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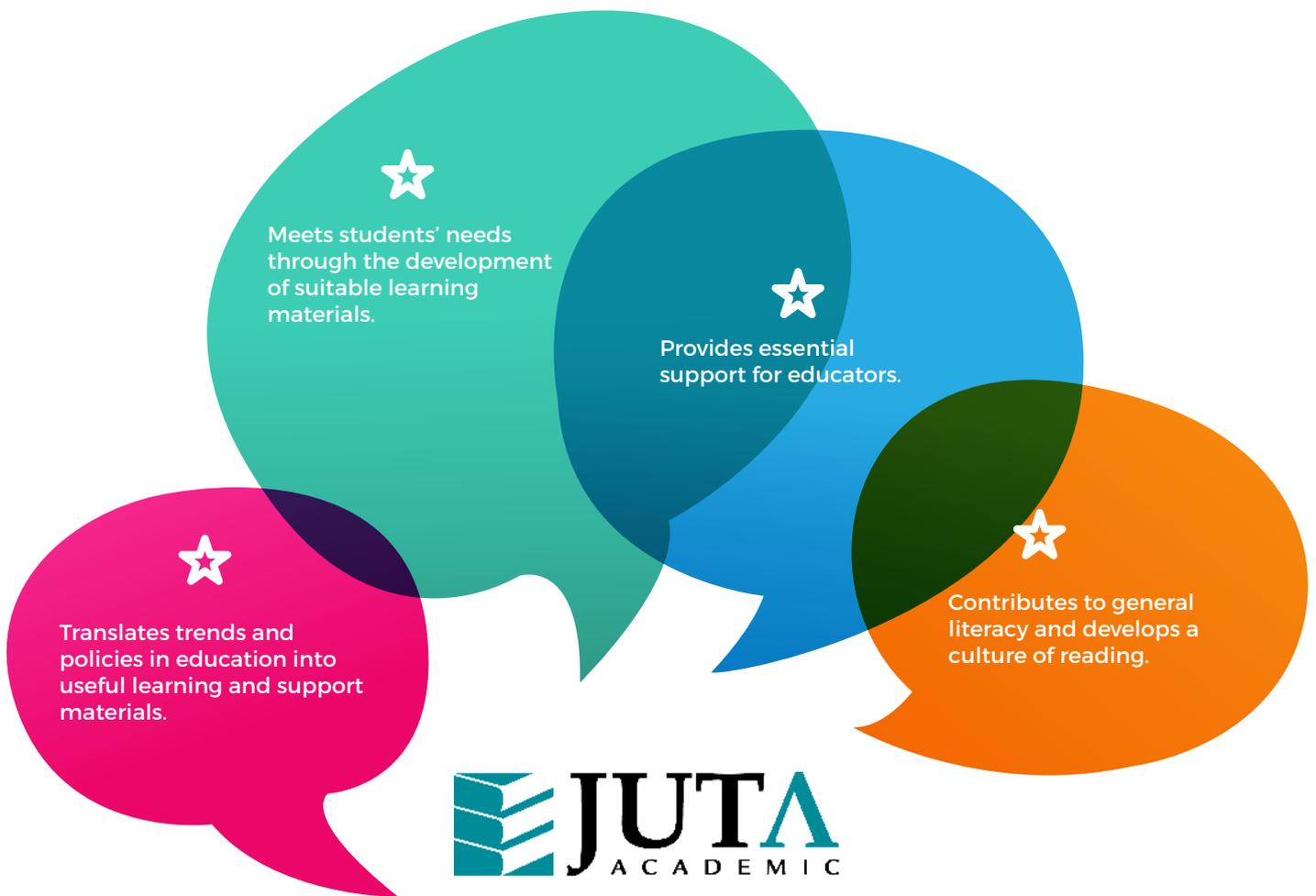
A number of hardworking and inspiring students' efforts were recognised and rewarded this year via the **#JutaGoingPlaces** and **#JutaPayItFwd** campaigns.

We would like to grow these campaigns and effect change in even MORE deserving students' lives.

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Juta continually strives to raise the bar for academic publishing to address the needs of the students, academics and professionals whom we serve. We share the national dream of making higher education more accessible to all, through contributing teaching and learning solutions that are of the highest quality while being affordable and relevant to southern African students and lecturers.



MORE ABOUT OUR PUBLISHING PROGRAMME:

- Juta offers a comprehensive selection of higher education content and teaching and learning resources, covering a wide range of disciplines with a variety of product types.
- Extensive lecturer support materials are available to support lecturer and student success.
- Juta products support academic literacy, develop professional competence and workplace readiness and our content focus assists in the decolonisation of curricula.
- Because we understand the need to upgrade South Africa's delivery capacity through distance education, we have designed our materials for education at a distance and self-directed learning.
- Juta customises print and electronic content to serve the specific needs of institutions and training providers with flexible, integrated, learning solutions.
- Juta is a wholly owned subsidiary of Kagiso Media. Dividends support the developmental endeavours of the Kagiso Education Trust and the Tiso Foundation in South Africa.
- Over the years we have developed a strong pool of highly qualified authors who are experts in their fields.
- We welcome comments from our readers and ideas from prospective authors. We regularly run author workshops, and are always ready to develop new talent because, ultimately, the people of southern Africa are our most valuable assets.

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We are always interested in proposals for new books. Please send the relevant publisher a synopsis and an indication of the market for which your book is intended. Contact details appear on the opposite page.

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PRICES



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SUITABLE FOR

- All first-year university, university of technology and college students.

Academic Literacy is an essential tool to support the achievement of academic goals that depend on reading, writing, listening and verbal communication. It covers all the necessary academic skills and competencies for constructive and successful study and focuses on developing your thinking skills, possibly the core skill needed at this level of study. Other skills that the learner will be exposed to are: understanding and engaging in academic study; developing vocabulary; reading for study purposes; argument; paraphrasing and summarising; writing paragraphs; assignment writing, and examination skills.

Academic Literacy will assist you in coping with the reading and writing demands of further and higher education. You will also be guided to be more knowledgeable about yourself, your aspirations, career goals, and how to manage your time and stress more effectively.

NEW TO THE SECOND EDITION:

- New chapter on study skills
- Expanded section on referencing and how to avoid plagiarism
- Expanded Reading chapter
- New chapter on grammar and punctuation.

ABOUT THE AUTHORS



Litha Beekman is a registered educational psychologist and has been involved in study skills training and research at secondary school and tertiary education level.

Cecilia Dube holds in MA in Applied English Linguistics from the University of Zimbabwe. Until recently, she worked in the Academic Development Centre at the University of Johannesburg in academic literacies development.

Jenni Underhill works in the Academic Development Centre at the University of Johannesburg, working in tutor development and mentorship. Herman Potgieter works at the Institute of Marketing Management (IMM) as an academic development officer.

ADMINISTRATIVE MANAGEMENT

E FERREIRA, A ERASMUS & D GROENEWALD



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9781485102090



9781485104087



3e 2013



466 PAGES



R 497.00



NEW EDITION 2017



SUITABLE FOR

- Prospective and current information managers and office professionals.

Administrative Management was written specifically for people working in this field as well as those studying administrative management at higher education institutions.

This up-to-date information source will provide prospective and current managers and office professionals with the necessary knowledge and insight into administrative management. It will enable them to manage the information needs of the organisation so that timely, relevant and accurate information is available to managers at all levels so that they can make meaningful decisions.

CONTENTS

- Introduction to the field of administrative management: The role of administrative management within an organisation
- Information systems
- Information and knowledge management
- The administrative support function
- The basics of communication
- Written communication
- Electronic communication
- How to conduct effective meetings
- The Office: Office design and layout
- The office environment
- The virtual workplace
- Quality administrative management
- Productivity, workflow and office procedures in the administrative office
- The role of information systems
- Management in the administrative environment: Planning and time management
- Organising in the administrative function
- Leading in the administrative function
- Controlling office activities
- Problem-solving and decision-making
- Managing cultural diversity
- Business ethics
- Risk and safety management for the administrative manager

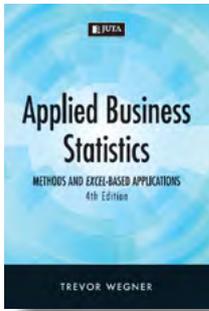
ABOUT THE EDITORS



Professor Edmund Ferreira is a senior lecturer in the Department of Business Management at the University of South Africa.

Dr Annatjie Erasmus is currently specialising in quality assurance consultancy and is the sole member of Business Process Engineering CC.

Dr Darelle Groenewald is a senior lecturer in the Department of Business Management at the University of Johannesburg



APPLIED BUSINESS STATISTICS

- METHODS AND EXCEL-BASED APPLICATIONS

T WEGNER



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R 525.00



SUITABLE FOR

- Students of Management at all levels of study (diploma, undergraduate and post-graduate (including MBA)).

This is an introductory statistics textbook for management students who require an understanding of the role that statistics plays in supporting management decision-making in all areas of business. Its primary focus is to empower management students with statistical decision-making skills so that they become active participants rather than passive observers when interacting with statistical findings as part of a management decision-making process.

The emphasis in this book is placed on:

- Translating management problems into appropriate statistical approaches
- Underscoring the importance of data quality as integral to valid statistical analysis
- Identifying likely application areas through numerous illustrative examples
- Noting the limitations of techniques for decision analysis
- The appropriate management interpretation of statistical findings.

CONTENTS

- Setting the Statistical Scene: Statistics in Management
- Exploratory Data Analysis: Summarising Data
- Summary Tables and Graphs
- Describing Data: Numeric Descriptive Statistics
- The Foundation of Statistical Inference – Probability and Sampling: Basic Probability Concepts
- Probability Distributions
- Sampling and Sampling Distributions
- Making Statistical Inferences: Confidence Interval Estimation
- Hypothesis Testing: Single Population (Means and Proportions)
- Hypothesis Testing: Comparison between Two Populations (Means and Proportions)
- Chi-Squared Hypothesis Tests
- Analysis of Variance – Comparing Means across Multiple Populations
- Statistical Models for Forecasting and Planning: Simple Linear Regression and Correlation Analysis
- Index Numbers: Measuring Business Activity
- Time Series Analysis: A Forecasting Tool
- Financial Calculations: Interest, Annuities and NPV

KEY FEATURES



- The use of Microsoft Excel to perform statistical analyses
- Data sets of business problems, available on the accompanying CD
- Exercises at the end of every chapter.

ABOUT THE AUTHOR



Trevor Wegner is a statistical consultant in business analytics. He facilitates statistical training programmes for managers, and consults in the area of quantitative decision support systems. He has an MBusSc (UCT), an MSc (Sussex University) and a PhD (UCT).

BASIC FINANCIAL MANAGEMENT

WM CONRADIE & CMW FOURIE



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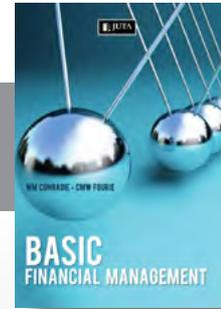
2011



224 PAGES



R 353.00



Finance is the life-blood of an enterprise and sound financial management is critical to the ongoing health and vitality of an enterprise – even the best companies can go out of business because of poor financial management.

In *Basic Financial Management* the authors address the major elements and principles of sound financial management in an easily understandable and practical way, from basic accounting and financial statements to business statistics. The book opens with an introduction to financial management for marketing managers. The examination and analysis of basic accounting and financial statements that follow use exercises and practical examples to reinforce the various financial concepts. The authors then investigate the capital requirements of an enterprise and discuss various ways of financing these requirements. The book also considers different types of business budgets and shows how to manage credit and stock/inventory. It concludes with a detailed discussion on the increasingly important subject of business statistics.

KEY FEATURES

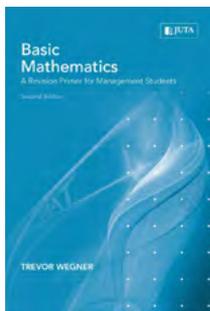


- Important concepts and definitions are highlighted throughout the book
- Diagrams and graphs explain the important concept of financial break-even analysis
- Practical examples and self-evaluation exercises.



SUITABLE FOR

- Students of Financial Management or anyone involved in the management of a business enterprise.



BASIC MATHEMATICS

- A REVISION PRIMER FOR MANAGEMENT STUDENTS

T WEGNER



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9780702197413



2e 2013



156 PAGES



R 299.00



SUITABLE FOR

- Management students writing the GMAT text
- Students wanting a general revision of basic Mathematics.

Basic Mathematics is aimed primarily at Management students who intend to write the GMAT (Graduate Management Admission Council) test for which a strong foundation in the fundamentals of basic Mathematics is essential.

The areas of Mathematics required for the GMAT test consist of four main topics: basic arithmetic; fundamental algebra; geometry; and introductory statistics. After a brief review of each topic's basic rules and methods, there is at least one worked example followed by an extensive set of self-practice exercises. The student should attempt as many exercises as is necessary to master the topic.

CONTENTS

- Basic arithmetic: Mental arithmetic – the beginnings
- Numbers
- Arithmetic operations on numbers
- Fractions
- Decimals
- Indices (or powers)
- Percentages
- Applications of percentages – word problems
- Ratios
- Proportion
- Speed, distance, time
- Rates of work/flow
- Quick-and-dirty arithmetic
- Fundamental algebra: Basic concepts: terms and expressions
- Forming algebraic expressions
- Operations on algebraic expressions
- Operations on algebraic fractions
- Indices
- Algebraic equations
- Factorising
- Graphs and equations (straight line and parabola)
- Solving simultaneous equations
- Inequalities
- Break-even analysis
- Geometry: Triangles
- Area of rectangles and triangles
- Perimeter of rectangles, squares and triangles
- Circles
- Cuboid
- Cylinders
- Basic statistics: Central location measures (average, weighted average, median)
- Standard deviation (S)
- Sets and probability
- Bar charts
- Counting rules: factorials, combinations and permutations
- Probability trees
- Appendices: Pre-revision test
- Post-revision test
- Solutions to exercises
- Solutions to pre-revision test
- Solutions to post-revision test

ABOUT THE AUTHOR



Trevor Wegner is currently an independent statistical consultant. He is a former associate professor in Statistical Sciences at the University of Cape Town and has a M.Bus.Sc (UCT), an M.Sc. (Sussex University) and a PhD (UCT). He is the author of *Applied Business Statistics* and *Quantitative Methods for Marketing Decisions*, both published by Juta.

BUSINESS ANALYST, THE - INFORMATION TECHNOLOGY'S PARADIGM SHIFT V ZWIERS



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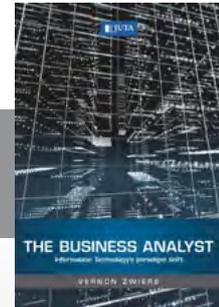
2011



302 PAGES



R 408.00



The Business Analyst: Information Technology's paradigm shift completely dissolves the perception that the IT industry dictates to businesses what IT systems they will use and dispels the myth that business users and IT technicians are from different planets. It suggests how to create an environment in which everybody works together in an exciting and refreshing way – a paradigm shift in the way business analysis projects are done.

It is the business analyst's responsibility, among others, to make sure that communication flows freely between all the parties involved. This book gives the business analyst the tools and techniques to find out what the business users of IT systems really need and to guide the project to meet those needs.

KEY FEATURES



- Skills, knowledge and competencies needed are presented in a realistic and practical way.
- IT terminology is explained in plain English.
- Internationally recognised and implemented approaches, methodologies and processes to drive business change are described.
- Challenging questions at the end of each chapter enable readers to test their understanding of the concepts.
- The Unified Modelling Language (UML) methodology used throughout the book provides a refreshing view of how a business analyst works. UML diagrams are depicted clearly and explained concisely.

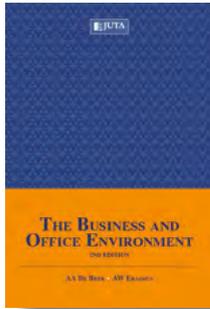


SUITABLE FOR

- Senior undergraduates in Information Systems
- Professionals



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BUSINESS AND OFFICE ENVIRONMENT, THE A DE BEER, AW ERASMUS



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R 183.00

NEW EDITION



SUITABLE FOR

- Diploma course in Business and Office-related topics.

CONTENTS

- Business management principles
- Classification of the business and its environment
- The different forms of business
- The office environment
- Office design and layout
- Customer services

ABOUT THE AUTHORS

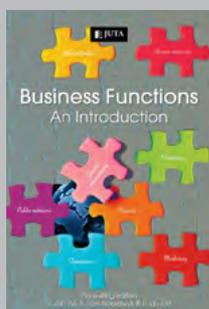


Andreas de Beer is a senior lecturer in the Department of Business Management at Unisa. He holds the degrees BCom Ed, BCom (Hons), BEd and MEd. He has coedited and co-authored books on Management, Entrepreneurship and Business Management. Andreas has published in accredited journals and has delivered various papers at national and international conferences.

Dr Annatjie Erasmus specialises in process improvement. She is Director of the Centre for Collaboration and Sustainable Development, as well as the Executive Director of the East London Management Institute. Dr Erasmus holds the following qualifications: HDE Commerce (US), National Diploma Commercial Practice (TSA), MTech Commercial Administration (Vaal Triangle Technikon), and DPhil Science and Technology (US).

BUSINESS FUNCTIONS - AN INTRODUCTION

J VAN ZYL, A VAN NOORDWYK & N FERNANDES



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2e 2015



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R 377.00

Can anyone be a manager? What does the business world look like today? These questions, which are often raised by students, are answered in the second edition of *Business Functions: An Introduction*. The book looks at managers and the skills they need and considers various environments – macro, market and micro – that influence a business. It also discusses the different operational and support functions within businesses. These are different for every business: some functions can be combined and performed by an individual, or several functions can each be handled by a specific department. The end goal of the book is an understanding of all the elements involved in a successful business.

CONTENTS

- Introduction to business management
- The business environment
- Marketing management
- Public relations management
- Financial management
- The human resource function
- Purchasing management
- Operations management
- Administrative management

KEY FEATURES



- Clearly defined learning outcomes at the start of each chapter
- Self-assessment questions at the end of each chapter
- Examples relevant to the South African business environment and in keeping with the latest developments in the field
- Practical applications and examples from existing businesses.

ABOUT THE AUTHORS



Annemarie van Noordwyk is a lecturer in the Department of Business Management at the University of the Free State, where she teaches Business Functions, Entrepreneurship and Small Business Management.

Naquita Fernandes is a junior lecturer in the Department of Business Management at the University of the Free State. Her research interests include consumer behaviour, e-commerce and mobile marketing.

Dr Johan van Zyl is the director at the Centre of Development Studies at the University of the Free State. He is involved in many adult learning programmes with the main focus on entrepreneurial and small business development.

BUSINESS MANAGEMENT - A CONTEMPORARY APPROACH J NEL & A DE BEER (EDITORS)



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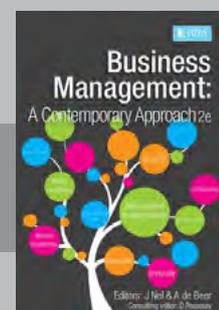
R 517.00

No business exists in a vacuum – it is impacted on by a constantly evolving world which presents new challenges and opportunities every day. To cope with these dynamic challenges and opportunities, a business should be proactive and adaptive – not just at an operational level, but at a functional and strategic level as well. *Business Management: A Contemporary Approach* focuses specifically on the functions of the organisation and how to respond to changes in the micro-, market-, and macro-environment.

The book orients the reader with an introduction into the field of business management, followed by general management principles.

CONTENTS

- Financial management
- Credit management
- Information management
- Public relations
- Operations management
- Marketing management
- Human resource management
- Purchasing management in supply chain management





BUSINESS TRANSACTIONS LAW

R SHARROCK



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SUITABLE FOR

- Students
- Law teachers
- Legal advisers
- Legal practitioners
- Financial managers
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This book addresses fundamental questions about business transactions:

- When is a transaction binding and what is its legal effect?
- What legal redress does a party have in cases of breach of contract?
- Are there circumstances in which a party is excused from completing its side of the transaction?

The 8th edition has been substantially revised and updated to include developments up until 1 April 2011. The updates include:

- A new chapter on consumer agreements, examining both the Consumer Protection Act and the regulations
- Changes to contractual capacity brought about by the Children's Act 2005 and Companies Act 2008
- Important decisions affecting basic principles of common law illegality, notably *Bredenkamp and Others v Standard Bank of South Africa Ltd*
- Changes to agency introduced by the Companies Act 2008
- A more comprehensive discussion of insurance
- The chapter on employment has been expanded to include numerous additional case summaries
- The chapter on credit agreements includes important cases interpreting the National Credit Act
- The area of security addresses the mortgagee's right to immediate execution versus the mortgagor's constitutional right to have access to adequate housing
- The Consumer Protection Act has affected various areas of commercial law and several chapters have been amended to reflect these developments.

KEY FEATURES



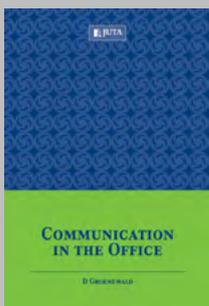
- User-friendly style of writing
- Readable case studies in the text and with no footnotes.

COMMUNICATION IN THE OFFICE

D GROENEWALD



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NEW EDITION

The aim of this book is to equip any person working in an office environment with the basic knowledge, skills and attitudes to communicate effectively in the administrative and office environment. Communication is the basis of all relationships. All business matters depend on the exchange of information, and the success of the organisation's performance depends on the effective exchange of this information. Communication therefore affects every decision and almost every activity in the organisation. It includes not only human communication but also the management of communications technology – computer, email, voice-mail, databases and all other technical equipment of the modern electronic office. To ensure effective communication it is necessary to have a basic knowledge of communication.

This book will enable readers to:

- Understand the importance of good communication in an office environment, as well as the elements of the communication process (verbal and written)
- Compile business letters, memorandums and reports
- Use different forms of electronic communication in the office
- Organise all aspects of a meeting and take the minutes.

CONTENTS

- Basics of communication
- Written communication
- Electronic communication
- How to conduct effective meetings

ABOUT THE AUTHOR



Dr D Groenewald is a senior lecturer in the Department of Business Management at the University of Johannesburg. She holds the degrees BCom (RAU), BCom (Hons) (RAU), and MCom (Business Management) (RAU). She has co-authored books on Business Management, Small Business Management, Entrepreneurship, Information Management and Office Administration. She has also co-authored grades 7, 8 and 9 textbooks for Economic and Management Sciences.

CONTEMPORARY COMPANY LAW

**FHI CASSIM (MANAGING EDITOR), MF CASSIM,
R CASSIM, R JOOSTE, J SHEV & J YEATS**



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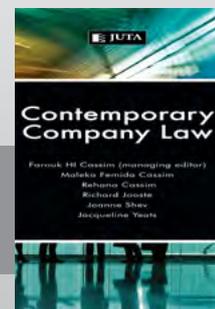
R 835.00

The second edition of *Contemporary Company Law* discusses all aspects of the new Companies Act 71 of 2008, including the 2011 amendments and the Companies Regulations, 2011. The common law and relevant legislation are also examined.

All the dominant company law topics are discussed in this work. In addition, insider trading and market manipulation receive detailed treatment although they do not strictly form part of core company law. Common-law precepts and principles which have been preserved by the new Act are also discussed wherever relevant. Comparative foreign law is taken into account as well.

CONTENTS

- Preface
- Table of cases
- Table of statutes
- Introduction to the new Companies Act
- The legal concept of a company
- Types of companies
- Formation of companies and the company constitution
- Corporate capacity, agency and the Turquand Rule
- Groups of companies and related persons
- Shares, securities and transfer
- Corporate finance
- Governance and shareholders
- Governance and the board of directors
- Corporate governance
- The duties and liability of directors
- The auditor, financial records and reporting
- Public offerings of company securities
- Fundamental transactions, takeovers and offers
- Shareholder remedies and minority protection
- Enforcement and regulatory agencies
- Business rescue and compromises
- Winding-up
- Insider trading and market manipulation
- Transitional arrangements
- Index



CONTEMPORARY MANAGEMENT ASPECTS

D GROENEWALD (EDITOR)



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2013



320 PAGES



ZAR

R 504.00



SUITABLE FOR

- Undergrad courses in Business Management.

CONTENTS

- Introduction to contemporary Management aspects
- The basics of creativity
- Creativity in the organisation
- Innovation
- Globalisation and international trade
- Doing business with emerging economies and in developing countries
- Organisational change management
- Risk management concepts and context
- Risk assessment
- Projects and project management in context
- The project process group

ABOUT THE EDITOR



Dr Darelle Groenewald is a senior lecturer in the Department of Business Management at the University of Johannesburg and holds the following degrees: BCom Ed (RAU), BCom Honours (Business Management) (RAU), MCom (Business Management) (RAU) and PhD (Entrepreneurship) (UP). She has co-authored books on various aspects of management and has presented several papers at national and international conferences.

CONTEMPORARY MANAGEMENT PRINCIPLES

T BREVIS & M VRBA



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Contemporary Management Principles comprises 21 chapters covering a wide range of traditional and contemporary management principles and concepts and many examples illustrating how successful managers of 21st-century business organisations apply theory to practice in their organisations. The underlying themes of the book are the changes and challenges facing modern organisations and the functions that managers perform to manage their organisations in an environment characterised by major, on-going change. Relevant opening case studies illustrate the practical application of the theoretical concepts discussed in the book and specific learning objectives provide a map of the essential management concepts that business management students need to understand and apply in the organisations where they work. *Contemporary Management Principles* is written by authors with many years of experience in the field of management and is a must-have resource for any manager or management student.

KEY FEATURES



- Gives an overview of the history of management theory, from the industrial revolution to the point where the world has entered the information revolution
- Offers a comprehensive contemporary view of general management principles and their application in modern organisations
- Discusses features of contemporary organisations that differ substantially from traditional organisations, and the new management challenges accompanying these
- Focuses on the management of organisational change and the role of the individual in the change process
- Discusses the role of corporate culture, power, politics, conflict resolution, negotiation and workforce diversity in the modern organisation
- Delves into the importance of business ethics, corporate social responsibility and corporate governance in the contemporary organisation
- Explains the philosophy and meaning of project management and gives an overview of the leading and direct role of management in the implementation of project management processes and activities
- Gives an overview of organisational value chains and the impact of electronic media and e-business on the efficiency and effectiveness of the organisation
- Provides a general view of individuals in organisations, ranging from individual qualities and behaviour as well as individual output and performance
- Discusses the importance of groups in general and work teams especially as an integral part of successful contemporary organisations.

ABOUT THE AUTHORS



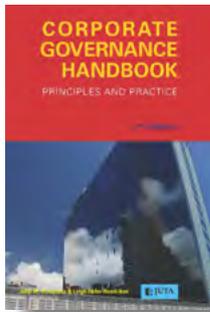
Professor Tersia Brevis holds a DCom degree in Business Management (specialising in Investment Management) from the University of South Africa (Unisa). She is currently the Chair of the Department of Business Management in the College of Economic and Management Sciences, at the same institution.

Mari Vrba is a senior lecturer in the Department of Business Management in the College of Economic and Management Sciences at the University of South Africa where she has been teaching for more than two decades in the areas of general management, strategic management and the management of organisational change and renewal.



SUITABLE FOR

- All students of General Management at an undergrad level
- All managers who want refresh any aspect of management.



CORPORATE GOVERNANCE HANDBOOK

- PRINCIPLES AND PRACTICE

JW HENDRIKSE & L HEFER-HENDRIKSE



SOFT COVER 9780702177590 9780702195617 2e 2011 608 PAGES R 615.00



SUITABLE FOR

- Every company director and secretary
- Institutional investors and bankers
- Credit managers and private shareholders
- Members of close corporations
- Auditors and accountants
- Professional advisors – attorneys and consultants
- Regulatory bodies
- Higher education institutions in courses such as Corporate Strategy, Business Law, Tax, Accounting and Entrepreneurship.

KEY FEATURES



- Provides guidelines for companies to develop their own governance best practices
- A CD containing valuable information referenced in the text
- A glossary at the end of the book explains governance concepts and terms
- New topics in corporate governance, such as the role of the independent non-executive director, and the enhanced role of an internal auditor
- Case studies are integrated within the text to provide real examples.

ABOUT THE AUTHORS



Dr John W. Hendrikse is the CEO of Genesis Corporate Services CC and CAPTAX CC, specialising in corporate performance and turnaround strategies, business valuations, business broking, governance consulting and management training. He holds the degrees of BCom, MBA (Cum Laude) and Ph.D.

Advocate Leigh Hefer-Hendrikse is also an executive member of Genesis Corporate Services CC and CAPTAX CC and specialises in litigation in commercial and property law. She holds the degrees of BSc (Honours), LLB (Magna Cum Laude) and LLM.

DESIGN FOR SAFETY

ELRIZA ESTERHUYZEN (EDITOR)



SOFT COVER



9781485112099



9781485117896



2015



83 PAGES



R 183.00



Safety risk assessment and the development and implementation of control measures are the cornerstones of safety management theory and practice. In *Design for Safety*, these topics are explored by looking at the roles played by the safety professional. Safety excellence is also examined through the leadership role played by managers who take personal ownership of safety.

CONTENTS

- Characteristics and Qualities of a Successful Safety Practitioner
- Analyse and Assess the Importance of Management's Role in Safety
- Necessity, Processes and Implementation of Risk Assessment
- Necessity, Processes of Development and Implementation of Control Measures
- Personal Ownership of Safety as a Cornerstone for Safety Excellence

KEY FEATURES



- Clearly defined learning outcomes at the start of each chapter
- Self-assessment questions at the end of each chapter
- Examples relevant to the South African business environment.

ABOUT THE EDITOR



Elriza Esterhuyzen is a senior lecturer in Safety Management at Unisa. A member of the Golden Key International Honour Society, she is currently completing her DCom degree in Business Management, with a focus on Safety Management.

ENVIRONMENTAL MANAGEMENT

- A BUSINESS MANAGEMENT APPROACH

SJ SMITH (EDITOR)



SOFT COVER



9781485103998



9781485115472



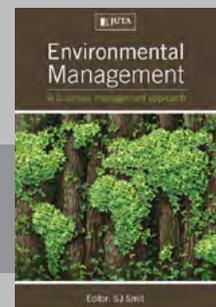
2015



164 PAGES



R 280.00



In *Environmental Management – A business management approach*, the vital connection between environmental management and business sustainability is clearly outlined. The book gives students and practitioners insight into the impact business and lifestyle decisions have on the natural environment, and how they in turn affect the long-term sustainability of a business. It also gives an overview of key environmental principles and the need to balance these with business activities.

CONTENTS

- Introduction to environmental management
- Sustainability and triple bottom line
- The natural environment
- ISO 14000
- The environmental management system
- Pollution and waste management
- Impact of industry and agriculture on the environment
- Integrating environmental management with the business environment
- Ethics of environmental management

KEY FEATURES



- Clearly defined learning outcomes at the start of each chapter to help readers navigate the contents
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Examples relevant to the South African business environment.



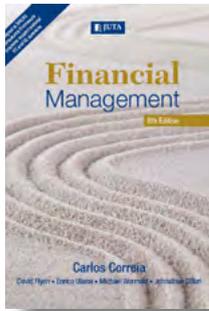
SUITABLE FOR

- Safety Management and Business Management students
- Business owners, safety officers and other safety practitioners.



SUITABLE FOR

- Students and practitioners in the Environmental, Safety and Business Management fields.



FINANCIAL MANAGEMENT

C CORREIA, D FLYNN, E ULIANA, M WORMALD
& J DILLON



SOFT COVER



9781485102779



9781485104902



8e 2015



1200 PAGES



R 846.00



SUITABLE FOR

- Undergraduate and postgraduate BCom or Business students
- Practising accountants
- Internal and independent auditors
- Business managers, strategists and analysts
- Manager/students undertaking courses at business schools.

Financial Management is the leading text on the theory and application of corporate finance in Southern Africa. The text makes reference to real-world applications and financial decisions undertaken by South African companies.

The principles and requirements of SAICA's SA Competency Framework have been adhered to, as far as it relates to financial management. The book also incorporates all the current developments and relevant legislation that affect corporate finance, corporate governance, capital markets and tax legislation, namely the Companies Act of 2008, King III and International Financial Reporting Standards (IFRS), and official guidelines on corporate valuations and integrated reporting. The 8th edition further expands on corporate strategy and financial risk management.

This textbook has been updated in terms of:

- Professional ethics and codes of conduct as revised by SAICA and the CFA Institute
- Tax and other related legislation
- The implementation of the new Companies Act, which affects corporate actions such as share buy-backs
- Corporate restructuring, turning around financially troubled businesses and explanations of the workings of the business rescue provisions (Chapter 6 of the new Companies Act)
- The tax effects on capital equipment purchases and the revisions in capital gains tax
- BEE financing structures and BEE rules
- Extensive reference to the wisdom and insights of Warren Buffett and how his views reconcile with finance theory.

CONTENTS

- Overview & corporate strategy
- The time value of money
- Risk & return
- Portfolio management
- Financial statement analysis & integrated reporting
- Valuations
- The cost of capital
- Capital budgeting
- Further issues in capital budgeting
- Risk analysis & capital budgeting
- Working capital
- Current asset management and short-term financing
- Sources of finance
- Capital structure
- Leasing
- Dividends & share buy-backs
- Mergers, acquisitions, corporate restructuring & business rescue
- Risk management & derivatives
- International financial management
- Business planning, strategy & financial modelling

KEY FEATURES



- Extensive use of Excel™ models to explain each topic in finance
- Examples from the real world referring to the practices of South African companies
- An extensive number of questions per chapter, which vary from 25 to 42 questions per chapter.

FINANCIAL MATHEMATICS

- A COMPUTATIONAL APPROACH

DA YOUNG



SOFT COVER



9780702129599



2015



160 PAGES



R 175.00



This text covers the topics of simple and compound interest with applications to loans, savings and retirement annuities. The aim is to demonstrate the Mathematics required to solve problems and compute the value of payments, interest rates, balance outstanding on a loan, final payments, interest and principal portions of payments etc. Anyone wishing to learn about how loans are calculated and adjustments made for different interest rates, changes in interest rates, missed payments, etc. will benefit from this book.

ABOUT THE AUTHOR



The late Derrick Young authored this text while developing the Computational Maths I course for Commerce and Accounting first-year students at the University of the Witwatersrand. Young was an experienced Mathematics teacher who used innovative methods to solve the problem of teaching to large numbers of students with minimal teaching staff. Lectures were televised and the free staff time was used instead for availability to students at 'drop-in' tutorials where individual attention could be given to students. Young pioneered the use of multiple-choice testing in the university writing the programs required to mark the tests himself. This enabled the staff to administer frequent assessments to a large number of students which helped the students keep up with their work and monitor their progress thus increasing the pass rate in the course substantially.

FOCUS ON MANAGEMENT PRINCIPLES

- A GENERIC APPROACH

A DE BEER & D ROSSOUW (EDITORS)



SOFT COVER



9781485111856



9781485115533



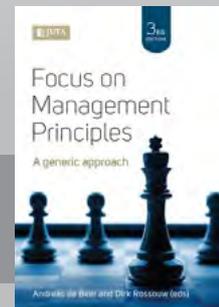
3e 2015



150 PAGES



R 269.00



Focus on Management Principles: A generic approach presents management principles needed in the workplace today, to ensure the sustainability of an organisation.

CONTENTS

- An outline of management
- Management tasks
- Leadership and teamwork
- Interpersonal skills
- Contemporary issues:
Organisational culture, diversity management, business ethics and corporate social responsibility
- Contemporary issues:
Organisational politics, change management, and HIV/Aids in the workplace

KEY FEATURES



- Learning outcomes introduce each chapter
- Self-assessment exercises end each chapter
- In-text activities and the latest developments in the field further enhance the reader's understanding of topics covered.

ABOUT THE EDITORS



Andreas de Beer is a senior lecturer in the Department of Business Management at the University of South Africa and Dirk Rossouw is a senior lecturer in the Department of Business Management at the University of Johannesburg.



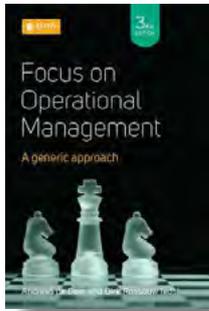
SUITABLE FOR

- First-year university students studying Commerce, Economics and Finance.



SUITABLE FOR

- Undergraduates and people who need a brief overview of general management.



FOCUS ON OPERATIONAL MANAGEMENT

- A GENERIC APPROACH

A DE BEER & D ROSSOUW (EDITORS)



SOFT COVER



9781485111863



9781485115519



3e 2015



203 PAGES



R 323.00



SUITABLE FOR

- First-time managers, operational managers, supervisors and team leaders who need a holistic overview of general operational management activities.

Focus on Operational Management: A generic approach gives a general overview of management principles and the general management activities needed by the operational and first-time manager in the workplace today. These principles are important for the sustainability of an organisation.

CONTENTS

- Managing Within the New Economy
- The Changing Role of the Operational Manager
- Operational Planning
- Organising Operational Resources
- Operational Control
- Operational Decision Making and Problem Solving
- An Introduction to Leading
- Employment Relations in the Workplace
- Contemporary Issues

KEY FEATURES



- Learning outcomes introduce each chapter
- Self-assessment exercises are given at the end of each chapter
- In-text activities and the latest developments in the field further enhance the reader's understanding of topics covered.

ABOUT THE EDITORS



Andreas de Beer is a senior lecturer in the Department of Business Management at the University of South Africa and Dirk Rossouw is a senior lecturer in the Department of Business Management at the University of Johannesburg.



FUNDAMENTALS OF OFFICE MANAGEMENT

EJ FERREIRA, A ERASMUS, D GROENEWALD,

A DE BEER & K KAMPHER



SOFT COVER



9780702189180



9780702195952



R 195.00



2011



182 PAGES



SUITABLE FOR

- Employees working in an office environment, as well as for candidates studying Office Management and Business Administration at higher education institutions.

Fundamentals of Office Management was written specifically for employees working in an office environment, as well as for candidates studying office management and business administration at higher education institutions.

It is an up-to-date information source that will give office employees the necessary background and knowledge to enable them to perform productively. The issues covered were identified by researching the tasks and responsibilities of office professionals in different organisations in South Africa.

This book will give the office worker a good foundation from which to work. With the knowledge and skills gained here, the candidate should already be a useful asset in an office environment.

GENERAL PRINCIPLES OF COMMERCIAL LAW

P HAVENGA, M HAVENGA, ET AL



SOFT COVER



9781485106296



9781485107774



8e 2014



608 PAGES



R 546.00



General Principles of Commercial Law / Algemene Beginsels van Kommersiële Reg provides non-law students with a succinct exposition of the general principles of commercial law. The book contains a wide selection of topics influenced by registration requirements of the Independent Regulatory Board for Auditors.

The 8th edition is updated to incorporate statutory and other developments in commercial law, including:

- A revised chapter on credit agreements to reflect the effect of the National Credit Amendment Act 19 of 2014.
- A revised and expanded chapter on banking law, including a discussion of the 2012 version of the South African Code of Banking Practice.
- An expanded chapter on methods of payment which includes a discussion of selected modern types of electronic payment.
- A discussion on the application of the Consumer Protection Act 68 of 2008.

CONTENTS

- | | |
|---|---|
| • The South African legal system | • The contract of insurance |
| • Introduction to the science of law | • Credit agreements |
| • Introduction to the law of contract | • Labour law |
| • Consensus | • Intellectual property law and franchising |
| • Capacity to perform juristic acts | • Alternative dispute resolution |
| • The agreement must be possible | • Law of agency |
| • Formalities | • Forms of business enterprise |
| • Terms of the contract | • Law of competition |
| • Interpretation of the contract | • Security |
| • Breach of contract | • Banking law: selected topics |
| • Remedies for breach of contract | • Payment: negotiable instruments |
| • Transfer and termination of personal rights | • Payment: other methods |
| • The contract of sale | • Law of trusts |
| • The contract of lease | • Law of insolvency |
| | • Law of administration of estates |
| | • Consumer protection |



SUITABLE FOR

- Undergraduate non-law university students of Commercial Law
- Technikons and colleges
- Commercial lawyers
- Banking institutions.

ALGEMENE BEGINSELS VAN KOMMERSIËLE REG

P HAVENGA, M HAVENGA, ET AL



SOFT COVER



9781485106302



9781485107842



8e 2014



608 PAGES



R 546.00



Die Afrikaanse weergawe van *General Principles of Commercial Law*.

GIBSON: SOUTH AFRICAN MERCANTILE AND COMPANY LAW C VISSER (GENERAL ED.), JT PRETORIUS, R SHARROCK & M VAN JAARSVELD



SOFT COVER 9780702158094 9781485107767 8e 2004 832 PAGES R 620.00

Over the years *Gibson* has become something of an institution in South African legal literature. The text, initially intended for students, is also used as a valuable and trusted source of reference for busy legal practitioners and advisers. The 8th edition includes rewritten chapters on Insurance Law and Labour Law.

GLOBAL LOGISTICS MANAGEMENT C VOORTMAN



SOFT COVER 9780702166419 2004 160 PAGES R 380.00

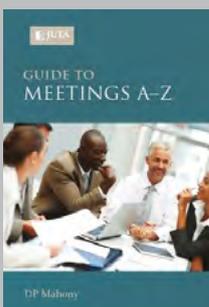
Because logistics impacts on all spheres of a modern operation, no business person or potential manager can afford to be without a solid foundation in this critical field.

KEY FEATURES



- Case studies of companies that have achieved success – to explain how the theory is put into practice
- The KISS principle – shows how to keep the process simple
- Total quality management – suggests how to get it right every time
- The logistics of customer service – to remind you that it's all about customer service

GUIDE TO MEETINGS A–Z DP MAHONY



SOFT COVER 9780702186424 2011 88 PAGES R 240.00

Many arguments arise at meetings because of perceived errors as well as lack of knowledge on how to deal with issues. Little has been written to assist chairpersons and secretaries with key knowledge of the common law principles and the new Companies Act. *Guide to Meetings A–Z* seeks to remedy the gap. The book has been written in an easy-to-follow alphabetical format to facilitate the location of answers without wasting time.

KEY FEATURES



- An alphabetical approach to the topic
- Common law principles regarding the law, procedure and conduct of meetings
- Well set-out provisions of the new Companies Act
- Accessible language.



SUITABLE FOR

- Company secretaries
- Chartered secretaries
- Chartered accountants
- Directors
- Managing agents of bodies corporate
- Committees of voluntary associations
- Lawyers

GUIDE TO PROJECT MANAGEMENT, A

G VAN DER WALDT & W FOX



SOFT COVER



9781485105558



9781485114727



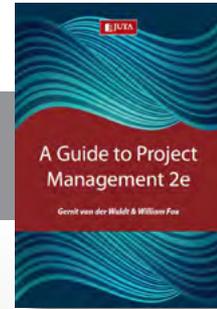
2e 2015



218 PAGES



R 295.00



A Guide to Project Management 2e is an invaluable resource for students and people in the workplace starting out in project management and for those who wish to improve their project management skills. The comprehensive, accessible text introduces concepts, guides readers through the necessary organisation skills and explores the use of technology.

For the second edition, *A Guide to Project Management* has been extensively updated to reflect changes in the processes and procedures of project management, global trends and international standards, and the expansion of the project management body of knowledge. A new chapter on project planning looks at tools and techniques, types of project planning and detailed steps to be taken during planning.

A companion publication, *The Project Management Workbook*, consisting of self-assessment questions, group activities, exercises and guidelines for completion of a summative assignment/portfolio of evidence based on SAQA Unit Standards and chapter outcomes, is now also available.

CONTENTS

- Essentials of project management
- Project management life-cycle
- Project planning
- Organisational arrangements and project governance
- Project management knowledge areas
- Applied technology and project documentation

ABOUT THE AUTHORS



Gerrit van der Waldt is an established researcher in a number of related subfields within Public Management and Governance. He presents various management capacity-building programmes for the Public Service in areas such as Programme and Project Management, Strategic Management and Human Resource Management. Gerrit currently serves as a Research Professor of Governance at North-West University (Potchefstroom Campus).

William Fox is a retired professor of Stellenbosch University and an honorary professor in the Faculty of Business at the Cape Peninsula University of Technology. He has taught at various South African and overseas universities and gained wide experience as a manager in the public and private sectors.



SUITABLE FOR

- Students and people in the workplace starting out in Project Management and for those who wish to improve their project management skills.

INFORMATION MANAGEMENT

EJ FERREIRA & A ERASMUS



SOFT COVER



9781485111887



9781485117582



2e 2016



86 PAGES



R 183.00

NEW EDITION



SUITABLE FOR

- Diploma and certificate courses in Office Management.

CONTENTS

- The Role of the Information Manager in an Organisation
- Information Systems
- Information and Knowledge Management

ABOUT THE AUTHORS



Edmund Ferreira is a professor in the Department of Business Management at Unisa. He holds the degrees BMil (Commercial Sciences) (US), BCom Honours (Manpower Management) (Unisa), MCom (Business Management) (RAU) and DCom (Unisa). He has co-authored other books on business management, small business management and office administration.

Dr Annatjie Erasmus specialises in process improvement. She is Director of the Centre for Collaboration and Sustainable Development, as well as the Executive Director of the East London Management Institute. Dr Erasmus holds the following qualifications: HDE Commerce (US), National Diploma Commercial Practice (TSA), MTech Commercial Administration (Vaal Triangle Technikon), and DPhil Science and Technology (US).

INTEGRATED ORGANISATIONAL COMMUNICATION

G ANGELOPULO & R BARKER (EDITORS)



SOFT COVER



9780702189845



9780702197000



9780702196737



R 645.00



2e 2012



512 PAGES



Communication is often described as the glue that binds an organisation, enabling interaction with its customers, agents and the broader public. Communication flourishes in organisations and is central to their activities and functions:

- as marketing communication, public relations, management communication, corporate communication, etc.
- in determining and implementing strategy, operations and processes
- in all interaction – interpersonal, mediated, digital and social
- as the foundation of corporate culture.

Integrated Organisational Communication 2nd Edition covers these aspects and addresses the growing need among students and practitioners for a book that takes a broad look at organisations' communication, and then delves into the detail. This book adopts a multidisciplinary approach to organisational communication, and while it takes cognisance of individual academic and professional disciplines, it avoids alignment with any one of these.

CONTENTS

- Communication and the Organisation
- Communication Integration
- Dynamics of Organisational Communication
- The Role of Communication and Management Approaches in the Organisational Change Process
- The Marketing Context
- Integrated Marketing Communication
- Public Relations
- Contextualisation of Traditional Advertising
- Advertising Management
- Integrated Online Communication
- Assessing Organisational Communication
- Integrated Communication Measurement
- Integrated Communication Campaigns

KEY FEATURES



- Reviews the major communication disciplines
- Focuses on an integrated approach to communication
- Places emphasis on corporate branding, the communication foundations of the brand and alignment of all communication processes with the brand
- Adopts the perspective of the practising communication professional in an organisation
- Relates theory to practice in areas such as research, implementation and campaign planning.

ABOUT THE EDITORS



George Angelopulo holds a DLitt et Phil degree in Communication Science. He is involved in teaching and research at the University of South Africa in South Africa and CENTRUM Católica in Peru, and has many years of experience in the private sector.

Rachel Barker holds a DLitt et Phil in Communication Science and a Postgraduate Certificate in Marketing Management. She has more than 20 years' experience in the private sector. She joined the University of South Africa in 1997, where she is actively involved in research, and where she teaches both undergraduate and postgraduate students in the Department of Communication Science.



SUITABLE FOR

- Everyone in the communication industry.

COMING
SOON

INTRODUCTION TO APPLIED CALCULUS FOR LIFE SCIENCES

F NYABADZA



SOFT COVER



9781485117179



1e 2016



256 PAGES



R 300.00

NEW EDITION



SUITABLE FOR

- Undergraduate students in life sciences who are studying Mathematics.

The importance of mathematical and computational methods in life sciences cannot be overemphasised. Mathematical and computational skills are becoming more important to careers in life sciences. *Introduction to Applied Calculus for Life Sciences* provides students with well thought-out examples, and a sound intuitive understanding of basic calculus skills needed to pursue careers in any life sciences discipline. It also helps to develop key quantitative and qualitative skills in the life sciences. The book focuses on the traditional topics in calculus with an emphasis on problem-solving, applications and assisted self-study. Differential and integral calculus, and differential equations as they relate the Mathematics of life science problems in real life, are presented.

CONTENTS

- Algebraic reviews
- Functions
- Linear and quadratic equations
- Inequalities and absolute values
- Exponential and logarithmic functions
- Trigonometric functions
- Limits
- Differentiation
- Applications of the derivative
- Integration
- Applications of integrals
- Modelling with differential equations

ABOUT THE AUTHOR



Prof Farai Nyabadza holds a PhD in Applied Mathematics from the University of Botswana (UB) which he obtained in 2003. He is currently an Associate Professor in the Department of Mathematical Sciences at Stellenbosch University. He has authored over 50 research articles, a book and has presented in many international conferences. He has supervised over 35 MSc and 4 PhD students to date. He has been an external examiner for many universities and won five research and teaching awards since 2011. He has also served on the Conon Collins board of trustees and is the current Southern Africa Mathematical Sciences Association (SAMSA) president. His research interests are in the applications of Mathematics to the control and dynamics of both communicable and non-communicable diseases.

KNOWLEDGE

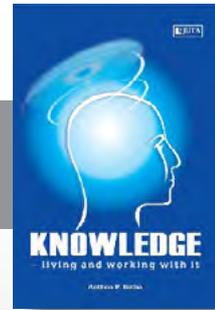
- LIVING AND WORKING WITH IT
A BOTHA



SOFT COVER 9780702177026 2007 136 PAGES R 331.00

We glibly talk about living and working in the knowledge era. Do we know what this means? Do we know knowledge? Do we know what we know or don't know? In the world of increasingly rapid change we are confronted with problems and opportunities guided by the confluence of several economies. We are challenged by the rapidity of decision-making where knowledge expands faster than we can learn, changes shape depending on who owns it and disappears in its own volatility.

This book takes the reader on a journey through knowing, generating, finding, selecting, keeping, measuring, managing, networking, valuing, protecting, selling and respecting knowledge.



LEADERSHIP IN THE AFRICAN CONTEXT

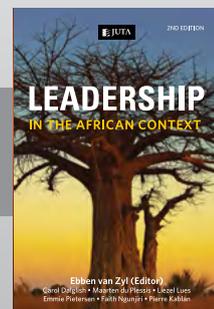
E VAN ZYL (EDITOR)



SOFT COVER 9781485111788 9781485117940 R 539.00 2e 2016 452 PAGES

Most of the research into what constitutes effective leadership emanates from the United States and is not very useful in an African context. Africa is a continent of extraordinary cultural, geographic, economic and political diversity, featuring largely emerging economies and rapid political, economic and social development.

This book seeks to set leadership theory in the African context. It recognises that strong leadership among African leaders should take into account typical African circumstances, values and beliefs.



NEW EDITION



SUITABLE FOR

- Leadership-related courses as well as for anyone who has an interest in aspects of leadership.

CONTENTS

- The nature and importance of leadership
- The difference between leadership and management
- The African context
- Leadership in a multicultural context
- Self-leadership and leadership development
- Leadership traits
- Charismatic and transformational leadership
- Ethics in leadership
- Emotional intelligence and leadership
- Servant leadership
- Leadership power and influence
- Team leadership and motivation
- Entrepreneurial leadership.
- Leadership and changes

KEY FEATURES



- Provides practical, real-life examples, exercises and case studies
- Suitable for courses that emphasise application.



MANAGEMENT PRINCIPLES

- A CONTEMPORARY EDITION FOR AFRICA

PJ SMIT, GJ DE J CRONJÉ, T BREVIS & MJ VRBA



SOFT COVER



9780702172816



9780702196355



9780702196195



5e 2011



528 PAGES



R 639.00

**FORTHCOMING
NEW EDITION IN 2017**



SUITABLE FOR

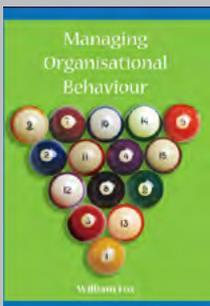
- Any course in General Management and any person interested in General Management.

The challenges presented by the fast-changing business environment require that organisations find new and innovative ways to respond in order to improve performance. The contemporary manager has to integrate new information technology, manage diversity, accommodate stakeholders' often conflicting claims, deal with the threat that HIV/AIDS poses to the workforce and comply with charters such as the Mining Charter. The list of challenges has become almost endless. As well as exposing the reader to the traditional management functions, namely planning, organising, leading and controlling, *Management Principles: A contemporary edition for Africa* deals with the most recent challenges that managers have to face. In response to the increasing complexity of the business environment, the authors deal with ethical issues in management, corporate governance, strategy maps, the resource-based view of an organisation, as well as mentorship and coaching.

KEY FEATURES



- Relevant examples taken from South African and African organisations
- Numerous illustrations with informative graphics, diagrams and charts
- A logical structure to aid accessibility
- Case studies, discussion questions and MCQs at the end of each chapter
- Multi-media support materials for prescribing institutions.



MANAGING ORGANISATIONAL BEHAVIOUR

W FOX



SOFT COVER



9780702171987



9781485104896



2006



224 PAGES



R 341.00

Managing Organisational Behaviour not only critically examines organisational behaviour in contemporary South African institutions (including the Public service) but relates that behaviour to relevant chaos and quantum complexity theories.

CONTENTS

- Introduction to organisational behaviour
- The fundamental nature of organisation structure and functions
- Basic parts of the organisation
- Organisational change and development
- Essentials of employee behaviour
- Dynamics of diversity
- Performance
- Designing high-performance jobs
- Essentials of group behaviour
- Collective bargaining
- Organising high-performance groups
- Managing diverse individuals and groups
- Change management in turbulent times
- Chaos management
- Redesigning organisations

MANAGING SAFETY CULTURE

LEONIE B LOUW (EDITOR)



SOFT COVER



9781485112068



9781485117902



2015



82 PAGES



R 183.00



What does it mean to establish a culture of safety in the workplace? *Managing Safety Culture* not only defines safety awareness as part of a company's culture, it also describes how this culture should be established.

CONTENTS

- Promoting a safety culture in the workplace
- Establish a safety culture
- Safety management vision statements, goals and objectives
- Development and execution of an effective safety management system
- Assess the effectiveness of an existing safety management system

KEY FEATURES



- Clearly defines learning outcomes at the start of each chapter to help readers navigate the contents of OSH
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Examples relevant to the South African business environment.

ABOUT THE EDITORS



Leonie Louw is a lecturer in Safety and Environmental Management at Unisa. She serves on the management board of two NGOs and is involved in community engagement and community upliftment projects.



SUITABLE FOR

- Safety practitioners, Safety Management students, owners and managers of small businesses.



OCCUPATIONAL SAFETY AND HEALTH

- A TQM & QUALITY OF WORK LIFE APPROACH

A VAN SCHOOR & R STEENKAMP



SOFT COVER



9780702180743



9780702197048



2012



TBA



R 408.00



SUITABLE FOR

- Students studying OSH-related courses at undergrad level
- Junior managers and safety representatives.

Occupational Safety and Health (OSH) in the workplace is not only a strategic priority in terms of moral or social responsibility, it is also an obligation regulated and governed by law. A well-designed manufacturing process (the operations system) must be both productive and safe, without potential physical, emotional and mental health risks. OSH management has become a very complex multi-functional science within operations management and total quality management (TQM). It focuses on a non-legalistic approach whereby the organisational culture fosters spontaneous OSH and a high quality of work life. This is done by using a TQM approach, based on a functional TQM model.

Within the framework of the expanded view of OSH and TQM, the main topics covered in this informative and user-friendly book are:

CONTENTS

- Introduction to TQM
- Leadership and quality of work life (QWL)
- Organisational culture
- Serving the internal customer
- A holistic overview and the value of global OSH
- The fundamental responsibilities of the OSH function
- The fundamentals of OSH management
- The fundamentals of occupational hygiene
- The effect of production and operations management (POM) on QWL
- The relationship between innovation, technology and QWL
- Fundamentals of self-management for life excellence
- Personal financial knowledge for quality of life and QWL
- QWL in the future

ABOUT THE EDITORS



Rigard Steenkamp is Professor in Operations Management at the University of South Africa (UNISA). Most of his books and articles focus on operations, project, quality, safety management and biblical studies. He is the programme leader of the UNISA TQM certificate programme. As consultant his hearing conservation company (Noise Clipper) was awarded the AHI Business of the Year award in 2004.

At van Schoor is the Regional Services at the University of South Africa (UNISA). He holds a Doctorate in Psychology from the University of Stellenbosch and a Master's degree in Business Leadership from the UNISA School for Business Leadership. He is registered as a psychologist with the Health Professions Council of South Africa. He has written extensively on a range of topics such as corporate universities, learning management, career development and strategic management.

OFFICE FINANCE

EJ FERREIRA, K CAMPHER,
AE STRYDOM & S VAN ANTWERPEN



SOFT COVER



9781485112013



9781485117551



2e 2016



80 PAGES



R161.00

This book will be useful to students who are currently involved in handling financial issues in any office environment. The aim of this book is to equip office employees with the necessary skills and knowledge to manage financial issues in the office relating to budgeting, buying and selling, wages and salaries, petty cash, banking and insurance.

CONTENTS

- The financial function of an organisation
- The budget
- Buying and selling
- Wages and salaries
- Petty cash
- Banking
- Insurance

ABOUT THE AUTHORS



Edmund Ferreira is a professor in the Department of Business Management at Unisa.

Dr Sumei van Antwerpen is a senior lecturer in the Department of Business Management at Unisa.

Dr Esna Strydom is a senior lecturer in the Department of Office Management and Technology at the Tshwane University of Technology.

Mr K Campher has a National Diploma in Logistics Management and a BTech in Logistics Management.



NEW EDITION



SUITABLE FOR

- Diploma and certificate courses in Office Management.

OPERATIONS & MANAGEMENT PRINCIPLES FOR CONTACT CENTRES

E HOFFMANN (EDITOR), D FARRELL, N LILFORD,
MC CANT & M ELLIS (CO-EDITORS)



SOFT COVER



9780702177040



9780702196553



R 560.00

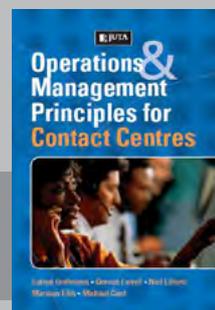


2007



448 PAGES

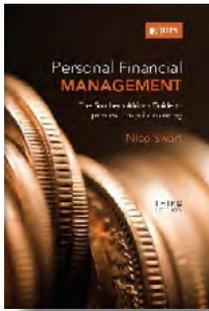
Operations & Management Principles for Contact Centres is the first SAQA-aligned, academic title on contact centre operations, produced by a collective of professionals representing the academic dimension of the contact centre industry in South Africa. Contact centre operations is a relatively new industry. Several South African agencies, institutes, organisations and professional bodies are promoting and developing it in order to satisfy international and national market demands. Accordingly, additional information, knowledge and experience are needed to improve on how organisations integrate core business processes into these centres.



SUITABLE FOR

- Contact Centre-related courses.

PERSONAL FINANCIAL MANAGEMENT N SWART



**FORTHCOMING
NEW EDITION IN 2017**



SOFT COVER



9780702189173



9780702195761



3e 2011



432 PAGES



R 542.00

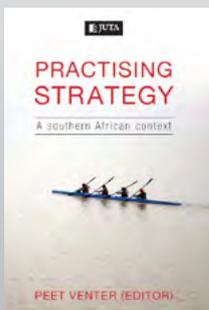
Personal Financial Management provides a comprehensive and integrated structure for the field of personal finances. For success in personal financial planning, knowledge of the steps is essential: career planning, income tax planning, estate planning, investment planning, protection planning, credit planning, health care planning, retirement planning, emigration planning. All of these important elements can have far-reaching positive or negative financial implications for an individual. By following all the steps, an individual will be empowered to take informed, personal financial decisions.

KEY FEATURES



- Outlines the personal financial planning process
- Describes the assessment and measurement of personal financial performance
- Explains the time value of money
- Details ten personal financial planning areas.

PRACTISING STRATEGY - A SOUTHERN AFRICAN PERSPECTIVE P VENTER



SOFT COVER



9781485102519



9781485104773



2014



460 PAGES



R 548.00

Given the common acknowledgement that strategy implementation is the greatest challenge to managers in the 21st-century and the greatest reason for strategy failure we decided to focus on strategy implementation. Rather than promoting the unrealistic idea of strategy as a purely rational and deliberate outcome, this book acknowledges and explores the idea that strategy is often emergent, messy and experimental. We focus on strategy as something that people do rather than something that an organisation possesses. Since people are the building blocks of strategy, we recognise the fact that strategy is both a cognitive and a political activity.

CONTENTS

- Overview of strategic marketing
- Analysing the external market or business environment
- Customer analysis
- Analysing the market
- Analysing competitors
- Analysing the internal environment
- Strategic metrics for marketing
- SCA
- Value proportions
- Market strategies
- Brand equity and life cycle management
- Competitive strategies
- Refocusing the business
- Leveraging the business
- Globalization and competing in a global environment
- Selecting the strategies for the way forward
- Implementation and control

KEY FEATURES



- The focus is on strategy implementation
- The book focus on strategy as something that people do rather than something that an organisation possesses
- primary research was conducted among Southern African top and middle managers and the book draws on these managerial perspectives to enrich the text with first-hand accounts of the strategy experience



SUITABLE FOR

- All undergrad courses on Strategic Management as well as any manager who wants to enhance strategic skills.

ABOUT THE AUTHORS



Professor Peet Venter: Professor in Strategy and Marketing SBL.
Professor Tersia Brevis: Chair: Department of Business Management School of Management Sciences at the University of South Africa.
Professor Mari Jansen van Rensburg: Professor/acting Area Head Strategy and Marketing SBL. Dr Jan Meyer: North-West University.
Dr Johan van Zyl – HOD Business Management University of the Free State. Professor Cecile Nieuwenhuizen – Head of Department Business Management University of Johannesburg. Professor Annemarie Davis – Professor Directing Higher Degrees (Acting), Office of Graduate Studies and Research College of Economic and Management Sciences at the University of South Africa. Dr Hannelize Jacobs. Clifton Singh Senior – Lecturer Strategy and Marketing SBL.

RARE TOTAL LEADERSHIP

- LEADING WITH THE HEAD, HEART AND HANDS

HC NGAMBI



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2011



152 PAGES



R 265.00

“There has long been a longstanding call for a leadership approach that would assist Africa in tackling its rather unique leadership challenges. Professor Hellicy Ngambi has taken up this call by offering a leadership approach centred in values and principles. In a provocative but thorough exposition, Ngambi offers prescriptions for effective leadership in Africa, as well as how organisations can develop a rare commodity – principle-valued base leaders. There are valuable lessons in this book for anyone across the globe who wants to become a principled leader.” - Professor Stella Nkomo



RETHINKING LEADERSHIP

K APRIL, R MACDONALD & S VRIESENDORP



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9781775820536



R 314.00



2000



160 PAGES

Rethinking Leadership explores what real leadership means, encouraging the reader to look within – examine assumptions, make explicit the trusted mental models, seek out reflective space and embark on the journey of authentic self-expression.

CONTENTS

- Awareness – the metaskills of the leader
- Openness – the times are a-changing
- Simplicity – new science and leadership
- Complexity – uncertainty and change
- Connectivity – communication, conversation and dialogue
- Process – strategy and leadership
- Ambiguity – leadership incongruities, tensions and paradoxes.





SAFETY SYSTEMS PRESHODAN NAIDOO



SOFT COVER



9781485112082



9781485117919



2015



85 PAGES



R 172.00

Where does a safety professional start with processes to reduce risk and create a safer work environment? The answer is with a system approach to safety. *Safety Systems* covers the nitty-gritty of this approach, including how to develop a System Safety Programme Plan (SSPP). Different tools and methods of analysing and evaluating safety data are also discussed.

CONTENTS

- Elements of a safety system
- The difference between a priori and a posteriori safety knowledge
- System safety programme plan (SSPP)
- Quantitative methods and safety data analysis
- Evaluation tools for safety and risk analysis

KEY FEATURES

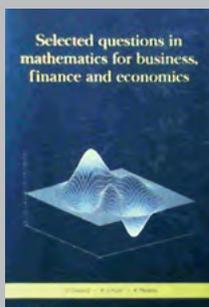


- Unique South African perspective, making the information relevant to any South African environment.
- Integration of practical and theoretical knowledge
- Learning outcomes and key terms to guide a reader
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material.

ABOUT THE EDITOR



Preshodan Naidoo lectures Safety Management in the Department of Business Management at Unisa.



SELECTED QUESTIONS IN MATHEMATICS FOR BUSINESS, FINANCE AND ECONOMICS V COWARD, K PEREIRA & K HUNT



SOFT COVER



9780702172274



2e 2009



357 PAGES



R 422.00

This exercise book provides an extensive bank of test and exam questions in the topics of calculus and financial calculations, all oriented towards applications in business, finance and economics. The questions in the main body of the book are multiple-choice questions with answers given at the back of the book. The incorrect alternatives for each question usually highlight misconceptions and common errors. The book also includes a set of sample tests, written response extension tutorials, a formula sheet and a table of integrals.

KEY FEATURES



- The chapters have been re-arranged so that all the calculus and the financial Mathematics are dealt with entirely in separate sections
- Errors have been identified and corrected
- Question wording has been made more explicit
- The answers for all the different exercises have been grouped together to make them easier to find
- Graphs have been redrawn and enhanced.



SUITABLE FOR

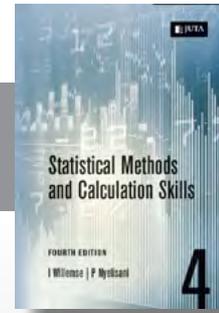
- Students at first-year level at tertiary institutions, registered for Mathematics as part of a degree in Commerce or Accounting
- Matric level students doing advanced work in Financial Mathematics.

STATISTICAL METHODS AND CALCULATION SKILLS

I WILLEMSE & P NYELISANI



SOFT COVER 9781485102762 9781485104865 4e 2015 327 PAGES R 486.00



This book covers statistical methods and calculation skills. Statistical methods cover the collection of data, descriptive methods and inferential methods of analysis. Calculation skills cover elementary calculations, percentages and ratios, equations, graphs and interest calculations. The elementary calculations include basic calculations such as exponents, decimals, scientific notation, logarithms and rounding. Students with no Mathematics background can learn how to do basic calculations before concentrating on the statistical applications. For some courses calculations such as interest, future values of investments, graphs and ratios form part of the core module and are also covered in this book.

CONTENTS

- Part A: Introduction
- Collection of data
- Summarising data using tables and graphs
- Summarising data using numerical descriptors
- Index numbers
- Summarising bivariate data: Simple regression and correlation analysis
- Time series
- Probability: basic concepts
- Probability distributions
- Statistical inference: estimation
- Hypothesis testing
- Part B: Elementary calculations
- Percentages and ratios
- Equations and graph construction
- Interest Calculations

KEY FEATURES



- Multiple choice questions
- Updated content

ABOUT THE AUTHORS



Mrs Isabel Willemse is a retired lecturer from the University of Johannesburg.

Mr Peter Nyelisani is a lecturer at the University of Johannesburg.



SUITABLE FOR

- Diploma courses that use multiple choice for assessments.

NEW

BUSINESS TITLES

FROM JUTA ACADEMIC



SUPERVISING SAFETY

FRANCOIS VAN LOGGERENBERG (EDITOR)



SOFT COVER



9781485112075



9781485117926



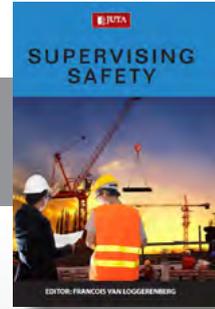
2015



97 PAGES



R 183.00



Supervising Safety is about the implementation of safety measures in an organisation. The book looks at safety theory where it makes the most difference – as it is applied in the workplace. Safety officers are central to the practical application of safety, and their role is clearly spelt out. The goals of the safety supervisor are outlined and one chapter is devoted to the role of ergonomics in the workplace. Readers are also shown how to identify and evaluate hazards in the workplace, develop an employee safety programme and safely handle materials in storage.

CONTENTS

- Safety supervisors' goals and responsibilities in the workplace
- Identification and evaluation of biological, chemical and physical hazards in the workplace
- Concepts and development of an employee safety programme
- Role of ergonomics in the workplace
- Key elements of safe materials handling in storage

KEY FEATURES



- Clearly defined learning outcomes at the start of each chapter to help readers navigate the contents
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Examples relevant to the South African business environment.

ABOUT THE EDITOR



Francois van Loggerenberg is a senior lecturer in Safety Management at Unisa and has published several articles focusing on Safety Management. He is the programme leader of the Programme in Safety Management one-year certificate course, and the co-ordinator of the Safety, Health and Environment (SHE) section at Unisa.

UNDERSTANDING THE CONSUMER PROTECTION ACT

I OPPERMAN & R LAKE



SOFT COVER
POCKET SIZE



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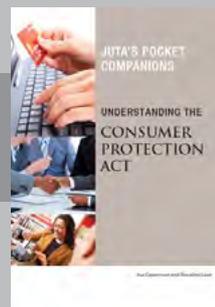
2012



262 PAGES



R 238.00



Understanding the Consumer Protection Act forms part of Juta's Pocket Companion series which complements Juta's highly successful Pocket Statutes series. This title is an ideal companion to the Consumer Protection Act pocket statute.

Understanding the Consumer Protection Act systematically explains the Consumer Protection Act (CPA), one of the most far-reaching pieces of legislation in South African law. The CPA aims to protect consumers from inferior products and services. This has ramifications for many areas of law including contract, delict, company law and access to information. The book is written in an accessible, non-legalistic style, using icons and 'Key Points' boxes to further aid understanding of the Act.

CONTENTS

- Definitions
- Business names
- Marketing
- Agreements
- Right to information
- Fair value, good quality and safety
- Prohibited schemes
- Franchises
- Auctions
- Industry codes of conduct



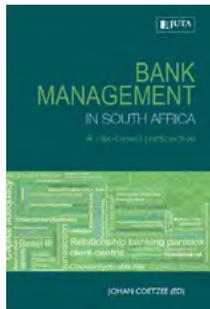
SUITABLE FOR

- Safety officers and Safety Management students, business managers and owners.



SUITABLE FOR

- Legal practitioners
- Retailers
- Educators and students
- Libraries
- The general public



BANK MANAGEMENT IN SOUTH AFRICA - A RISK MANAGEMENT PERSPECTIVE J COETZEE



SOFT COVER



9780702197864



2015



TBC



R 520.00



SUITABLE FOR

- Senior undergraduate and postgraduate students in Banking
- South African bankers and bank analysts

This textbook is the first of its kind for the South African banking industry. The book provides a thorough exposition of the main issues bank management deals with on a day-to-day basis and does so with an underlying risk management theme. This includes traditional topics related to the evaluation of bank financial statements and asset-liability management. Special topics have an explicit focus on South African banks: a Structure-Conduct-Performance analysis, current and future regulatory and legislative frameworks, how the industry evolved through the years and an overview of the Basel capital requirements applicable to South African banks.

CONTENTS

- Financial intermediation theory
- The competitive and operating environment of the South African banking industry
- Financial regulation in the South African banking industry
- The delivery of financial services by South African banks
- The development and internationalisation of South African banking
- Integrated reporting for banks
- Financial reporting for banks
- Measuring the performance of a bank
- Risk and banking
- The identification and measurement of risk in banking
- The management of interest rate risk: asset-liability management
- Managing risks in banking
- Managing the assets of a bank
- Managing the capital of a bank
- Banks and capital adequacy

ABOUT THE AUTHOR



Dr Johan Coetzee has a PhD in Economics from the University of the Free State (UFS), an MBA (Chartered Banker) from University of Bangor in Wales and a Master's degree in Banking from the University of the Free State. He was employed by Nedbank working in the Retail Division as a Branch Manager and later as an analyst in the Sovereign and Institutions Risk Department in the Corporate Credit Division. After leaving the private sector, he pursued a career in the academia where he is currently the Deputy Chair of the Department of Economics at the UFS and a Board member of the School of Investment and Banking at the Milpark Business School. Dr Coetzee has also been an external course evaluator and presenter in the Risk Management course presented by the South African Reserve Bank Academy and teaches Macroeconomics in the MBA programme at the University of the Free State Business School. He has been a visiting external senior lecturer in Bank Risk Management at the Salzburg University of Applied Sciences in Austria where he teaches Master's students specialising in Financial Risk Management. He has been an external course evaluator for several courses at North-West University and Rhodes University and has published in both local and international academic journals in topics related to banking, specifically in the South African banking industry.

HOW TO THINK AND REASON IN MACROECONOMICS

F FOURIE & P BURGER



SOFT COVER



9781485102731



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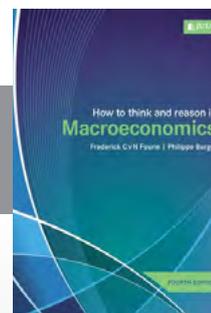
R 627.00



4e 2014



648 PAGES



Completely up-to-date and comprehensive, this 4th edition prepares you to analyse actual macroeconomic events and policy in a globalised context. It combines well-informed intuitive understanding with solid economic theory plus a concrete understanding of South African economic processes, institutions and data. The new edition also covers the global financial crisis, the Euro crisis and the Eskom crisis, all analysed using macroeconomic theory.

This book encourages you to develop reasoning skills and apply the theory to actual events. It provides novel insights into policy institutions, objectives and processes, notably with regard to inflation, unemployment and growth, as well as initiatives such as the National Development Plan. It also integrates the development context of macroeconomic policy in South Africa as well as the broader African context.

KEY FEATURES



- Excellent analytical diagrams plus animations of diagrams (available on the web) that provide new levels of insight into economic dynamics
- New in-depth case studies of the global financial crisis, the Euro crisis, Quantitative Easing, and the impact of Eskom's problems on the South African economy.

ABOUT THE AUTHORS



Frederick Fourie has a PhD in Economics from Harvard University, has been Professor of Economics at the University of the Free State since 1982 and was appointed Distinguished Professor in 1996. He has published widely, both in South Africa and abroad. From 1992 to 1994 he was head of the Unit for Fiscal Analysis at the Treasury in Pretoria, and from 2003 to 2008 the Vice-Chancellor of the University of the Free State. Currently he is Research Co-ordinator of the Research Project on Employment, Income Distribution and Inclusive Growth (REDI3x3), based at the University of Cape Town. He also is the editor of the online policy forum Econ3x3.

Philippe Burger has a PhD in Economics from the University of the Free State where he now is Professor of Economics and Chairperson of the Department of Economics. From September 2012 to September 2014 he was President of the Economic Society of South Africa. In 2014 he was appointed as a member of South African Statistics Council. He is a National Research Foundation rated researcher and has been a research consultant to the OECD and visiting scholar at the IMF. He is the 2002 recipient of the Founder's Medal of the Economic Society of South Africa for the best PhD thesis and was associate editor of the South African Journal of Economics.



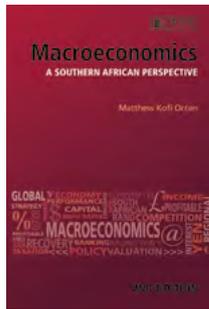
SUITABLE FOR

- Second-year Macroeconomics courses
- Second-year or third-year Macroeconomic Policy courses
- MBA Macroeconomics courses and practising economists.

MACROECONOMICS

- A SOUTHERN AFRICAN PERSPECTIVE

M OCRAN



SOFT COVER



9781485115823



2e 2017



352 PAGES



R 240.00

NEW EDITION



SUITABLE FOR

- Undergraduate students studying Economics for the first time, academics and managers.

The book provides a thorough but concise exposure to macroeconomics to post school students as well as those studying economics for the first time. Following an introduction that gives an overview of macroeconomics as well as a brief discussion of the main macroeconomic problems that societies face, the book then looks at national income accounting and economic performance. The book looks at the unemployment problem. There is also a discussion of aggregate supply and demand theory, and the role of that theory in explaining the determinants of aggregate economic output and employment. The problem of inflation and is also discussed. The reality that the economies of most countries are interconnected with that of the rest of the world is discussed under open economy. The book then discusses economic growth in both the short and the long run.

CONTENTS

- Chapter 1: Introduction to macroeconomics
- Chapter 2: National income accounting and economic performance
- Chapter 3: Labour market and the problem of unemployment
- Chapter 4: Aggregate demand and aggregate supply
- Chapter 5: Money, prices and the problem of inflation
- Chapter 6: Open macroeconomy: International trade, exchange rate and the balance of payment
- Chapter 7: Economic growth in the short run
- Chapter 8: Economic growth in the long run

KEY FEATURES



- An extensive re-working of the old text and simplification of the material in the old book
- Economic growth presented in a fresh way
- Highlights economic growth variability in the short run and the relationship between long-run growth in income per person and economic development
- Includes relevant examples from South Africa
- Reduced volume.

ABOUT THE AUTHORS



Matthew Kofi Ocran is Professor of Economics and Head of the Department of Economics at the University of the Western Cape. He is also a Visiting Professor of at the University of Cape Town's Graduate School of Business. His research interests cover applied econometrics, financial economics, monetary policy and macro-econometric modeling, development economics, development finance. He also teaches macroeconomics at the undergraduate and the post-graduate levels.

Prof Ocran holds a BSc and MPhil degrees from the University of Ghana and a PhD from Stellenbosch University. He has taught numerous tertiary level economics courses in Ghana and South Africa, and for the last seven years he has successfully supervised 20 Master's in Commerce students and four PhDs in Economics and one in Development Finance. He has also served as an external examiner for five PhD candidates in economics for University of the North, Stellenbosch University, University of South Africa and the University of Kwazulu Natal.

He has won numerous prestigious academic awards and research grants from (among others) the Research Department of the International Monetary Fund (IMF) in Washington DC as an IMF/AERC Visiting Scholar (2006), and from the Nairobi-based African Economic Research Consortium (on two occasions). Matthew has published in a number of local and international academic journals; South Africa's National Research Foundation (NRF) rates him as an established researcher.

MICROECONOMICS

- A SOUTHERN AFRICAN PERSPECTIVE

M MOSES



SOFT COVER



9781485115816



2016



224 PAGES



R 200.00

This textbook provides a comprehensive introduction to microeconomic theory, set against a contemporary South African background. The book covers traditional theories of consumer and producer behaviour as prescribed in most introductory microeconomic modules.

CONTENTS

- Chapter 1: Introduction to economics
- Chapter 2: Demand and supply
- Chapter 3: Elasticity
- Chapter 4: Consumer equilibrium – the cardinal utility approach
- Chapter 5: Consumer equilibrium – the ordinal utility approach
- Chapter 6: Production and cost
- Chapter 7: Profit maximisation in a perfectly competitive market
- Chapter 8: Determining prices and output in imperfect competitive markets

KEY FEATURES

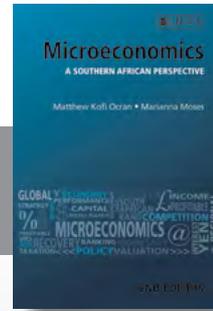


- Activities and self-evaluation exercises at the end of each chapter to improve the flow of discussion
- Feedback to activities and exercises at the end of the book.

ABOUT THE AUTHOR



Mariana Moses holds an MCom in Economics from the University of the Western Cape and formally joined the Department of Economics in 2007. Over the years she has taught core and elective economic modules, viz. Macroeconomics, Public Finance and Labour Economics to undergraduate students, and recently facilitates advanced microeconomic modules. Her research interests are in Labour and Social Development.

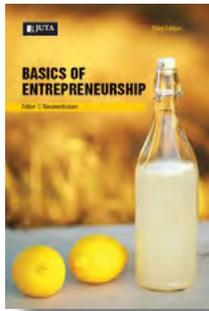


NEW EDITION



SUITABLE FOR

- Undergraduate students studying Economics for the first time, academics and managers.



BASICS OF ENTREPRENEURSHIP

C NIEUWENHUIZEN (EDITOR)



SOFT COVER 9781485102540



9781485104841



R 475.00



3e 2015



368 PAGES

The text covers all the basic aspects for entrepreneurs. The book starts by giving an overview of an entrepreneur. It then covers all the aspects of a business from marketing to finance.



SUITABLE FOR

- All courses in Entrepreneurship from basic to intermediate. It will also help a start-up entrepreneur to understand the basics.

CONTENTS

- Basic Business Concepts and the Business Environment
- Entrepreneurship and small, medium and micro enterprises (SMMEs) in perspective
- The identification of feasible business ideas
- The viability of a business idea
- The business plan
- Product decisions the offering to our customers
- Price how to determine what to charge
- Distribution getting the product to the customer
- Promotion communicating with your market
- Advertising your small business
- Operations management
- The human resource function
- An introduction to financial management for entrepreneurs
- Financing the capital requirements of a small business
- The break-even analysis
- Budgets

ABOUT THE EDITOR, AUTHORS AND CONTRIBUTORS



Professor Cecile Nieuwenhuizen is Head of the Department of Business Management at the University of Johannesburg.

Professor R Steenkamp is a Senior lecturer in operations management in the University of South Africa's Department of Business Management.

Dr Alex Antonites is a senior lecturer in the Department of Business Management Chair for Entrepreneurship, at the University of Pretoria.

Andreas de Beer is a senior lecturer in the Department of Business Management at the University of South Africa (UNISA).

Professor Mike Cant is Head of Department of the Marketing and Retail Department at the University of South Africa (UNISA).

Professor Willie Conradie was a former professor in the Department of Business Management, at the University of Johannesburg.

Professor Edmund Ferreira is a Professor in the Department of Business Management at UNISA.

Welma Fourie is currently Financial Manager at Eduloan. She was formerly a senior lecturer at Technikon SA in the Accounting Department.

Dr Hannelize Jacobs is a senior lecturer in Management at Monash University. Her expertise lies in the areas of new knowledge creation and strategic innovation – acquired over many years through research, educational reflective practice and innovation; mostly within communities of practice.

Richard Machado is a Senior Lecturer in the Department of Marketing and Retail Management at UNISA. He is co-author in a number of books.

BUSINESS MANAGEMENT FOR ENTREPRENEURS

C NIEUWENHUIZEN (EDITOR)



SOFT COVER



9781485111825



9781485115496



3e 2015



364 PAGES



R 373.00



SUITABLE FOR

- Undergraduates in Entrepreneurship as well as entrepreneurs who are starting up a new business.

The book guides the entrepreneur in managing the eight business functions: general management, finance, marketing, operations management, purchasing and the supply chain, human resources, information management and public relations. These management and managerial skills are essential to successfully manage a business that employs more people than when it was initially established.

This edition contains updated information and new examples on all the business functions relevant to entrepreneurs. *Business Management for Entrepreneurs* (third edition) is an invaluable resource for students studying entrepreneurship and all young entrepreneurs who plan to start their own business, or entrepreneurs who have their own business but want to learn more about managing the business functions as the business grows.

CONTENTS

- Introduction to Business Management for the Entrepreneur
- General Management
- The Financial Management Function
- The Marketing Function
- Operations Management
- The Purchasing Function
- The Human Resource Function
- Information Management
- Public Relations

ABOUT THE EDITOR



Prof Cecile Nieuwenhuizen is Head of the Department of Business Management at the University of Johannesburg. She is the author of several books, articles and conference papers on entrepreneurship and business management.



DYNAMICS OF ENTREPRENEURSHIP

KAREN BOOYSEN (EDITOR)



SOFT COVER



9781485102342



2015



376 PAGES



ZAR

R 299.00



SUITABLE FOR

- Students in undergraduate courses as well as anyone planning to enter the world of entrepreneurship.

Entrepreneurship is a dynamic process constantly evolving through innovation, in that entrepreneurs start a business to sell profitable products and services which often do not previously exist or to improve on those that do. This process requires the entrepreneur to have major skills in different functional areas of the business. *Dynamics of Entrepreneurship* is about entrepreneurship in the South African business environment. It describes how entrepreneurs can organise resources and activities for the potential business to operate as profitably as possible. It emphasises that marketing and finance are the two most important business functions every entrepreneur needs to know, for both a start-up enterprise and long-term sustainability.

CONTENTS

Entrepreneurship

- Chapter 1: Entrepreneurship and small, medium and micro
- Chapter 2: Basic business concepts and the business
- Chapter 3: The identification and development of business
- Chapter 4: The viability of a business idea

Financial Management

- Chapter 13: An introduction to financial management
- Chapter 14: Basic accounting and financial statements
- Chapter 15: Analysing the annual financial statements
- Chapter 16: Budgets
- Chapter 17: The capital requirements of a business

Marketing

- Chapter 5: Fundamentals of marketing management
- Chapter 6: The marketing environment of business
- Chapter 7: Market segmentation, targeting and positioning
- Chapter 8: Product decisions
- Chapter 9: Pricing decisions
- Chapter 10: Promotion decisions
- Chapter 11: Distribution decisions (placement)
- Chapter 12: Marketing planning, implementation and control

ENTREPRENEURIAL SKILLS C NIEUWENHUIZEN (EDITOR)



SOFT COVER



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9780702195792



2e 2008

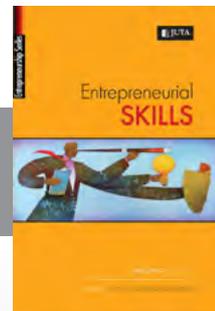


256 PAGES



R 405.00

An entrepreneur is different from a manager of a small business in many respects, but largely in attitude and approach. And the right approach hinges on appropriate entrepreneurial skills.



ENTREPRENEURSHIP AND HOW TO ESTABLISH YOUR OWN BUSINESS J STRYDOM (EDITOR)



SOFT COVER



9781485111849



9781485115502



9780702196171



5e 2015



170 PAGES



R 362.00

Did you know that two out of three new businesses fail? This is often due to a lack of understanding of basic business concepts by the business owners. In the competitive South African business environment aspiring entrepreneurs and new business owners need a solid foundation of knowledge to build sustainable businesses on. *Entrepreneurship and how to establish your own business* (5th edition) is a foundational book covering the key areas of entrepreneurship and small business development.

IT COVERS:

- The entrepreneur's personal skills set
- Role models in the field of successful entrepreneurship
- Thinking 'out of the box' to find opportunities in the market
- Evaluating business ideas
- Drawing up a business plan
- Setting up a business
- Legal and other business requirements that apply to new businesses.

CONTENTS

- Entrepreneurship and small, medium and micro enterprises (SMMEs) in perspective
- Basic business concepts and the business environment
- The identification and development of business ideas
- The viability of a business idea
- The business plan
- Setting up a business

ABOUT THE EDITOR

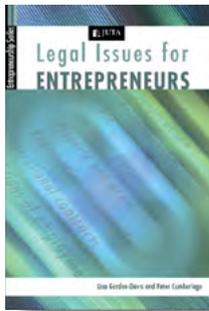


Professor Johan Strydom is a professor in Business Management in the School of Management Sciences at the University of South Africa.



SUITABLE FOR

- Undergraduate students in the field of Business Management and Entrepreneurship
- Owners of small businesses, aspiring entrepreneurs and any person with an interest in understanding how a business is successfully established and run.



LEGAL ISSUES FOR ENTREPRENEURS

L GORDON-DAVIS & P CUMBERLEGE



SOFT COVER 9780702172762



2007



264 PAGES R 405.00



Legal Issues for Entrepreneurs is a comprehensive guide to the complex legal requirements involved in the planning, registering and operating of small business enterprises.

KEY FEATURES



- A simplified, user-friendly and practical format
- Tools for rating individual company performance and adherence to corporate law, including BEE scorecards
- Relevant to the South African small business context vis-à-vis fast-growing multinational corporations.



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BASIC PSYCHOLOGY FOR HUMAN RESOURCE PRACTITIONERS

SJ KRUGER & J STEYN



SOFT COVER



9781485102755



9781485104711



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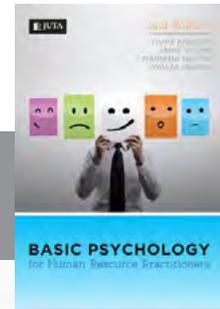
2e 2014



400 PAGES



R 466.00



This work provides an overview of basic psychology and introduces students to personnel management. In personnel management at higher education institutions. The first seven chapters deal with the psychology of individual behaviour. Phenomena such as individual differences, human abilities, personality and the learning process are covered in depth. Chapters eight to thirteen comment on the socio-psychological aspects of human behaviour, including attitudes, roles and groups. The book ends with a review of the historical development of human resource management, its present status and personnel functions.

KEY FEATURES



- Gives study objectives for each chapter, listing specific outcomes
- Provides definitions and illustrative examples
- Supported by tables, diagrams and cartoons to reinforce learning
- Includes summaries that bring together core concepts
- Incorporates self-evaluation exercises, integrating knowledge and practice
- Offers a comprehensive list of references, encouraging further learning.

ABOUT THE AUTHORS



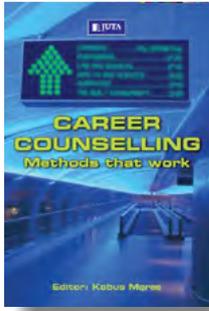
Mr S J Kruger worked as a chief researcher at the Human Sciences Research Council previously and is at present a contract lecturer at the Departments of Human Resource Management and Psychology at the University of South Africa. He is the co-author of a book on Research Methodology as well as the author of published work on personnel management, organisational climate and several reports on attitude-studies.

Janie Steyn is the Head of Programme in the Commerce Faculty and manager for the BComHons programmes at Midrand Graduate Institute. She is also lecturing Organisational Behaviour for the BComHons programme. She holds an MPhil (Leadership in Performance and Change) from the University of Johannesburg. She started her academic career in Potchefstroom where she obtained a BCom degree cum laude at the North-West University, after which she studied through the University of South Africa for her BComHons.



SUITABLE FOR

- First-year students in Personnel Management/ Human Resource Management



CAREER COUNSELLING

- METHODS THAT WORK
K MAREE (EDITOR)



SOFT COVER 9780702178023



2010



176 PAGES



R 281.00



SUITABLE FOR

- Practitioners involved in primary, secondary and tertiary education
- Psychology and Social Work
- Corporate coaches
- Academics
- Researchers
- Scholars and students.

Career counselling: Methods that work is an introductory text that provides practitioners with a wide range of efficient and effective career interventions. Representing the main schools of thought in career counselling today, *Career counselling: Methods that work* identifies and reflects the growing global interest in innovative approaches to career counselling including Mark Savickas' career story interview technique for career construction counselling.

In addition, the text:

- facilitates an understanding and application of contemporary theories, goals, methods and strategies in career counselling;
- provides an overview of the most recent and current international perspectives on 21st-century career counselling;
- examines the historical and philosophical underpinnings of qualitative, quantitative and multi-method approaches to career counselling and suggests how these approaches may be utilised by practitioners;
- critically analyses questions such as, 'How can career counselling be best facilitated for all learners, in all contexts, including learners who experience barriers to learning?' and 'How does one use the career-story questionnaire to promote self-reflection for life design?'; and
- discusses various assessments that could be used to facilitate clients' self-expression and discovery of their identity and personality configuration.

CAREER COUNSELLING AND GUIDANCE IN THE WORKPLACE

- A MANUAL FOR CAREER DEVELOPMENT PRACTITIONERS

M COETZEE, H ROYTHORNE-JACOBS & C MENSELE



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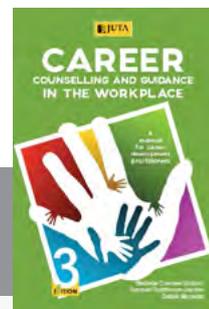
R 435.00



3e 2016



464 PAGES



NEW EDITION



SUITABLE FOR

- Postgraduate students and career development practitioners who specialise in career counselling.
- Human resource practitioners, psychologists, psychometrists and registered counsellors involved in providing career development services to individuals and employers.

The third edition of this market-leading textbook on career counselling and guidance in the workplace has been extensively updated to reflect classical and the latest research and theory in career development theory and intervention as these apply to the 21st-century organisational context. The book offers a comprehensive overview of career counselling and guidance services, practices, tools and techniques for the career development practitioner. This book will help career development practitioners in their role as career counsellors to develop the contextual perspectives needed for competent and professional career counselling and guidance practice in the twenty-first century workplace, and especially in the South African workplace context. Quality career development services for all South African citizens have become a national imperative. The book serves as a valuable resource for students, academics and practitioners who specialise in the field of career psychology. The third edition further incorporates the South African perspective on career development services and the role and competencies of career development practitioners as outlined in the new national frameworks.

CONTENTS

- Introduction to Career Counselling and Guidance in the Workplace
- The Psychology of Career Behaviour
- The Career Counselling and Guidance Process
- Career Counselling and Guidance Theory, Tools and Techniques
- The Profession and Practice of Career Counselling and Guidance

KEY FEATURES

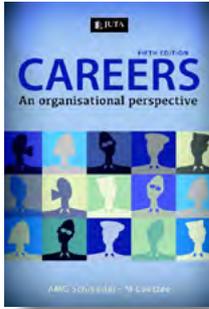


- Real-life case studies reflect the diverse population groups of South Africa to present to the student and practitioner practical illustrations of how the theory is applied in career counselling practice.

ABOUT THE EDITOR AND AUTHORS



The editor, Melinde Coetzee (DLitt et Phil), is a Research Professor in the Department of Industrial and Organisational Psychology at the University of South Africa. Her research primarily focuses on careers, graduate employability capacities and the psychology of retention. Melinde is the author, co-author and editor of a number of academic books on training and development, career and personnel psychology. She has published in numerous accredited academic journals. Herman Roythorne-Jacobs (MCom) is a practising Industrial Psychologist and HR Practitioner (OD). He specialises in strategic human resource development, career and performance management and has delivered training in various critical fields, ranging from diversity management, emotional competency, leadership and administrative and financial skills. Herman renders services related to job and competency profiling, career pathing and succession management. Cebile Mensele (MCom) is a registered Industrial and Organisational psychologist with the HPCSA and senior lecturer in the department of Industrial and Organisational psychology at the University of South Africa. Cebile has over 6 years lecturing experience in career psychology at both undergraduate and postgraduate level. Cebile is a project leader in a community engagement project involving career counselling and guidance of high-school students.



CAREERS

- AN ORGANISATIONAL PERSPECTIVE

AMG SCHREUDER & M COETZEE



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R 525.00



5e 2016



568 PAGES



SUITABLE FOR

- The career development practitioner
- Undergraduate students in Industrial and Organisational Psychology, Business and Human Resource management
- Professionals, planning, supporting and managing career development in the contemporary world of work. Postgraduate students may also find this book a useful resource.

CONTENTS

- The meaning of work
- Changes in organisations: implications for careers
- Career concepts and career models
- Career choice and counselling
- Life and career stages
- Career issues
- Career well-being
- Organisational choice and career development support

KEY FEATURES



- The chapters are self-contained units and the text is flexible enough for lecturers to teach the material in the order they find most appropriate.
- Each of the eight chapters begins with a set of learning outcomes that previews content and guides the student.
- Review and discussion questions provide an opportunity to review chapter content and learning outcomes by testing students' memory of key issues and concepts within the chapter. The questions also give students an opportunity to apply critical thinking skills to in-depth questions.
- The reflection activities and case studies act as mini-cases students can use to analyse and dissect chapter concepts and applications via real-life South African-specific scenarios.

ABOUT THE AUTHORS



Dries Schreuder (DAdmin) is a Professor in the Department of Industrial and Organisational Psychology at UNISA and lectures in Forensic Industrial Psychology and Career Psychology. He has presented papers at various national and international conferences and has published extensively in accredited journals. He is also the author, co-author and editor of a number of academic books.

Melinde Coetzee (DLitt et Phil) is a Research Professor in the Department of Industrial and Organisational Psychology at the University of South Africa. Her research primarily focuses on careers, graduate employability capacities and the psychology of retention. Melinde is the author, co-author and editor of a number of academic books on training and development, career and personnel psychology. She has published in numerous accredited academic journals.

COLLECTIVE BARGAINING IN THE WORKPLACE

MS ANSTEY, J GROGAN & T NGCUKAITOBI



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9780702177903



2010



158 PAGES



R 436.00

This book written by some of South Africa's leading labour negotiators and alternative dispute-resolution experts, offers the first comprehensive and inclusive guide for aspirant and experienced labour practitioners alike on the topics of understanding conflict in the South African workplace, alternative dispute-handling process, negotiations and collective bargaining. It seeks to guide its readers through the dynamics of conflict and disputes in the workplace. It also analyses the workings of labour negotiations, alternative dispute resolution techniques and collective bargaining. It is a comprehensive and inclusive guide for aspirant and experienced labour practitioners alike.



HUMAN RESOURCE MANAGEMENT

T AMOS, N PEARSE, L RISTOW & A RISTOW



SOFT COVER



9781485112105



9781485117834



R 465.00



4e 2015



464 PAGES



SUITABLE FOR

- Individuals holding management positions in organisations
- All learners seeking theoretical and practical insight into the management of people as well as into the most important aspects of Human Resource Management.

People and their effective management are key to sustainable organisations. In its 4th edition, *Human Resource Management* remains an essential resource for anyone wanting practical insight into the effective management of people.

The new edition continues to provide a sound theoretical base while equipping learners with practical insight. In line with its focus on managing people, there is comprehensive coverage of topics from areas such as Organisational Behaviour, Leadership, Labour Relations, Labour Legislation, Strategic Human Resource Management and Human Resource Management. It provides practical guidance on the legal and fair management of people and the required administration.

CONTENTS

- Introduction to the management of people in sustainable organisations
- South African labour legislation
- The South African labour relations system
- Human resource planning
- Staffing an organisation
- Managing diverse and unique employees
- Motivating staff
- Leadership of people
- Managing relational capital
- Structural capital, culture and change
- Performance management
- Compensation and rewarding performance
- Training, development and learning
- Managing labour relations in the workplace
- Responsible strategic leadership and human resource management
- Section of Cases

KEY FEATURES



- Case scenarios
- Problem-type questions for practical applications
- HRM documents, policies and templates
- PowerPoint® slides for instructors support each chapter
- New topics such as sustainability, human resource management's contribution to strategic planning and sustainability, talent management, employee engagement and retention, employee onboarding, generational differences, creating structural capital, ethics and a new and fresh focus on leadership within organisations and on responsible strategic leadership
- Incorporates the 2014 amendments to the Employment Equity Act, the Basic Conditions of Employment Act and the Labour Relations Act as well as relevant new legislation.

ABOUT THE AUTHORS



Trevor Amos – Head of the Department of Management at Rhodes University. A registered Chartered HR Practitioner with the South African Board for People Practices (SABPP). Experience in consulting and people development in both the public and private sector with extensive work in the automotive industry. Adrian Ristow – ‘Social Intrapreneur’ currently managing Project Last Mile which aims to leverage the business capabilities of the Private Sector to address key bottlenecks in the distribution of medicines in hard-to-reach parts of Africa. Consulting experience spans a broad spectrum across Human Resources Management, Strategy and Communications. Liezel Ristow – An Attorney of the High Court of South Africa. A freelance Management Consultant with a particular focus on Labour Law and Strategic Management. Noel Pearse – Associate Professor in the Rhodes Business School. A registered Industrial Psychologist with the Professional Board of Psychology of the Health Professions Council of South Africa. Consulted to, and conducted training on behalf of National Parliament, government departments, NGO's and private companies, including extensive work in the automotive industry.

HUMAN RESOURCE MANAGEMENT & EMPLOYMENT RELATIONS IN SA

- CONTEMPORARY THEORY AND PRACTICE
AJ DU PLESSIS (EDITOR)



SOFT COVER



9781485102700



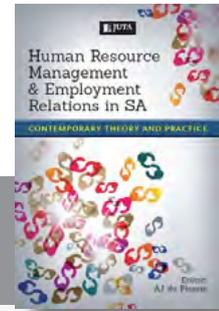
2015



320 PAGES



R 409.00



Human Resource Management & Employment Relations in SA is a contemporary book using theory and applying it in practice for the reader with clear practical examples. It is also a guideline for HR and ER practitioners.

CONTENTS

- Introduction to Human Resource Management and Employment Relations
- What is Human Resource Management – The critical role of HRM: an integrative approach
- Staffing the organisation
- Recruitment, selection, placement, induction and retention
- Human Resources Development
- Managing employees
- Remuneration
- Legal aspects in the workplace
- Managing Employment Relations
- The future challenges of HRM

KEY FEATURES



- Real contemporary case studies that could be used as examples by the reader
- Additional readings with journal articles and websites for further research.

ABOUT THE EDITOR

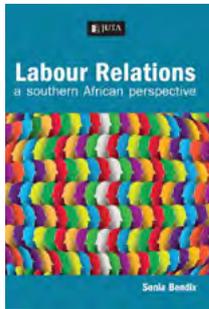


Dr Andries du Plessis is an Industrial Sociologist with 40 years practical experience as consultant in HR, HRM, Employment Legislation, Employment Relations, Dispute Resolution Mechanisms and Negotiations. As a consultant he has represented mainly employers in employment disputes in mediation and arbitration in the CCMA (SA) and in the Employment Relations Authority in New Zealand. He was the Managing Director of a New Zealand company for two years before joining a leading tertiary institution in Auckland as a Senior Lecturer, in 2002. His research interest is in HR, ER, HRM, IHRM, Organisational Development, Change Management, Leadership, Cultural Differences, and Diverse Workforces. Since 2003 a total of 74 conference papers were presented at international conferences, 26 book chapters in 7 books were published, he co-authored two books, and a total of 51 refereed journal articles were published in international journals. He is also a consultant in employment legislation for Baker Law in New Zealand, in his spare time.



SUITABLE FOR

- Academics, HR/ER practitioners, managers and line managers, and union officials
- Lecturers for students at entry level in HRM and ER for Certificate, Diploma and first-year students.



LABOUR RELATIONS

- A SOUTHERN AFRICAN PERSPECTIVE

S Bendix



SOFT COVER



9781485102335



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9781485115359



6e 2014



672 PAGES



R 572.00

Despite the change of title, this is the sixth, revised edition of *Industrial Relations in South Africa*. As with its forerunners, this is a comprehensive text covering all aspects of labour relations in South Africa from both a theoretical and practical perspective. The text takes the reader through the entire gambit of the relationship commencing with an analysis of the relationship itself and the establishment of labour relations systems and continuing to the participants, their interactions and the legislation governing these interactions – all within the context of the South African scenario. Most chapters have detailed practical examples and explanations and, where relevant, actual cases are reported and discussed.

KEY FEATURES



- Updates on the very latest developments in the field as well as changes and proposed changes to legislation
- Extensive use of bulleting where large sections of information need to be absorbed
- Latest important cases
- Suggested questions/tasks for each chapter

ABOUT THE AUTHOR



Professor Sonia Bendix, now retired, spent 21 years as senior lecturer and then as Head of Department Human Resource Management at the Cape Peninsula University of Technology. Prior to that she ran her own Information and Consultancy Service and also completed a stint as Manpower Manager at the then Cape Chamber of Industries. She has consulted and trained extensively in the private sector and the public service. Professor Bendix was a member of the National Standards Body for Human and Social Sciences, the Standards Generating Body for Human Resource Management and the qualifications task team for the Board of Personnel Practice. Her other publications include *The Basics of Labour Relations*, *Labour Relations in Practice* and *Industrial Relations and Organisational Dynamics*.

PRACTISING TRAINING AND DEVELOPMENT IN SOUTH AFRICAN ORGANISATIONS

M COETZEE (EDITOR), J BOTHA, J KILEY,
K TRUMAN & MC TSHILONGAMULENZHE



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9780702196614



2e 2012



672 PAGES



R 653.00



This second edition addresses the evolving skills development landscape, which has profound implications for training and development (T&D) in the workplace. It offers a sound theoretical and practical framework for both experienced professionals and those new to the outcomes-based, occupation-directed and work-based T&D approach to workplace-learning design.

CONTENTS

- Training and development in the South African context
- The South African occupational learning system
- The psychology of learning, employee motivation and performance
- Conducting a training and development needs analysis
- Outcomes-based workplace learning design
- Delivering training
- Assessment and moderation in training and development
- Evaluating training effectiveness
- Managing training and development in the workplace
- Profession and practice of training and development

KEY FEATURES



- Explains the new skills development legislation and the implications for workplace-learning design delivery, assessment and evaluation in the South African occupational learning system context
- Offers insight into the psychology of adult learning, motivation and performance
- Offers practical guidelines for occupation-directed, work-based learning design, delivery, assessment and evaluation
- Explores T&D management from a Human Resources Development (HRD) strategic and value-adding perspective
- Discusses quality assurance matters related to work-based learning design, delivery, assessment, evaluation and management
- Provides guidance to T&D professionals regarding the profession, ethical standards and values, and their continued professional development.

ABOUT THE EDITOR & AUTHORS



Melinde Coetzee (editor) is a professionally registered Industrial Psychologist and professor in the Department of Industrial and Organisational Psychology at the University of South Africa.

Jo-Anne Botha is a lecturer in the Department of Human Resource Management at the University of South Africa.

Jerome Kiley is registered as a Master Human Resource Practitioner (HRD) with the South African Board for Personnel Practice. He is currently a lecturer in the Department of Human Resource Development at the Cape Peninsula University of Technology.

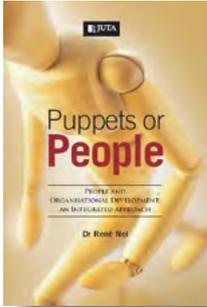
Kiru Truman has over 20 years' experience in education and training. Kiru is a qualified verifier, skills development facilitator, moderator, assessor and curriculum designer.

Maelekanyo Christopher Tshilongamulenzhe is a senior lecturer of Human Resource Development in the Department of Human Resource Management at the University of South Africa. He is a member of the South African Board for People Practices (SABPP) at the level of a Master Human Resource Practitioner (MHRP).



SUITABLE FOR

- Students
- T&D professionals.



PUPPETS OR PEOPLE

- PEOPLE AND ORGANISATIONAL DEVELOPMENT:
AN INTEGRATED APPROACH
R Nel



SOFT COVER 9780702177408



2008



131 PAGES



R 321.00

Managers often forget that their staff are not just employees, but complex individuals who bring unique skills to the workplace. But by expecting employees simply to do as they are told, managers turn them into mere, unthinking puppets – to the detriment of their company's success.

Puppets or People assists managers to look at the broader picture and see how a decision, project or new process impacts on systems in the work environment. The author uses the People and Organisational Development Integrated Approach Model to simplify the concepts, processes and procedures of putting an integrated people and organisational development strategy together. She also highlights the golden thread in dealing with people and organisational development, which is the link between initiatives and the interrelationship of components.

SOUTH AFRICAN HUMAN RESOURCE MANAGEMENT

- THEORY AND PRACTICE

BJ SWANEPOEL



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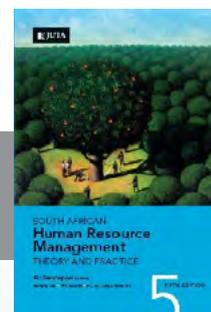
5e 2014



800 PAGES



R 631.00



The fifth edition of *South African Human Resource Management* meets the ever-growing demand for HRM compendium specific to South Africa. Written by South Africans for South Africans, the book emphasises the need to contextualise HRM locally and within the wider African context. The book offers value to anyone involved and/or potentially interested in the management of human resources on the African continent and demonstrates why HRM is at the core of the sustainable development challenges we face. Now including numerous public sector examples and connections, the fifth edition continues to be a useful tool for those practising (or aspiring to practise) HRM in public sector organisations.

CONTENTS

- Setting the HRM agenda conceptual and contextual perspectives: The challenge of human resource management: An introduction
- South African human resource management in context
- Beyond conformance: HRM for socio-economic inclusiveness
- Preparatory HRM work – strategising, designing and planning: HRM strategies and policies: Frameworks for managing human resources
- Designing work, organisations and HRM work
- Workforce planning
- Sourcing work talent: Searching for the right work talent
- Making selection decisions and establishing employment relationships and other work arrangements
- The challenge of people empowerment: Motivation and work
- Leadership at work
- Managing, assessing and enhancing work performance
- Managing and developing careers for talent and retention
- Developing South Africa's human resources: Macro-level perspectives on the agenda and framework
- Training and developing employees: Organisational-level perspectives
- The reward and care challenge: Remunerating employees
- Providing employee incentives and benefits
- Well-being at work – and beyond
- The challenges of labour and employee relations: Labour relations in South Africa: Some basics
- Managing labour relations at the organisational level
- Terminating employment relationships
- Additional challenges and perspectives: Championing change/Managing HRM-related information/Pushing boundaries – going beyond...

KEY FEATURES

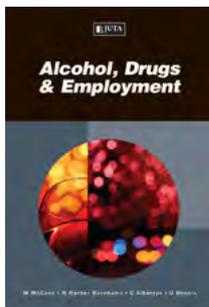


- A companion website contains relevant support material, including: resources, case studies, short questions and practical challenges to stimulate thinking and learning dialogue and debate
- Cutting-edge theoretical and practical developments are blended, sustainability connections are shown and readers are encouraged to apply analytical and critical thinking.



SUITABLE FOR

- Undergraduate and postgraduate students, as well as seasoned practitioners, in the fields of Human Resource Development, Labour Relations, Management Development and MBA programmes.



ALCOHOL, DRUGS & EMPLOYMENT

C Albertyn, U Bhoola,
N Harker Burnhams & M McCann



SOFT COVER 9780702194061 9780702199271 2e 2011 420 PAGES R 515.00



Alcohol, Drugs & Employment is the new edition of the popular *Alcohol, Employment & Fair Labour Practice*. Like its predecessor, this book is a practical guide for labour lawyers, employers, trade unions, HR managers and occupational health professionals who grapple with the problems of substance abuse in the workplace.

Alcohol, Drugs & Employment explains the case law on substance abuse in South Africa and also provides a useful international legal comparison. The book recommends procedures for identifying, controlling and treating substance abuse. It includes templates and procedural guidelines for pre-employment testing, employee testing and fair disciplinary action. *Alcohol, Drugs & Employment* also sets out the procedure for introducing and implementing a comprehensive substance-abuse policy in the workplace.



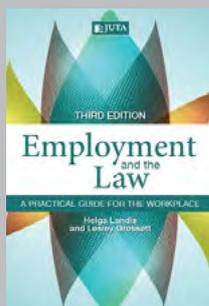
SUITABLE FOR

- Labour lawyers
- Employers
- Trade unions
- HR managers
- Occupational health professionals

KEY FEATURES



- Presents both medical and legal perspectives on substance abuse in the workplace
- Provides useful guidelines on lawful medical testing of job applicants and employees
- Contains practical guidelines, protocols and policy templates
- Assists employers and trade unions to introduce and implement workplace policies on substance abuse
- Contains a useful international perspective by way of comparison with Canadian workplace law.



EMPLOYMENT AND THE LAW - A PRACTICAL GUIDE FOR THE WORKPLACE

H LANDIS & L GROSSETT



SOFT COVER 9781485101734 3e 2014 580 PAGES R 580.00



This book is a practical, process-orientated, yet in-depth guide for managers, HR practitioners and trade union officials. It provides them with a comprehensive yet practical labour law tool, allowing quick and easy access to information required to comply with the law and manage the employment relationship effectively.

CONTENTS

- Glossary of terms
- Employment relations
- Employment equity
- Recruitment
- Contract of service
- Conduct management
- Capacity management
- Retrenchment
- Industrial action
- Dispute resolution
- Skills development
- Social security
- Promotion of access to information
- Tables of cases and statutes
- Index

LABOUR DISPUTE RESOLUTION

J Brand, C Lötter, T Ngcukaitobi & F Steadman



SOFT COVER



9780702179556



9780702199448



2e 2009



354 PAGES



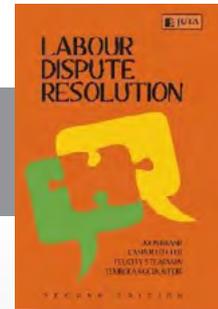
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The second edition of this popular book, written by seasoned practitioners in this field, offers step-by-step guidance in dealing with disputes in the workplace. *Labour Dispute Resolution* sets out the system provided in our law for resolving labour disputes, either in terms of the Labour Relations Act or by private dispute resolution. It guides employees, employers, trade unions and employers' organisations (and their representatives) through the various processes to be followed, and sets out the institutions to which particular disputes should be referred. An important addition to the second edition is a new section on dispute resolution in the public sector.

KEY FEATURES

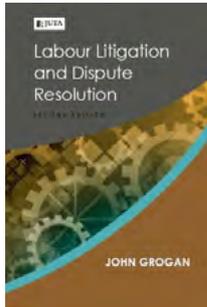


- Step-by-step guidelines on conciliation, mediation, facilitation and arbitration procedures
- Handy checklists and flowcharts assist the reader to prepare for the various processes
- Includes templates for mediation and arbitration agreements and relevant CCMA forms



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- Employment and labour disputes
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- Statutory arbitration
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KEY FEATURES



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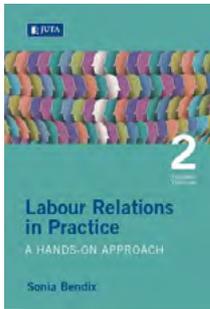
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KEY FEATURES



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- The contract of employment
- Caring for employees
- Developing employees
- Facilitating the relationship between employer and employees
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KEY FEATURES



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- Legislative requirements and codes of good practice are explained in simple, accessible language
- Examples of relevant policies are provided
- Each chapter ends with a useful summary of the main learning points.

ABOUT THE AUTHOR



Professor Sonia Bendix was Head of Department: Human Resources Management at the Cape Peninsula University of Technology. She was also a member of the National Standards Body for Human and Social Sciences, The Standards Generating Body for Human Resource Management and the qualifications task team for the Board of Personnel Practice. Her other publications include *Industrial Relations in South Africa*, *Basics of Labour Relations*, *Labour Relations in Practice* and *Industrial Relations and Organisational Dynamics*.

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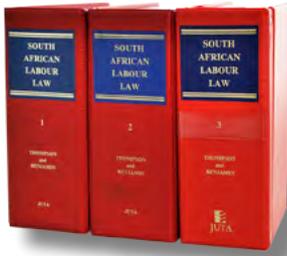


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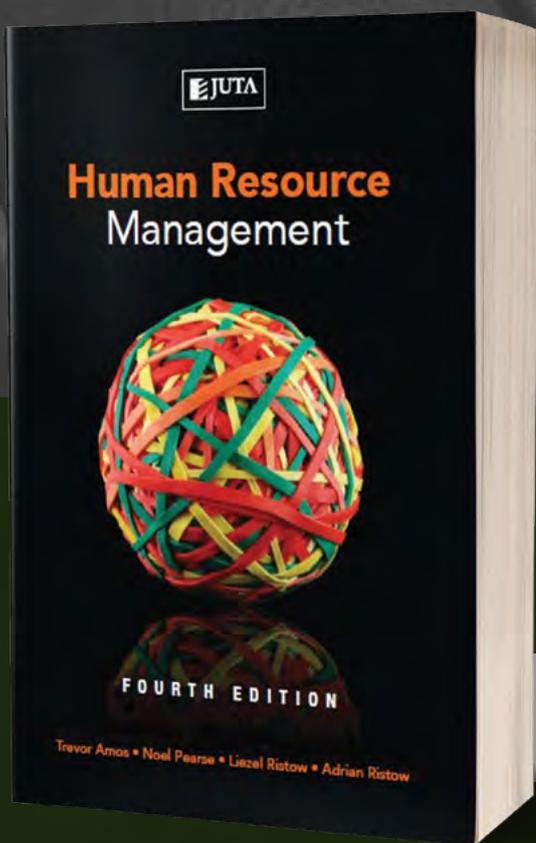


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