



## STUDY MATERIAL

After payment and registration, prescribed books will be couriered to the student. A prescribed book will only be sent once even if the same book is being used for more than one year. A **study guide** typically consists of both administrative and academic information. The administrative component of the study guide refers to the assessments, examination, etc. whereas the academic component includes the different study units, as well as the learning outcomes for each study unit.

### Please note

- All study guides for the BA in Policing Practice are electronically available.
- The study guide for each module is uploaded to that module's eFundi site.

The **study material** is usually not included in the study guide, but additional to it (e.g. a prescribed text book or other sources), with the exception of a Reader which may be included in a study guide. The study material may contain any combinations of the following:

- Text book
- Reader (printed or electronic)
- Academic articles (on eFundi)
- Legislation, policies and/or official reports (electronically on eFundi)
- Other online documents
- Own research

The study guide of a particular module will at each study unit refer to which section of a text book, Reader, online sources, or any other relevant sources. The lecturer for a module will, during the first contact session, specify if any **study material**, additional to the prescribed text book or Reader, will be used. The additional study material may be provided on eFundi. If the module makes use of a prescribed text book or Reader, it will be posted to you, once you have registered. A Reader may also be provided electronically (on eFundi).

Please pay careful attention to what your lecturer stipulates as requisite for a specific module's study material, as the *type* of study material (electronic, text book, etc.) may differ between modules. The study material will therefore, not necessarily be in hard copy format, but may be provided electronically (on eFundi).

**Please note**

- The lecturer of a module may request you to consult **additional reading material** on eFundi.
- Additional to the prescribed study material and additional reading material, your lecturer may request you to consult other additional sources through your **own research**.
- If you repeat a module, you should **not** assume that the study material previously issued would still be sufficient. It is your responsibility to confirm whether the same study material will be used before re-registering.

## PRESCRIBED BOOK PER MODULE

MODULE NAME	CURRICULUM CODE	LECTURER INITIALS AND SURNAME (Subject to change)	PRESCRIBED BOOK/S (AUTHOR, TITLE, ISSN NO, ETC)
<b>YEAR ONE : SEM 1</b>			
Introduction to public administration	PADM111	John Molepo	Thornhill, C., Van Dijk, G. & Ile, I. 2014. Public Administration and Management in South Africa: A developmental perspective. Cape Town: Oxford University Press ISBN no: 978 0 19 904573 0
Policing Management: Statutory and Regulatory Framework	POMA 113	Cobus Steenkamp	Marais, CW (2014)Management of Service Excellence in Policing Volume 2. Seyfert Publishers. Babsfontein, Credo Books - 978-1-928278-01-6
Policing Management: Service Excellence in policing	POMA 114	Cobus Steenkamp	Marais, CW (2014)Management of Service Excellence in Policing Volume 1. Seyfert Publishers. Babsfontein, Credo Books - 978-1-928278-00-9
Policing Management: Crime Prevention	POMA 115	Cobus Steenkamp	Marais, CW (2014)Management of Service Excellence in Policing Volume 1. Seyfert Publishers. Babsfontein, Credo Books - 978-1-928278-00-9
Professional Skills Development	PSDT 111	Kefilwe Babe	Jonker, B. (2011). <i>Professional Skills Development: PSDT111</i> (Updated ed.). New York, NY: McGraw-Hill Custom Publishing.
<b>YEAR ONE : SEM 2</b>			

Academic Literacy	ALDE 122	GONNEKE GROENEN	Workbook only
Policing Management: Community Service Centre Management	POMA 124	Cobus Steenkamp	Marais, CW (2014) Management of Service Excellence in Policing Volume 2. Seyfert Publishers. Babsfontein, Credo Books - 978-1- 928278-01-6
Communication Skills in the workplace	COMS 121AAAA185	Louise Bezuidenhout	PORTFOLIO ONLY - NO BOOKS NEEDED
The South African Political System	POLI 123	Pieter Heydenrych/Cecilia Schultz	Landsberg, C. & Graham, S. 2017. Government and politics in South Africa - coming of age. 5th ed. Van Schaik: Pretoria.
	PADM 121		
Introduction to Sociology: Institutions in SA and context	SOCL 121/SOCY121	Jacques Rothmann/Doret Botha	X-kit: Undergraduate Sociology Hagemeier, L., Spicer, S., Nadasen, K., Drpaer, M., Thaver, L and Batley, K. 2006 Maske Miller Longman, Cape Town
<b>YEAR TWO : SEM 1</b>			
Municipal Management	PADM 213	Odette Paulsen	<b>Van der Waldt, G., Khalo, T., Nealer, E., Phutiagaee, K., Van der Walt, C., Van Niekerk, D. &amp; Venter, A. 2014. 2ne edition. Municipal Management serving the people. ISBN: 978- 0702197963</b>
Policing Management: Leadership and Management	POMA 212	Cobus Steenkamp	Ebben van Zyl. Leadership in the African Context 2nd ed JUTA, Cape Town - 9781485111788
Urban Anthropolog	SANL 214	Pia Bombardello	NO TEXTBOOK NEEDED
Forensic Legal Aspects	FORP 214	Constant van Graan	1. Snyman, C.R. 2014. Criminal Law. 6th ed. Durban: LexisNexis
Forensic Legal Aspects	FORP 214	Constant van Graan	2. Kruger, A. 2013. Organised Crime and Proceeds of Crime Law in South Africa. 2nd ed. Durban: LexisNexis
<b>YEAR TWO: SEM 2</b>			
Government and Sustainable Development	PUMA 223	Melvin Diedericks	NO TEXTBOOK NEEDED

Policing Management: Cooperative Governanc	POMA 224	Cobus Steenkamp	Kahn, et al, (2016)Intergovernmental Relations in South Africa, 2nd ed. Van Schaik - 978 0 627 03406 0
Understanding the World	WVCS 222	Renato Colletto	ONLY READER ON EFUNDI
Forensic Investigation ManagementR	FORP 225	Koos Nortje	NO TEXTBOOK NEEDED
<b>YEAR THREE: SEM 1</b>			
Introduction to Research Methodology	PUMA 315	Odette Paulsen	Kumar, R. 2014. Research Methodology: a step-by-step guide for beginners (4 <sup>th</sup> Ed). London: Sage
Public Policy and Planning	PUMA 316	Christa De Wet	Cloete, F, Wissink,H, & De Coning, C. 2011. (3 <sup>rd</sup> ed.) <u>Improving public policy: Theory practice and results.</u> Pretoria: Van Schaik Publisher. 9780627028113
Performance Management	POMA 317	Cobus Steenkamp	Van der Waldt G. 2004. Management Performance in the Public Sector: Concepts, Considerations and Challenges. Kenwyn: Juta
Constitutional Law in Law Enforcement	CLLE 211	Francois vd Berg	Rautenbach, IM. & Malherbe, R. 2012. (6 <sup>th</sup> ed.) <u>Constitutional Law.</u> Durban: LexisNexis - 9780409058390
Ethics in the workplace	ETIE 314	Kobie Erasmus/Ananka Loubser	Rossouw, D en Van Vuuren L. 2014. (5th ed) Business Ethics. Cape Town. Oxford university Press. ISBN 970801199048113
<b>YEAR THREE: SEM 2</b>			
Public Financial Management	PUMA 324	Odette Paulsen	Pauw, JC., Van der Linde, G., Fourie, D. & Visser, CB. 2016. Managing Public Money – Systems from the South. (3 <sup>rd</sup> Ed) Cape Town: Heinemann

Public Human Resource Management	PUMA 325	John Molepo	Van der Westhuizen, EJ (Ed). 2016. Human Resource Management in government: A South African perspective on theories, politics and processes. Cape Town: Juta. ISBN
Policing Management/Project Management	POMA 323	Cobus Steenkamp	Van Der Waldt, Project Management for strategic change and upliftment, Oxford University Press. - 978-0-19-578091-8
Administrative Law in Law Enforcement	ALLE 221	Rolien Roos	Quinot, G (ED0, Administrative Justice in South Africa: An introduction. Oxford University press. 2015. ISBN 019905657