

IBS TEXTBOOK LIST (2018)

PLEASE NOTE

- A prescribed textbook may not necessarily cover every aspect of a syllabus. The Institute examines the syllabus and any omissions should be researched personally or be provided by your tuition provider.
- ISBN numbers may have changed since the publication of this list. Our policy is that you should always use the latest edition of the textbook.
- Many publishers are no longer publishing hard copies and have switched to e-books.

NQF3: National Certificate: Business Administration 130 credits	Recommended Textbook
Introduction to Business English	Language: Business Studies Hands-on Training 3 Authors: Wade and Hallett Publisher: Future Managers ISBN: 978-1-920203-04-7 Omit Module 7: 2 Omit Module 8 Note for tuition providers: A Facilitator's Guide is available (free of charge)
Introduction to Business Mathematics	FET First Mathematical Literacy NQF Level 3 Publisher: Protec Macmillan ISBN: 9781431021130 Notes and examples for Simple and Compound Interest are available from the Institute
Introduction to Accounting	Introduction to Accounting Author: Maritz Publisher: Edge Publishing ISBN: 978-1-920407-65-0
Introduction to Governance	IBS Course Notes Request an order form by phoning Student department: 011 5514000
Introduction to Office Administration	Office Practice: Hands-on Training 3 Authors: Serfontein, Oosthuizen, Geldenhuys Publisher: Future Managers ISBN: 9-781920203-11-5 Omit Module 5 Note for tuition providers: A Facilitator's Guide is available (free of charge)

NQF4: National Certificate: Management and Administration 130 credits	Recommended Textbook
Fundamentals of Business English	Professional Distance Education Course Notes Contact pde@mwebbiz.co.za for an order form
Fundamentals of Business Mathematics	Mathematical Literacy NQF Level 4 Publisher: Protec Macmillan ISBN: 9781431028566 Notes and examples for Simple and Compound Interest are available from the Institute
Fundamentals of Accounting	Fundamentals of Accounting Author: Maritz Publisher: Edge Publishing ISBN: 978-1-920420-03-1
Fundamentals of Governance	IBS Course Notes Request an order form by phoning Student Department: 011 5514000
Fundamentals of Office Administration	Office Practice: Hands-on Training 4 Authors: Oosthuizen, Labuschagne and Geldenhuys Publisher: Future Managers ISBN: 978-1-920203-45-0 Omit Module 2 Note for tuition providers: A Facilitator's Guide is available (free of charge)