R. <i>Operations Management. 5<sup>th</sup> edition.</i> England: FT Prentice Hall: Pearson Education
MNP202F: Purchasing Management	Hugo, WMJ. <b>Badenhorst-Weiss, JA.</b> and Van Biljon, EHB. 2006. <i>Purchasing and Supply Management. 5<sup>th</sup> edition.</i> Pretoria: Van Schaik Publishers
MNP203G: Supply Chain Management	Wisner, JD. Keong, Leong. and Tan, Keah-Choon. 2005. <i>Principles of supply chain management – balanced approach.</i> Mason,Ohio: Thomson
PMM261W: Purchasing Management II	Hugo, WMJ. <b>Badenhorst-Weiss, JA.</b> and Van Biljon, EHB. 2006. <i>Purchasing and Supply Management. 5<sup>th</sup> edition.</i> Pretoria: Van Schaik Publishers
OMN201M: Operations Management II	Stevenson, WJ. 2007. <i>Operations Management. 9<sup>th</sup> edition.</i> McGraw-Hill
RSM271Z: Risk Management II	Valsamakis, AC. Vivian, RW. and du Toit, GS. 2005. <i>Risk Management. 3<sup>rd</sup> edition.</i> South Africa: Heinemann

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<b>THIRD LEVEL MODULES</b>	
<b>ADB343M</b> ( <i>linked to: BSA361R, OAD352S</i> ): <b>Administrative Management III</b>	<b>Ferreira, EJ.</b> Erasmus, A. and Groenewald, D. 2003. <i>Administrative Management</i> . Kenwyn: Juta
<b>BSM301P: Business Management III</b>	Nieuwenhuizen, C. and Rossouw, D. 2008. <i>Business Management: A Contemporary Approach</i> . 1 <sup>st</sup> edition. Cape Town: Juta
<b>ETP301E: Entrepreneurship III</b>	Nieman, G. Hough, J. and Nieuwenhuizen, C. 2003. <i>Entrepreneurship: A South African Perspective</i> . 1 <sup>st</sup> edition. Pretoria: Van Schaik
<b>MNE301-X: Entrepreneurship and Small Business Management</b>	Longenecker, JG. Moore, CW. and Petty, JW. 2008. <i>Small Business Management: an Entrepreneurial Emphasis</i> . Cincinnati, OH: South Western
<b>MNE302-Y: Intrapreneurship</b>	Morris, MH. Kuratko, DF. and Covin JG. 2008. <i>Corporate Entrepreneurship and Innovation</i> . 2 <sup>nd</sup> edition. Mason, OH: Thompson South Western
<b>MNE303-3: Technology and Innovation</b>	Smith, D. 2006. <i>Exploring Innovation</i> . 1 <sup>st</sup> edition. McGraw-Hill
<b>MNE304-4: Family Business Management</b>	Poza, EJ. 2007. <i>Family Business</i> . 2 <sup>nd</sup> edition. Cincinnati, OH: South Western
<b>MNI301-J: Global Business Environment</b>	Hough, and Neuland, 2007. <i>Global Business Environments</i> . 3 <sup>rd</sup> edition. England: Oxford University Press
<b>MNG301-A: Strategic Management 3A</b>	Ehlers, MB. and Lazenby, JAA. 2007. <i>Strategic management - Southern African concepts and cases</i> . 2 <sup>nd</sup> edition. Pretoria: Van Schaik
<b>MNG302-B Strategic Management 3B</b>	Ehlers, MB. & Lazenby, JAA. 2007. <i>Strategic management - Southern African concepts and cases</i> . 2 <sup>nd</sup> edition. Pretoria: Van Schaik
<b>MNO301-D: Product and Operations Management</b>	Slack, N, Chambers, S and Johnston, R. 2007. <i>Operations Management</i> . 5th edition. New York: Pearson Education
<b>MNP302-J: Strategic Sourcing</b>	Burt, DN. Dobler, DW. and Starling, SL. 2003. <i>World class supply management: the key to successful supply management</i> . 7 <sup>th</sup> edition. Boston: McGraw-Hill
<b>MNP303-K: Supply Chain Alignment</b>	Hugo, WMJ. <b>Badenhorst-Weiss, JA.</b> and Van Biljon, EHB. 2004. <i>Supply chain management: logistics in perspective</i> . Pretoria: Van Schaik
<b>ORE301M: Organisational Effectiveness III</b>	Gibson, Ivancevich, Donnelly, and Konopaske, 2003. <i>ORGANISATIONS: Behaviour, Structure, Processes</i> . 12 <sup>th</sup> edition. McGraw-Hill
<b>PMM371: Purchasing Management III</b>	Burt, DN. Dobler, DW. and Starling, SL. 2003. <i>World class supply management: the key to successful supply management</i> . 7 <sup>th</sup> edition. Boston: McGraw-Hill
<b>OMN301M: Operations</b>	Stevenson, WJ. 2007. <i>Operations Management</i> . 9 <sup>th</sup> edition. McGraw-

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Management III	Hill
WPD101O: Workplace Dynamics I	Mullins, LJ. 2005. <i>Management and Organisational Behavior</i> . 7 <sup>th</sup> edition. Prentice Hall (Pearson Education)
<b>FOURTH LEVEL MODULES</b>	
ADB401M: Administrative Management IV	Lessing, N. and Scheepers, C. 2006. <i>Information is a Management Issue</i> . 10 <sup>th</sup> edition. CSIC Publishers Contact person : C Scheepers 082 4654033
AST411-A ( <i>linked to: ASM4M1A, BSM4M1P, MAR4M1Z, MNG4M1M, STR101B, STS1M1M</i> ): Strategic Management	Rossouw, D. Le Roux, SJ. and Groenewald, D. 2003. <i>Strategic management: An applied South African perspective</i> . Cape Town: Van Schaik/NAE Maidment, FH. 2007. <i>Annual editions: Management</i> . 14 <sup>th</sup> edition. Dubuque: McGraw Hill
AST461F ( <i>linked to: BSM4M2P, MNG4M2M</i> ): Integrated Management	Rossouw, D. Le Roux, SJ. and Groenewald, D. 2003. <i>Strategic management: An applied South African perspective</i> . Cape Town: Van Schaik/NAE
BNS201-J: Business Strategy II	Thompson, J. and Martin, F. <i>Strategic Management: Awareness and Change</i> . 5 <sup>th</sup> Edition. Thomson
CQI401Q: Continual Quality Improvement IV	Gryna, FM. 2001. <i>Quality Planning and Analysis from Product Development through Use</i> . 4 <sup>th</sup> edition. New York: McGraw-Hill
MGP437G: Management Practice IV	Hellriegel, Slocum, Jackson and others. 2004. <i>Management: Second South African edition</i>
OMN401M: Operations Management IV	Krajewski, LJ. Ritzman, LP. and Malhorta, Manoj, K. 2007. <i>Operations Management: Process and Value Chains</i> . 8th Edition. Prentice Hall (Pearson Education)
PMM401P: Purchasing Management IV	Monczka, RM. Trent, RJ. and Handfield, RB. 2005. <i>Purchasing and Supply Chain Management</i> . 3rd edition. Cincinnati: South Western
PRT4M2Q: Project IV Module 2	Mouton, J. 2001. <i>How to succeed in your master's and doctoral studies: A South African guide and resource book</i> . Pretoria: Van Schaik
QLT401Q: Quality Tech IV	Levine, MD. Ramsey, PP. and Smidt, RK. 2001. <i>Applied statistics for engineers and scientists</i> . New Jersey: Prentice-Hall Gryna, FM. 2001. <i>Quality Planning and Analysis from Product Development through Use</i> . 4 <sup>th</sup> edition. New York: McGraw-Hill Foster, ST. 2001. <i>Managing Quality – an Integrative Approach</i> . Upper Saddle River NJ: Prentice Hall Inc.
QMN501B: Quality Management V	Goetsch, DL. and Davis, S. 2005. <i>Quality Management – Introduction to total quality management for production, processing and services</i> . 4 <sup>th</sup> edition. Upper Saddle River NJ:Prentice Hall
QMS301Q: Quality Management Systems II	Goetsch, DL. and Davis, S. 2000. <i>Understanding and implementing ISO 9000: Fundamentals of Management</i> . 2 <sup>nd</sup> edition. Upper Saddle River NJ:Prentice Hall

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<b>QPI401Q: Quality Planning and Implementation IV</b>	Foster, ST. 2001. <i>Managing Quality – an Integrative Approach</i> . Upper Saddle River NJ: Prentice Hall Inc.
<b>SQT301Q: Statistical Quality Tech III</b>	Levine, MD. Ramsey, PP. and Smidt, RK. 2001. <i>Applied Statistics for Engineers and Scientists</i> . New Jersey: Prentice-Hall River
<b><u>FIFTH LEVEL MODULES</u></b>	
<b>PMN501B: Project Management</b>	Gray, CF. and Larson, EW. <i>Project Management – the managerial process</i> . Hill 4 <sup>th</sup> International Edition. McGraw-Hill
<b>STM501B: Strategic Management</b>	<p>Thompson, J. and Martin, F. 2005. <i>Strategic Management: Awareness and Change</i>. 5<sup>th</sup> edition. London: Thomson</p> <p>Ireland, RD. Hoskisson, RE. and Hitt, MA. 2009. <i>Strategic Management: Concepts and cases</i>. 8<sup>th</sup> edition. South Western Cengage Learning</p> <p>Ehlers, MB and Lazenby, JAA. 2007. <i>Strategic Management: South African concepts and cases</i>. 2<sup>nd</sup> edition. Pretoria: Van Schaik Publishers</p> <p>Louw, L. and Venter, P. 2007. <i>Strategic Management: Winning in the South African workplace</i>. Cape Town: Oxford University Press South Africa</p>
<b><u>HONOURS LEVEL MODULES</u></b>	
<b>INFMAN-A: Information Management</b>	Frenzel, CW. and Frenzel, JC. 2004. <i>Management of Information Technology</i> . 4 <sup>th</sup> edition. Boston: Thomson Course Technology
<b>SCHAIN-Y: Supply Chain Management</b>	Monczka, RM. Trent, RJ. and Handfield, RB. 2005. <i>Purchasing and Supply Chain Management</i> . 3 <sup>rd</sup> edition. Cincinnati: South Western
<b>STRBES-C: Strategic Management</b>	<p>Louw, L. and Venter, P. 2007. <i>Strategic Management – winning in the Southern African workplace</i>. Cape Town: Oxford University Press Southern Africa</p> <p>Thompson, J. &amp; Martin, F. 2005. <i>Strategic Management – awareness and change</i>. 5<sup>th</sup> edition. London: Thomson</p>
<b>INTBUS-L: International Business</b>	Hill, C. 2009. <i>International Business</i> . 7 <sup>th</sup> edition. McGraw-Hill
<b>ADPROD-E: Advanced Operations Management</b>	Evans, JR. and Collier, DA. 2007. <i>Operations Management – An Integrated Goods and Services Approach</i> . USA: Thomson South-Western
<b>ORGREN-5: Management of Organisational Change and Renewal</b>	Ancona, D. Kochan, TA. Scully, MA. Van Maanen, J and Westney, DE. 2005. <i>Managing for the Future: Organizational Behavior and Processes</i> . 3 <sup>rd</sup> edition. USA: Thomson South-Western

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<b>PROJEK-H: Project Management</b>	Nicholas, JM. and Steyn, H. 2008. <i>Project Management for Business, Engineering and Technology: Principles and Practice</i> . 3 <sup>rd</sup> edition. Elsiesrivier: Butterworth-Heinemann
<b>CBURESX: Business Research</b>	Tustin, DH. Ligthelm, AA. Martins, JH. and Van Wyk, H de J. 2005. <i>Marketing Research in Practice</i> . Pretoria: Unisa Press