

**PRESCRIBED TEXTBOOKS: DIPLOMA IN ECONOMICS (EXTENDED) (QUALIFICATION CODE: 4437)**

<b>DIPLOMA IN ECONOMICS (EXTENDED): FULL-TIME QUALIFICATION CODE: 4437</b> <b>Lectures are offered during the day (07:45 – 17:30)</b> <b>PLEASE NOTE THAT THE PRICES MENTIONED BELOW ARE SUBJECT TO CHANGE</b>						
Module	Module Code	Presented	Credit Value	Prescribed Textbook (Students should consult with their lecturers to confirm the accuracy of the information below.)	Module Co-ordinator	Delivery Format
<b>Year 1</b>						
Academic & Life Skills Development 1	ALM1000	Year	4	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success.</i> Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Students to please refer to their relevant ALM lecturer.	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Communication in English	LKH11X0	Year	6	Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach.</i> 3 <sup>rd</sup> edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5 (Recommended retail price: Van Schaiks – R440.50)	Ms Raeesah Ackerdien <a href="mailto:Raeesah.Ackerdien@mandela.ac.za">Raeesah.Ackerdien@mandela.ac.za</a>	Lectures and assessments will be conducted online.
Numerical Skills for Business	MNU1X10	Year	6	Notes in the form of a Study guide are provided on Moodle.	Ms Sabina Chirongoma <a href="mailto:Sabina.Chirongoma@mandela.ac.za">Sabina.Chirongoma@mandela.ac.za</a>	Online
Computer Skills (Extended)	ITVL1X0	Year	12	No textbook is required	Ms Debbie Janse van Rensburg <a href="mailto:Debbie.JansevanRensburg@mandela.ac.za">Debbie.JansevanRensburg@mandela.ac.za</a>	Online. Students must have access to a computer with Office 2016 or Office 365 and a stable internet connection.
Introduction to Management (Extended)	BMM1X10	Year	12	Van Aardt, I., Bezuidenhout, Bendeman, H., Clarence, W., Naidoo, P., Sifolo, P. Swanepoel, E and van Aardt, C. 2019. <i>Entrepreneurship and new venture management.</i> 6 <sup>th</sup> edition. Cape Town: Oxford. ISBN: 978 0 190 72249 4 (Recommended retail price: Van Schaiks – R499.50)	Dr Welcome Kupangwa <a href="mailto:Welcome.Kupangwa@mandela.ac.za">Welcome.Kupangwa@mandela.ac.za</a>	Online

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<b>Year 2</b>						
Academic & Life Skills Development	ALM2000	Year	2	Snyders, S.M., Vawda, A., Taljaard, N., Brophy, M. & Plaatjes, R. (Eds.). 2005. <i>How to Make Higher Education Easier: Take control of your success.</i> Port Elizabeth: Nelson Mandela Metropolitan University. Available for free from the relevant lecturer who will provide online copies to the students.	Students to please refer to their relevant ALM lecturer.	Lectures will be presented online on Microsoft Teams as per the timetable. Assessments will be conducted online on Moodle.
Communication in English	LKH21X0	Year	6	Cleary, S. (ed). 2020. <i>Communication: A Hands-on Approach.</i> 3 <sup>rd</sup> edition. Kenwyn: Juta. ISBN: 978 1 485 13092 5 (Recommended retail price: Van Schaiks – R440.50)	Ms Raeesah Ackerdien <a href="mailto:Raeesah.Ackerdien@mandela.ac.za">Raeesah.Ackerdien@mandela.ac.za</a>	Lectures and assessments will be conducted online.
Augmented Economics (Microeconomics)	ECO10X1	Semester 1	12	Mohr, P. 2020. <i>Economics for South African students.</i> 6 <sup>th</sup> edition. Pretoria: Van Schaik. ISBN: 978 0 627 03705 4 (Recommended retail price: Van Schaiks – R625.50)	Mr Clifford Johnson <a href="mailto:Clifford.Johnson@mandela.ac.za">Clifford.Johnson@mandela.ac.za</a>	Lectures and tutorials will take place online. Assessments will be conducted online.
Introduction to Marketing (Augmented)	BBH11X1	Semester 1	12	Kotler, P., Armstrong, G., and Tait, M. 2016. <i>Principles of Marketing: Global and Southern African Perspectives.</i> 2 <sup>nd</sup> edition. Cape Town: Pearson. ISBN: 978 1 775 78949 9 (print book) (Recommended retail price: Van Schaiks – R773) or, 9781928226529 (basic ePUB); or, 9781776102372 (interactive ePUB); or, 9781928226505 (ePDF)	Mr Cola Pullen <a href="mailto:Cola.Pullen@mandela.ac.za">Cola.Pullen@mandela.ac.za</a>	Lectures and tutorials will take place online. Assessments will be conducted online.
Introduction to Tourism (Augmented)	TOU10X1	Semester 1	12	George, R., Barben, T., Chivaka, R., Jansen van Vuuren, M., Knott, B., Lehmann, S., Mulder, M., Nel, J., Nieuwenhuizen, C., Saunders, C., Swart, K., van der Watt, H. & van Zyl, C. 2015. <i>Managing Tourism in South Africa.</i> 2 <sup>nd</sup> edition. Cape Town: Oxford. ISBN: 978 0 199 07587 4 (Recommended retail price: Van Schaiks – R673.95)	Mrs Cashas Brandt <a href="mailto:Cashas.Witbooi@mandela.ac.za">Cashas.Witbooi@mandela.ac.za</a>	Lectures, tutorials, and assessments will take place online.
Augmented Business Accounting	RBA10X2	Semester 2	12	Notes are provided by the relevant department	Mr Ameer Khan <a href="mailto:Ameer.Khan@mandela.ac.za">Ameer.Khan@mandela.ac.za</a>	To be confirmed

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Augmented Economics (Macroeconomics)	ECO10X2	Semester 2	12	Mohr, P. 2020. <i>Economics for South African students</i> . 6 <sup>th</sup> edition. Pretoria: Van Schaik. ISBN: 978 0 627 03705 4 (Recommended retail price: Van Schaiks – R625.50)	To be confirmed	To be confirmed
Introduction to Logistics (Augmented)	BLG10X2	Semester 2	12	Horn, G., Badenhorst-Weiss, H., Cook, G., Heckroodt, S., Howell, J., Phume, T.B., Strydom, J. 2020. <i>Supply chain management: A South African approach</i> . 2 <sup>nd</sup> edition. Cape Town: Oxford. ISBN: 978 0 190 74989 7 (Recommended retail price: Van Schaiks – R499.50)	Mr Gavin Cook <a href="mailto:Gavin.Cook@mandela.ac.za">Gavin.Cook@mandela.ac.za</a>	To be confirmed