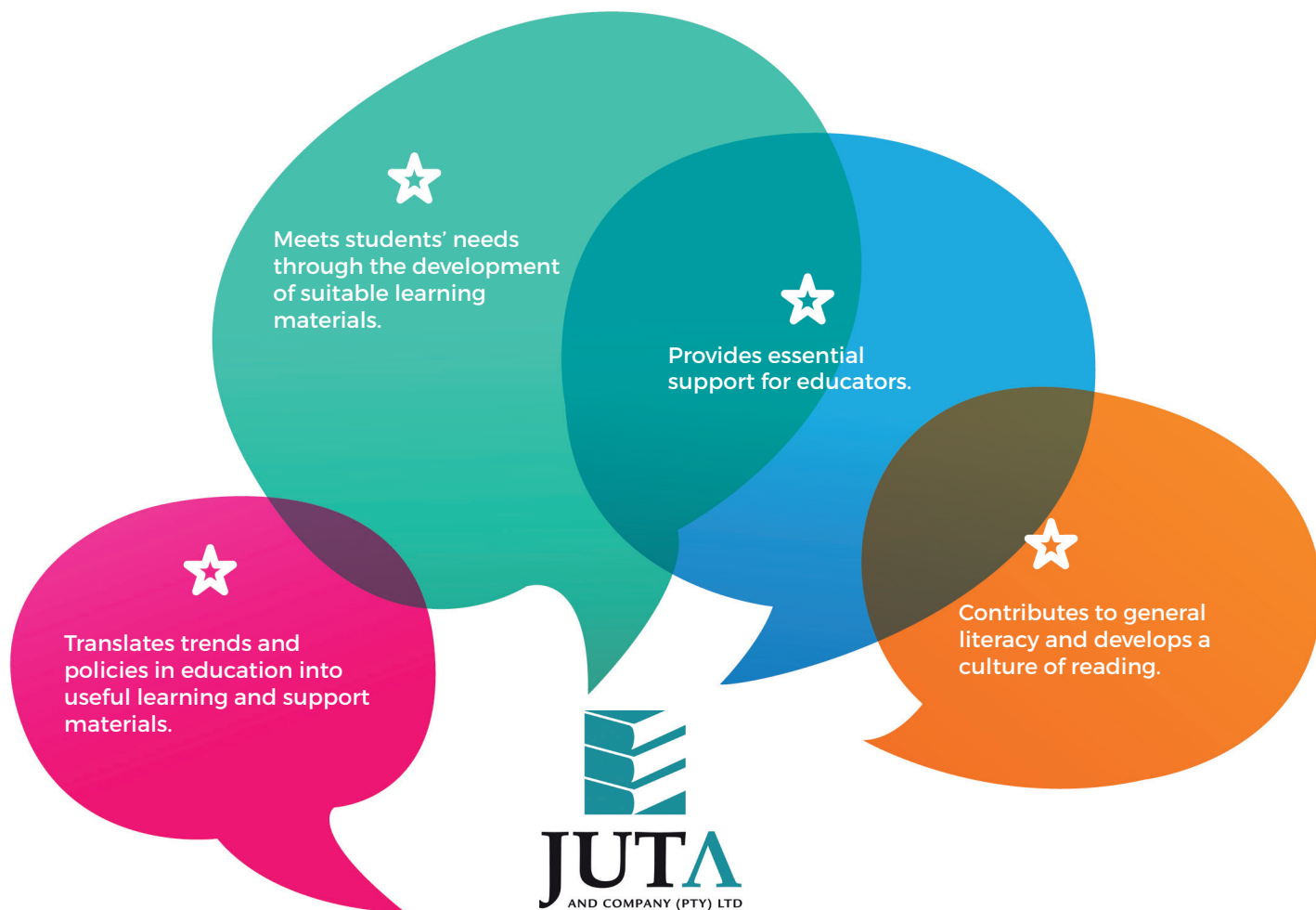


BUSINESS CATALOGUE 19/20



CONTENTS

2	INTRODUCTION
5	BUSINESS TITLES
	<i>5 BUSINESS MANAGEMENT</i>
	<i>48 ECONOMICS</i>
	<i>52 ENTREPRENEURSHIP</i>
	<i>57 HUMAN RESOURCE MANAGEMENT</i>
	<i>66 INDUSTRIAL RELATIONS</i>
72	CONTACT INFORMATION
75	AUTHOR INDEX
76	TITLE INDEX
77	PRICE LIST
81	DESK/INSPECTION COPY REQUEST FORM



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- 5 Click **Register**.
NOTE: It could take up to 5 minutes as we set up your unique lecturer classroom in the background. Please be patient while this happens.
- 6 You will **receive an email with an account activation link**. Click on the link in the email to **activate your account** before logging in to **Juta Passmasters**.

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ACADEMIC LITERACY

L BEEKMAN, C DUBE, H POTGIETER & J UNDERHILL

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 THIS 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.

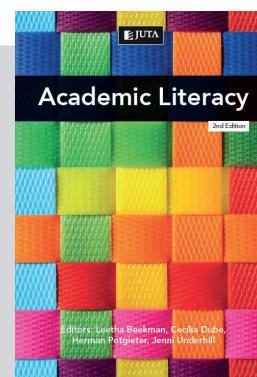
Cecilia Dube holds in MA in Applied English Linguistics from the University of Zimbabwe. Until recently, she worked in the Academic Development Centre at the University of Johannesburg in academic literacies development.

Herman Potgieter managed the Open University MBA Programme in South Africa for seven years and has been tutoring for Open University for 13 years. His career focus is student support for university students.

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.

SUITABLE FOR

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



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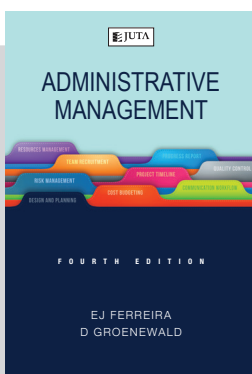
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552 PAGES

ADMINISTRATIVE MANAGEMENT

EJ FERREIRA & D GROENEWALD

A successful and competent administrative manager is integral to any profitable and efficient organisation or office. *Administrative Management Principles* has been written specifically for people working in the field of administrative management, as well as those studying Administrative Management at higher education institutions. The content is specific to the South African market, and it is the only local textbook on this topic. This fourth edition of *Administrative Management* contains new examples and updated data, and discusses the latest trends in this subject.

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

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 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.

SUITABLE FOR

Prospective and current information managers and office professionals.

APPLIED BUSINESS STATISTICS

Methods and excel-based applications

T WEGNER

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

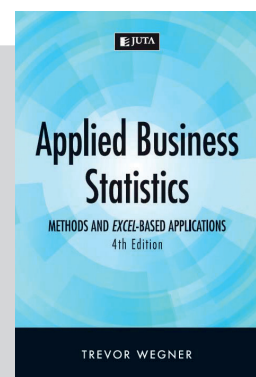
- The use of Microsoft Excel to perform statistical analyses
- Data sets of business problems, available on the accompanying CD
- Exercises at the end of every chapter.

ABOUT THE AUTHOR

Trevor Wegner is 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.

SUITABLE FOR

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



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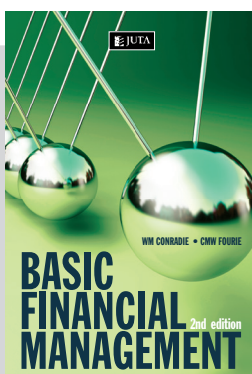
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232 PAGES

BASIC FINANCIAL MANAGEMENT

WM CONRADIE & CMW FOURIE (GENERAL EDITORS)

As finance is the life-blood of business, sound financial management is critical not only for making a profit but to maintain the ongoing health and vitality of an enterprise. Even well-established and prominent companies have gone out of business because of poor financial foresight.

In *Basic Financial Management 2e*, the authors explain the major elements and principles of sound financial management in an accessible and practical way, making basic accounting, financial statements and business statistics easy to understand even for new entrepreneurs.

NEW EDITIONS ONLY: MAIN UPDATES IN THE NEW EDITION

In this second edition of *Basic Financial Management*, the layout has been simplified to enhance the reader's focus on the content. Explanations have been clarified, additional examples of financial statements have been included, and several exercises and questions with answers have been added. The chapter on business statistics has been brought up to date with the latest statistical analysis methods.

This book gives students of Commerce and Financial Management the tools to grasp basic business functionality, ranging from everyday record-keeping to annual financial analysis. It will also be appreciated by anyone involved in the management of a business enterprise, from managers of SMMEs to CEOs of large corporations.

CONTENTS

- An introduction to financial management for marketing managers
- Basic accounting and financial statements
- Analysing the annual financial statements
- The capital requirements of any enterprise or organisation
- Financing the capital requirements of an enterprise
- The financial break-even analysis
- Budgets
- Managing credit
- Managing stock/inventory
- It is all about the data

ABOUT THE AUTHORS

Willie Conradie is Emeritus Professor of Business Management at the University of Johannesburg and is the founder, owner and CEO of two companies.

Welma Fourie is currently Financial Manager at Fundi Capital (Pty) Ltd. She was formerly a Senior Lecturer at Technikon SA in the Accounting Department.

KEY FEATURES

- An overview of the basic concepts of finance and what financial management means
- A logical introduction to the use of the accounting double entry principle
- Explanations of accounting formulas and statements demonstrated using practical examples
- Exercises that clarify how everything fits together
- An investigation into the capital requirements of an enterprise and various ways of financing these requirements
- Diagrams and graphs that illustrate the concept of financial break-even analysis
- Explanations of different types of business budgets
- How to manage credit and stock/inventory
- A detailed discussion on the increasingly important subject of business statistics
- Important concepts and definitions are highlighted
- Many practical examples and self-evaluation exercises.

BASICS OF SAFETY HAZARDS AND THE ORIGINS OF SAFETY RISK, THE

SJ SMIT & E ESTERHUYZEN

Safety is a consideration for survival in everything we do. But is it true that absolutely everything in life can be a safety hazard? The Basics of Safety Hazards and the Origins of Safety Risk answers this question by examining the validity of commonly held views on the nature of safety hazards and the origins of safety risk.

The authors draw on the fields of physics and chemistry to explain key concepts such as tangibility, unambiguousness, closing potential, collision potential and energy exchange. They detail the common characteristics of safety hazards, the concept of unacceptable safety risks and the origins of safety risk. And they clarify the position of the person in the world of safety hazards, presenting a new basis for the assessment and management of safety risk.

KEY FEATURES

- Clearly defined learning outcomes at the start of each chapter
- Key terms and definitions which guide you through the information in the book
- A well-reasoned approach with practical examples to support explanations
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material.

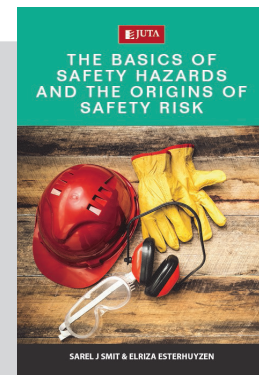
ABOUT THE AUTHORS

Dr Sarel Smit heads a safety consultancy, providing expert safety management services to businesses, and assessing managers and safety practitioners in assessment centres. Despite these commitments, he still makes time to share his teaching expertise as an e-tutor in Safety Management at Unisa. He holds a PhD in Social Science (UFS) and an MSc in Industrial Safety Management (Central Missouri State University, USA).

Elriza Esterhuyzen is a senior lecturer in Safety Management at Unisa. She holds an MSc in Safety Management (Columbia Southern University, USA) and is currently completing a BCom in Business Management with a focus on Safety Management.

SUITABLE FOR

Students, managers, safety practitioners and safety officers in the fields of safety, health and the environment will find the new scientific approach to safety hazards and safety risk valuable and challenging.



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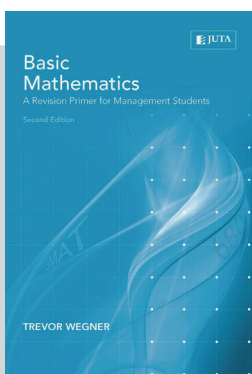
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BASIC MATHEMATICS

A revision primer for management students

T WEGNER

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.

SUITABLE FOR

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

BUSINESS ANALYST, THE

Information technology's paradigm shift

V ZWIERS

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.

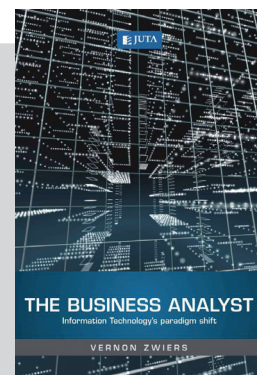
It is the business analyst's responsibility, among others, to make sure that communication flows freely between all the parties involved. This book gives the business analyst the tools and techniques to find out what the business users of IT systems really need and to guide the project to meet those 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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302 PAGES

BUSINESS AND OFFICE ENVIRONMENT, THE

A DE BEER & AW ERASMUS

The purpose of this book is to develop an understanding of foundational concepts in the field of the business and office environment. It describes the economic environment in which a business operates as well as certain office-related tasks.

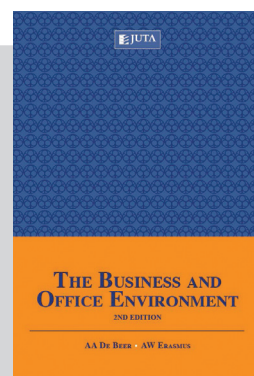
CONTENTS

- 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



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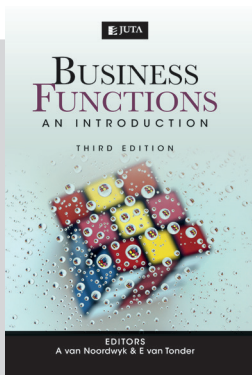


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qualifications: HDE Commerce (US), National Diploma Commercial Practice (TSA), MTech Commercial Administration (Vaal Triangle Technikon), and DPhil Science and Technology (US).

SUITABLE FOR

Diploma course in Business and Office-related topics.



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BUSINESS FUNCTIONS

An introduction

A VAN NOORDWYK, ELSIE VAN TONDER, NMJ FERNANDES & JH VAN ZYL

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. The field of healthcare are explained, such as integrated care pathways.

CONTENTS

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

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 various business-related modules. She is passionate about teaching and learning and always strives to make the learning process a fun and insightful journey.

Elsie van Tonder lectures in Business Functions, General Management and related skills-gearred modules within the Department of Business Management at the University of the Free State. She acts as Module Coordinator for modules presented to students enrolled in the Higher Certificate and Extended Learning programmes. She has a passion for teaching and learning and her current research relates to student-centric learning enhancement and innovation.

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

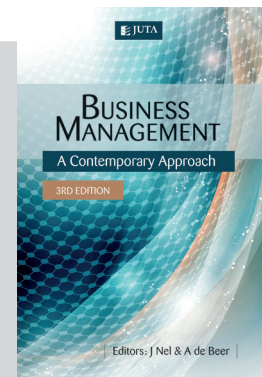
A contemporary approach
J NEL & A DE BEER (EDITORS)

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



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BUSINESS MANAGEMENT BY PORTFOLIO

L BOTHA & T BOTHA

Business management, project management and portfolio management can prove challenging in any context, whether individually or collectively. The first textbook to integrate general management and project portfolio management, *Business Management by Portfolio* explains the science behind these concepts. It also explains how this approach results in a people-oriented philosophy which attracts (and maintains) talented, creative, and goal-oriented individuals in a dynamic environment because it offers ample opportunities for growth and self-actualisation.

Though many theories claim to incorporate efficiency alongside value-based leadership, current management theory and practice demand more. Business Management by Portfolio addresses additional management skills, which include: optimal resource- and risk-management, cost-effective strategy implementation, and customer satisfaction, while guiding readers through these concepts by means of relevant contemporary examples.

CONTENTS

- Business portfolio management framework
- Business leadership, management and teamwork
- Business planning by portfolio
- Financial management by portfolio
- Financial planning by portfolio
- Business relationship management by portfolio
- Business communication management by portfolio
- Business marketing management by portfolio
- Estimation in business management by portfolio
- Detailed business planning by portfolio
- Business risk management by portfolio



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- Business quality management by portfolio
- Business procurement management by portfolio
- Practising business management by portfolio

ABOUT THE EDITOR

Louis J Botha (Managing Director of Davis&Dean – an international rapid skills development company) and Tersia Botha (Associate Professor in the Department of Business Management at the Unisa) are experienced professionals and authors who have spent many years researching and applying a variety of methods in the fields of business and project management. As leading experts in the Business Management by Portfolio approach, their authoritative text is an invaluable addition to any manager's bookshelf.

ABOUT THE EDITOR

Louis J Botha (Managing Director of Davis&Dean – an international rapid skills development company) and Tersia Botha (Associate Professor in the Department of Business Management at the Unisa) are experienced professionals and authors who have spent many years researching and applying a variety of methods in the fields of business and project management. As leading experts in the Business Management by Portfolio approach, their authoritative text is an invaluable addition to any manager's bookshelf.

KEY FEATURES

- Accessible and relatable definitions of theory and best practice
- Valuable diagrammatic representations of key concepts
- Easy-to-follow workflows which precede every chapter
- Useful templates that make practising Business Management by Portfolio easier
- Beneficial chapter summaries to aid revision
- A well-designed integrative case study which builds on knowledge throughout the text, and culminates in an illuminating example of real-world application.

SUITABLE FOR

Whether you're an experienced leader, management pundit or entrepreneur looking to better understand the structures, methodologies and practical incorporation of project management with general management theory, this highly anticipated text



ANALYSIS OF SAFETY INCIDENTS E ESTERHUYZEN



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BUSINESS TRANSACTIONS LAW

R SHARROCK

Business Transactions Law, now in its ninth edition, addresses fundamental questions about business transactions: When is a transaction recognised as binding at law? If a transaction is binding, what is its legal effect? Are there any circumstances in which a party is excused from carrying out his side of a transaction? What legal redress does a party have if his opposite number fails without excuse to do what he has promised in terms of the transaction? Apart from this redress, are there any other legal means available to a party to ensure that he receives what he has been promised by the other party? Finally, what is the position if a party, due to financial difficulties, is unable to carry out or complete his side of the transaction?

The objective, as with previous editions, is to meet the needs of students and others taking their first steps in the complex field of business transactions law. The aim is also to cover a significant part of the syllabus recommended by the South African Institute of Chartered Accountants.

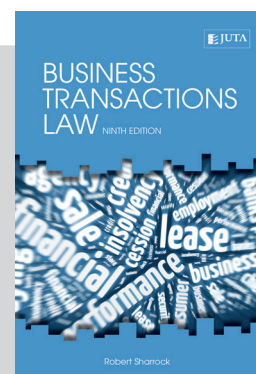
New legislation and case law are included in the ninth edition. The chapters on Interpretation and Credit Agreements have been re-written and other chapters have been revised wherever necessary to reflect legislative changes or developments in the case law.

KEY FEATURES

- This book is suitable for use by law, commerce and accounting students. The style of writing is intended to make the book more user-friendly: there are no footnotes, and case studies are included in the text.
- The introduction covers the subject areas thoroughly, which means that the book can be used by non-law students: basic legal concepts; the judicial system; sources of law; and main divisions of the law.

SUITABLE FOR

- Students and lecturers (law, commerce and accounting)
- Legal advisers
- Legal practitioners
- Financial managers
- Libraries



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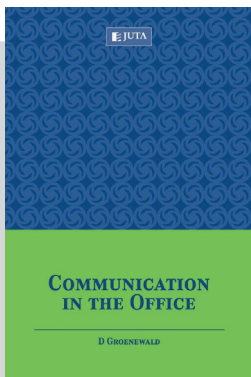
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9e 2017



1024 PAGES



978 1 48511 183 2

ZAR R229.00



978 1 48511 798 8

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2e 2016



104 PAGES

COMMUNICATION IN THE OFFICE

D GROENEWALD

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

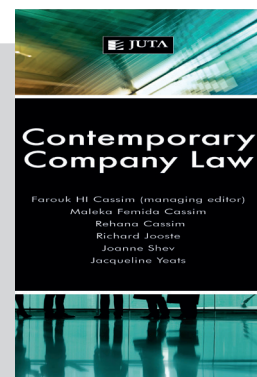
**FHI CASSIM (MANAGING EDITOR), MF CASSIM,
R CASSIM, R JOOSTE, J SHEV & J YEATS**

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

- 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



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CONTEMPORARY MANAGEMENT ASPECTS

D GROENEWALD (EDITOR)

Management in organisations takes place and functions at various levels. Planning, organising, leading and controlling have traditionally been viewed as the four key management tasks. However, in a dynamic and changing world, management has become far more complicated and demanding. Attending to traditional management tasks in the old, established ways is becoming increasingly difficult. *Contemporary Management Aspects* is a useful resource for managers and students alike as it covers a detailed analysis and presentation of modern areas of 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:



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2013



330 PAGES

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.

SUITABLE FOR

Undergrad courses in Business Management.



CONTEMPORARY MANAGEMENT PRINCIPLES

T BREVIS & M VRBA

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 AND EDITOR

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

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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 undergraduate level
- All managers who need to refresh their knowledge of management aspects.

CORPORATE GOVERNANCE HANDBOOK

Principles and practice

JW HENDRIKSE & L HEFER

The *Corporate Governance Handbook* best practices is not intended to replace good corporate legislation but to supplement legislation such as the Companies Act. The Companies Act is statutory law whereas corporate governance best practices including governance codes of conduct is procedural law – how to implement corporate governance best practices.

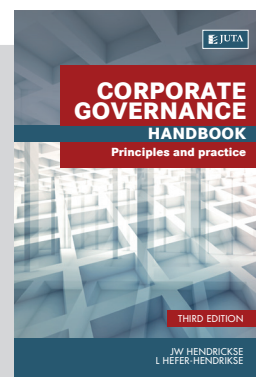
In this edition the key topics are strategic and ethical leadership; performance based management of the board; King IV scorecard; risk governance and risk management; and the new IAASB external audit reporting.

CONTENTS

- Corporate power
- Corporate and business performance
- Business environment
- Corporate control
- Business survival and success
- Business opportunities
- Governance legislation and regulations
- Corporate misconduct and malpractice
- Governance codes of conduct
- Corporate governance framework
- Corporate governance principles
- Shareholder engagement and activism
- Ethics of business
- Companies Act 2008 and corporate governance
- King IV report and code
- Power of the board
- Composition of the board
- Conduct and duties of the board
- Conduct and duties of directors
- Company and director records
- Director's liabilities
- Removal of directors
- Board committees
- Board performance
- Directors' remuneration and benefits
- The chair of the board
- The CEO
- The company secretary
- Assurance, audit and compliance
- Risk governance and management
- Business rescue
- Technology and information governance
- Corporate social responsibility governance
- Sustainable development governance
- Internal audit
- External auditors
- Disclosure and transparency
- Financial responsibility report
- Accounting standards and reporting
- Integrated thinking and reporting
- Public sector corporate governance
- Non-profit sector corporate governance
- SME business governance
- Corporate citizenship

KEY FEATURES

- Describes customer service in a South African context
- User-friendly layout with definitions and examples
- Practical approach to the theoretical concepts
- Provides all guidelines for companies to develop their own governance best practices
- A glossary at the end of the book explains governance concepts and terms
- Case studies are integrated within the text to provide real examples.



NEW EDITION



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978 1 48512 537 2



ZAR R558.00



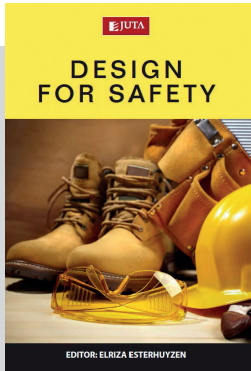
3e 2019



716 PAGES

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



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2015



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DESIGN FOR SAFETY

E ESTERHUYZEN (EDITOR)

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.

SUITABLE FOR

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

ENVIRONMENTAL MANAGEMENT

A business management approach

SJ SMITH (EDITOR)

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

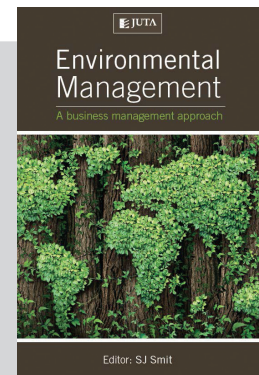
- Clearly defined learning outcomes at the start of each chapter to help readers navigate the contents
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Examples relevant to the South African business environment.

ABOUT THE AUTHORS AND EDITOR

The experienced author team consists of nurse educators who have the necessary knowledge and experience to know what works in the ward as well as in the classroom. Liezel Booysen is currently the Director of Nursing at Empilweni Education in Randburg. Ina Erasmus is currently employed at a private healthcare institution. Magda van Zyl is Principal at Empilweni Education in Randburg and actively involved in curricula for the new Auxiliary Nursing qualification. The Consulting Editor, Anne Young, is the former head of post-basic nursing at Coronation Nursing College and is now retired.

SUITABLE FOR

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



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2015



176 PAGES



NEW EDITION



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ZAR R920.00



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9e 2019



1248 PAGES

FINANCIAL MANAGEMENT

C CORREIA

Now in its 9th edition, *Financial Management* is the leading text on the theory and application of corporate finance in southern Africa. Set against the backdrop of a globalising world economy and recent developments in financial markets, the text refers to real-world applications and financial decisions by South African companies.

UPDATED CONTENT

- Behavioural finance and how biases can impact on corporate financial decision making
- Sections on market efficiency, market anomalies, ETFs and investor behaviour
- The text meets the requirements of Version 10 of SAICA's Competency Framework, effective from January 2019, in respect to financial management, financial risk management and corporate strategy
- Incorporates the latest developments that affect corporate finance: King IV; tax legislation; the Companies Act; rules of the JSE and capital markets; International Financial Reporting Standards (IFRS); official guidelines on corporate valuations and integrated reporting, business rescue, rules on mergers and acquisition and competition law.
- Expansion of sections on the use and drawbacks of IRR and Excel functions such as XNPV and XIRR
- Section on short selling of shares and expansion of chapter on derivatives
- Expansion of sections on forecasting and the market and income approaches to valuation
- Explanation of the shortcomings of valuation methodologies
- Sections on smart contracts, financial blockchain systems and business disruption
- Expansion of sections on CAPM and multi-factor models
- New sections on operating leases and the impact of IFRS16 (effective from 2019) on equity valuations, the cost of capital, financial ratios and capital structure
- New section on the resource-based view of the firm and how this aligns with integrated reporting
- Expansion of guidance sections at the end of key chapters to assist readers to better understand and integrate key areas in finance.

CONTENTS

- Overview of financial management
- Time value of money
- Risk and return
- Portfolio management
- Financial statement analysis
- Valuations
- The cost of capital
- Capital budgeting
- Working capital management
- Sources of finance
- Capital structure
- Leasing
- Dividends and share buy-backs
- Mergers, acquisitions and corporate restructuring
- Risk management and derivatives
- International finance
- Business planning and financial modelling
- Corporate strategy and business models

KEY FEATURES

- Professional ethics and codes of conduct updated in terms of revisions by SAICA and CFA
- Use of Excel® models to provide detailed explanations of each topic in finance
- Extensive number of questions provided per chapter
- Relevant examples used to demonstrate application of finance theory
- Reference to insights and views of Warren Buffett on finance theory

SUITABLE FOR

- undergraduate and postgraduate commerce or business students
- ITC and APC candidates
- practising accountants
- internal and independent auditors
- business managers, corporate finance practitioners, strategists and analysts.

FINANCIAL MATHEMATICS

A computational approach

DA YOUNG

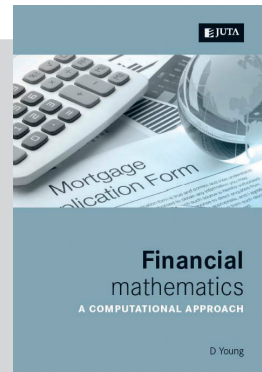
This text covers the topics of simple and compound interest with applications to loans, savings and retirement annuities. The aim is to demonstrate the Mathematics required to solve problems and compute the value of payments, interest rates, balance outstanding on a loan, final payments, interest and 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.

SUITABLE FOR

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



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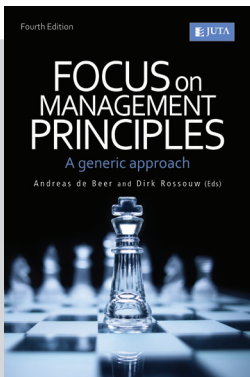
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160 PAGES

FOCUS ON MANAGEMENT PRINCIPLES

A generic approach

A DE BEER & D ROSSOUW (EDITORS)

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
- A 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, Soweto campus.

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)

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

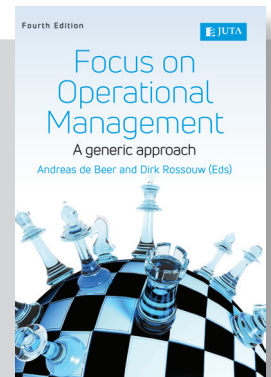
- Learning outcomes introduce each chapter
- Self-assessment exercises are given at the end of each chapter
- In-text activities and the latest developments in the field further enhance the reader's understanding of topics covered.

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.

SUITABLE FOR

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



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216 PAGES

FUNDAMENTALS OF OFFICE MANAGEMENT

EJ FERREIRA, A ERASMUS, D GROENEWALD,
A DE BEER & K KAMPHER

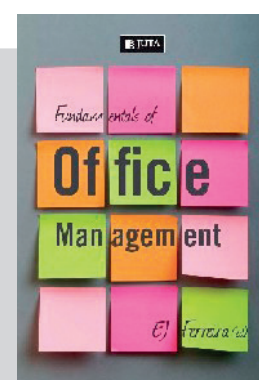
Fundamentals of Office Management was written specifically for employees working in an office environment, as well as for candidates studying office management and business administration at higher education institutions.

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.

SUITABLE FOR

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



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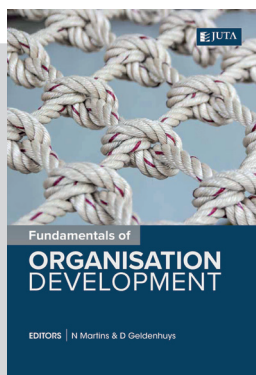
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2011



192 PAGES



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FUNDAMENTALS OF ORGANISATION DEVELOPMENT

N MARTINS & D GELDENHUYS (EDITORS)

"Business as usual" is not sustainable in the 21st century! Organisations have to adapt in order to thrive in the transforming South African context and the increasing exposure to the global economic landscape. In Fundamentals of OD seasoned academics with extensive experience in the practice of organisation development have combined their expertise to offer the student, manager and science practitioner the fundamentals needed to become competent in the facilitation of change initiatives. We have learned that South African and African organisations need interventions based on international knowledge and best practices, but supplemented with African research and application.

CONTENTS

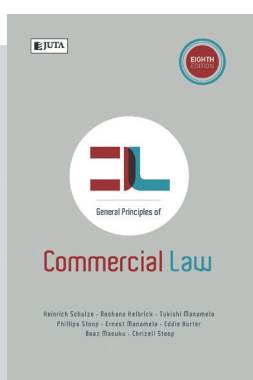
- Introduction to organisation development
- The role of the organisation development consultant
- Facilitation skills
- Core theories and models
- The organisation development process
- Organisational diagnosis
- Designing interventions
- Interventions: From the individual to the team
- Organisation-wide/large-scale intervention
- Major developments in organisation development

KEY FEATURES

- Classical organisational development models and theories, combined with latest developments in the field.
- Well-researched theories in the South African context
- A good balance between theory and application
- Accessible to the novice student, manager and science-practitioner of OD
- Enriched learning activities throughout the text with added reflective questions, multiple choice questions and case studies at the end of each chapter.

SUITABLE FOR

1st year undergraduate students



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ZAR R621.00



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608 PAGES

GENERAL PRINCIPLES OF COMMERCIAL LAW

P HAVENGA & M HAVENGA, ET AL

General Principles of Commercial Law / Algemene Beginsels van Komersiële 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
- Introduction to the science of law
- Introduction to the law of contract
- Consensus
- Capacity to perform juristic acts
- The agreement must be possible

- Formalities
- Terms of the contract
- Interpretation of the contract
- Breach of contract
- Remedies for breach of contract
- Transfer and termination of personal rights
- The contract of sale
- The contract of lease
- The contract of insurance
- Credit agreements
- Labour law
- Intellectual property law and franchising
- Alternative dispute resolution
- Law of agency
- Forms of business enterprise
- Law of competition
- Security
- Banking law: selected topics
- Payment: negotiable instruments
- Payment: other methods
- Law of trusts
- 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

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

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978 1 48510 630 2



978 1 48510 784 2



8u 2014



608 BLADSYE

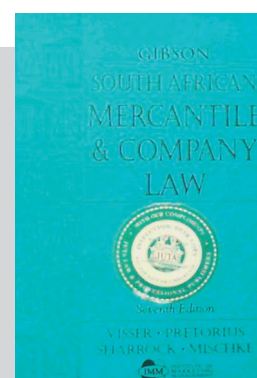
GIBSON SOUTH AFRICAN MERCANTILE AND COMPANY LAW

C VISSER (GENERAL ED.), JT PRETORIUS, R SHARROCK & M VAN JAARSVELD

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.

CONTENTS

- Contract, sale and credit agreements
- Letting and hiring of immovable property
- Commercial agency
- Partnership
- Companies
- Close corporation
- Negotiable instruments
- Insurance
- Security
- Insolvency
- Labour law
- Competition, trade-mark, copyright and patent law



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2017



240 PAGES

GLOBAL BUSINESS MANAGEMENT

RA AREGBESHOLA (GENERAL EDITOR)

If anything is new in the business world it is a heightened level of uncertainty, and this is a global phenomenon. Political disruptions, civil unrest, natural disasters and slowing economies in the developed and developing world have made the financial markets increasingly volatile, challenging multinational corporations in offshore locations and global business operations in general.

Global business needs a critical rethink, and Global Business Management tackles the tough and complicated questions that the new challenges raise

CONTENTS

- Contemporary Global Business Operations
- Global Diversity Management and Leadership
- Building Strategies for Global Competitive Advantage
- Structuring Global Enterprises and Operations
- The Political Economy of Foreign Expansion
- Assessing Country Attractiveness
- Foreign Market Entry Strategies and Alliances
- Expansion Strategies in Emerging Markets
- Global Operations and Supply Chain Management
- Global Marketing Strategy and Management
- International Human Resource Management

KEY FEATURES

If anything is new in the business world it is a heightened level of uncertainty, and this is a global phenomenon. Political disruptions, civil unrest, natural disasters and slowing economies in the developed and developing world have made the financial markets increasingly volatile, challenging multinational corporations in offshore locations and global business operations in general.

Global business needs a critical rethink, and Global Business Management tackles the tough and complicated questions that the new challenges raise. Some of the highlights are:

- a perspective on different approaches to global business operations
- strategies for building global competitive advantage
- ideas on structuring global enterprises and operations
- an explanation of political economy and institutional instruments to assess foreign expansion
- novel ideas on entry strategies into emerging markets (especially in Africa), considering not only institutional adequacy but also market dynamics and socio-economic realities
- ethical considerations, especially regarding governance
- a discussion of global logistics, operations and supply chain management in emerging markets, with a special focus on Africa
- an examination of global marketing strategies, the intricacies of online marketing, pricing and the international flow of goods and services
- key considerations in international human resource management, including diversity management in organisational leadership.

ABOUT THE EDITOR

Rafiu Adewale Aregbeshola is a Professor of International Business (Finance) and Business Strategy at the University of South Africa. He completed his Bachelor's degree at Ogun State University, his Honours and Master's degrees at the University of South Africa, and his PhD at the University of the Witwatersrand Business School.

SUITABLE FOR

The blend of theory and practical knowledge, and the comparison of historical accounts with current realities, make this book indispensable for active and aspiring investors in the global business environment, as well as the academic community. The book is particularly relevant for BA students at exit level, and could be useful for Honours and Master's students of international business, and MBA and MBL students who seek insight into the contemporary operating environments of global business.

GUIDE TO MEETINGS A–Z

DP MAHONY

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.



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ZAR R284.00



978 1 48510 054 6

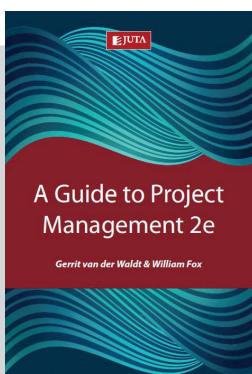
ZAR R284.00



2011



88 PAGES



978 1 48510 555 8

ZAR R370.00



978 1 48511 472 7

ZAR R333.00



2e 2015



216 PAGES

GUIDE TO PROJECT MANAGEMENT, A G VAN DER WALDDT & W FOX

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.

- 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 Walddt 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.

IDENTIFYING AND ANALYSING SAFETY RISK

L LOUW (EDITOR), E ESTERHUYZEN, L LOUW & S SMIT
(CONTRIBUTORS)

Unidentified safety risks could take an enterprise by surprise and really harm its financial future. Identifying and Analysing Safety Risks maps out a path for business owners, entrepreneurs and safety practitioners to accurately and systematically identify, assess and eliminate these risks in their organisation.

To create the context, the authors discuss the origins of safety risks and explain the legal requirements that must be met to ensure a safe working environment. Most of the book is dedicated to the analysis and assessment of safety risks: the process and scope of safety risk assessments and the ultimate evaluation of safety risks. The role that cross-functional teams play in safety risk assessment is explained in detail. The book concludes with practical guidelines on developing and implementing safety controls.

KEY FEATURES

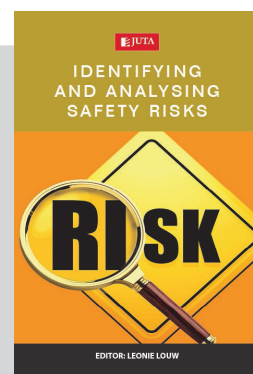
- Clearly defined learning outcomes and key terms at the start of each chapter to help readers navigate the contents
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Definitions and practical examples to support explanations of important concepts
- Practical guidelines on eliminating risks that can be used by all types of organisations in South Africa and Africa.

ABOUT THE EDITOR

Leonie Louw is a lecturer in Safety and Environmental Management at Unisa. She holds a BCom in Business Management and a BCom Hons in General Management, both from Unisa. Leonie has completed various postgraduate certificates in environmental management and safety management and has co-authored several publications. She is currently enrolled for an MCom degree at Unisa.

SUITABLE FOR

Safety management students, safety officers and practitioners, managers and business owners will find this book an informative and practical resource.



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ZAR R212.00



978 1 48512 475 7

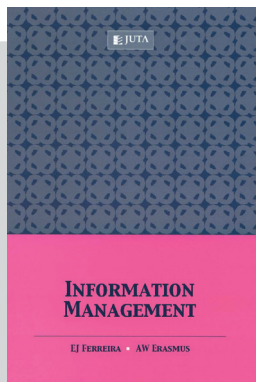
ZAR R198.00



2017



104 PAGES



978 1 48511 188 7

ZAR R229.00



978 1 48511 758 2

ZAR R214.00



2e 2016



72 PAGES

INFORMATION MANAGEMENT

EJ FERREIRA & A ERASMUS

Information Management will be useful to students who are currently involved in handling information in any office environment. The aim of this book is to equip office employees with the necessary skills and knowledge to manage information in the office.

The scope and context of this section standard focuses on the business environment in all the economic sectors in South Africa. This module will enable you to:

- Demonstrate an understanding of the function of information
- Implement and maintain information and office systems
- Manage documents, forms and mail.

CONTENTS

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

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).

SUITABLE FOR

Diploma and certificate courses in Office Management.

INTEGRATED ORGANISATIONAL COMMUNICATION

G ANGELOPULO & R BARKER (EDITORS)

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.

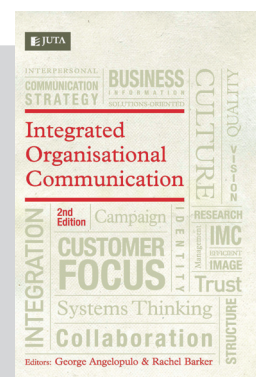
ABOUT THE EDITORS

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.



978 0 70218 984 5

ZAR R750.00



978 0 70219 700 0

ZAR R675.00



978 0 70219 673 7

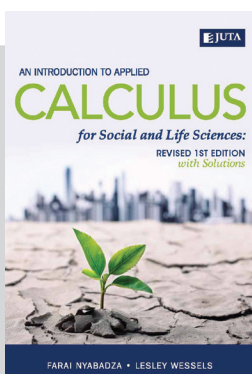
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2e 2013



512 PAGES



978 1 48512 576 1

ZAR R435.00



978 1 4851 2593 8

ZAR R392.00



2018



276 PAGES

INTRODUCTION TO APPLIED CALCULUS FOR SOCIAL AND LIFE SCIENCES, AN

Revised 1st edition with solutions

F NYABADZA & L WESSELS

An introduction to *Applied Calculus for Social and Life Sciences*, the revised edition, contains all the material in the original version and now contains answers to odd numbered exercises. The book additionally contains selected worked out examples available from the publisher's website. The book is designed primarily for students majoring in Social Sciences and Life Sciences. It prepares students to deal with mathematical problems which arise from real-life problems encountered in other areas of study, such as Agriculture, Forestry, Biochemistry, Biology and the Biomedical Sciences. It is also of value to anyone intending to develop foundational undergraduate calculus for the Physical Sciences.

CONTENTS

- Algebraic Reviews
- Linear and Quadratic Equations
- Inequalities and Absolute Values
- Functions
- Limits
- Differentiation
- Derivatives of Exponential and Logarithmic Functions
- Applications of Differentiation
- Integration
- Modelling with Differential Equations

KEY BENEFITS

- Step-by-step problem-solving techniques followed by meticulously chosen examples explain concepts clearly.
- Definitions and key concepts are highlighted by shaded boxes to provide easy referencing for the student.
- Comprehensive exercises at the end of each chapter.
- Straightforward and concise writing style.

ABOUT THE EDITORS:

Farai Nyabadza is currently Associate Professor in the Department of Mathematical Sciences at Stellenbosch University. He has lectured undergraduate students in introductory mathematics to Life Sciences and Social Sciences. He has also lectured and developed undergraduate courses in the applications of mathematics in the Biomedical Sciences.

Lesley Wessels is a Lecturer in the Department of Mathematical Sciences at Stellenbosch University. She has taught the first-year Mathematics (Bio) module since 2005, and has been the coordinator of the course since 2007. She is currently pursuing doctoral studies in Algebraic Graph Theory.

SUITABLE FOR:

The accent throughout the book is on computational skills, critical thinking and problem-solving with no emphasis on mathematical theory and proofs. The book is carefully crafted to motivate students while stimulating understanding and proficiency.

INTRODUCTION TO INFORMATION MANAGEMENT & TECHNOLOGY IN BUSINESS, AN

EJ FERREIRA & CH BOTHMA (EDITORS)

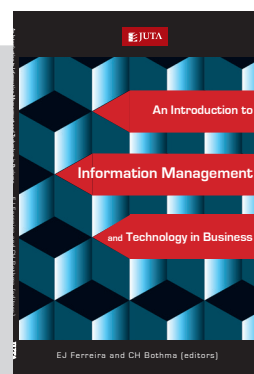
Information is at the heart of everything we do as humans. We generate it, we consume it, we share it and we sell it. The careful management of information is therefore key to success in business. An *Introduction to Information Management and Technology in Business* provides a solid overview of the role of information and technology in a business. It gives guidelines on collecting the right information and how to use it wisely and share it with the right people to support the firm's strategic objectives and 'oil' the everyday operations of the business.

CONTENTS

- Introducing business and business management
- Explaining the role of information in a business
- Discussing the information and communication technologies that can support a business
- The role of information systems in a business
- The role of information in an online world
- Managing information

SUITABLE FOR

An Introduction to Information Management and Technology in Business is an excellent reader for professionals, first-year students and managers who want to get a better understanding of the role of information in a business and how to manage and put this information to use. It is written in an easy-to-read style and provides enough content and context to help readers optimise information and technology to support the success of the business.



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978 1 48512 480 1

ZAR R232.00



2016



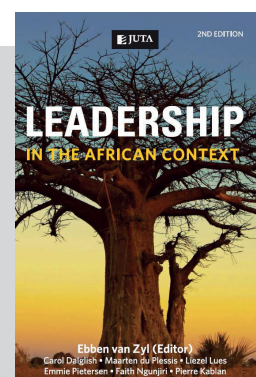
248 PAGES

LEADERSHIP IN THE AFRICAN CONTEXT

E VAN ZYL (EDITOR)

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.



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468 PAGES

CONTENTS

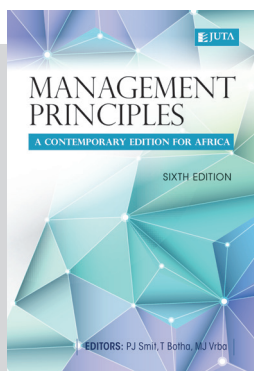
- The nature and importance of leadership
- The difference between leadership and management
- The African context
- Leadership in a multicultural context
- Self-leadership and leadership development
- Leadership traits
- Charismatic and transformational leadership
- Ethics in leadership
- Emotional 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.

SUITABLE FOR

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



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ZAR R699.00



978 1 48512 482 5

ZAR R695.00



6e 2016



552 PAGES

MANAGEMENT PRINCIPLES

A contemporary edition for Africa

PJ SMIT, T BOTHA & MJ VRBA

The business environment changes constantly, and so too must the approaches to managing a business organisation successfully. Among the plethora of management theories, each proposing that it provides the best solution to optimising an organisation, a few have stood the test of time and are considered principles that all modern managers should know and be able to apply. Management Principles: A contemporary edition for Africa focuses on these core management principles. It provides learners with a sound knowledge of the business environment, how to manage scarce resources, and the functions of planning, organising, leading and controlling. The book also highlights the importance of sound decision-making, information management, optimising a diverse workforce, managing different organisational cultures, managing people (individuals, groups and teams) and business ethics.

A unique feature of the book is its integration of relevant management knowledge and skills and a direct focus on management values to help managers and potential managers succeed in a world driven by innovation and change.

KEY FEATURES

- Real-world business examples
- Figures and diagrams
- Concise summaries of important concepts
- 'Time for reflection' exercises
- Case studies
- Self-assessment questions.

Management Principles: A contemporary edition for Africa is written from a South African and African perspective. The uniqueness of this continent justifies a management approach that reflects Africa's realities while being sensitive to the fact that Africa is part of the borderless world.

ABOUT THE EDITOR

Dr Pieter Smit was Professor in Strategic Management at business schools and universities in South Africa and abroad. He is currently a strategist/business development specialist in his private capacity working for Wilkensmit, his own consultancy.

Tersia Botha is an Associate Professor in the Department of Business Management with the College of Economic and Management Sciences at Unisa. She lectures strategic management, leadership and business management by portfolio. She is editor, co-editor and author of numerous books in the fields of Business Management, Corporate Citizenship and Leadership.

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

Prospective and current information managers and office professionals.

MANAGING SAFETY CULTURE

B LOUW (EDITOR)

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.



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ZAR R229.00



978 1 48511 790 2

ZAR R214.00



2015



92 PAGES

MANAGING SAFETY IN THE WORKPLACE

L FOURIE & F VAN LOGGERENBERG

The management of safety in the workplace is a priority in all businesses. In *Managing Safety in the Workplace* the authors discuss the core principles of safety management, accountability for safety in organisations, health and safety practices, and safety control measures and techniques. They pay specific attention to the role of safety audits and safety inspections, and the value of safety recognition and reward systems to promote safe work practices.

KEY FEATURES

- Clearly defined learning outcomes and key terms at the start of each chapter to guide students and practitioners through the information in the book
- Information and examples that are relevant to all types of organisations in South Africa
- A detailed comparison of ISO 45001 and OHSAS 18001
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material.

ABOUT THE AUTHORS AND EDITOR

Lizbie Fourie has a BEd Hons in Educational Management. After 28 years in the educational environment, she followed her passion for research with a specific



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2017



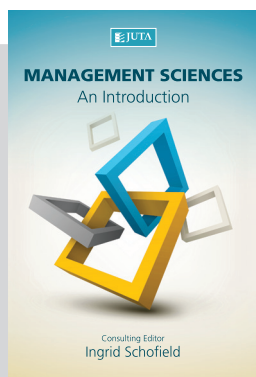
98 PAGES

interest in the field of occupational health and safety (OHS), the subject of her Master's degree. She assists with the compilation of OHS management textbooks at the University of South Africa (Unisa).

Francois van Loggerenberg is a senior lecturer in Safety Management at Unisa. He is the programme leader of the Programme in Safety Management and co-ordinator for the Safety, Health and Environment (SHE) section at Unisa. Francois holds a Master's degree in occupational safety and health from Columbia Southern University (Alabama, USA) and is a PhD candidate at Unisa.

SUITABLE FOR

Safety management students, managers and business owners, safety officers and experienced as well as newly appointed safety practitioners will find the practical explanations of important safety concepts particularly useful.



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ZAR R266.00



978 1 48512 511 2

ZAR R248.00



2017



164 PAGES

MANAGEMENT SCIENCES

An Introduction

CONSULTING EDITOR, I SCHOFIELD

What is it that makes a business successful? Ultimately, it comes down to the quality of its management. Yet every business has individual areas of management and these differ from general management. In *Management Sciences: An Introduction*, students will discover the basics of the business environment, the nature of management and the skills required to manage an enterprise.

CONTENTS

- The business environment
- Managing a business
- Operations management
- Marketing management
- The human resource function
- Public relations management
- Retailing.

ABOUT THE EDITOR

Ingrid Schofield is a lecturer in the Department of Entrepreneurial Studies & Management at the Durban University of Technology where she lectures on Business and Administrative Management.

KEY FEATURES

- General management
- Administrative management
- Operations management
- Marketing management
- Human resource management
- Public relations management
- Retail management.

SUITABLE FOR

This book is written in an easy-to-read style and each chapter starts with learning outcomes and ends with self-assessment questions. Illustrative case studies from the South African business environment make it an invaluable reference resource for students of Management Sciences at South African institutions.

OCCUPATIONAL SAFETY AND HEALTH

A TQM & quality of work life approach

A VAN SCHOOR & R STEENKAMP

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

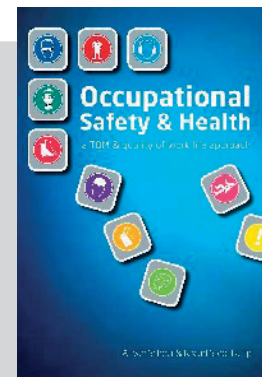
ABOUT THE EDITORS

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.

SUITABLE FOR

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



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2013



256 PAGES



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ZAR R188.00

2e 2016



88 PAGES

OFFICE FINANCE

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

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.

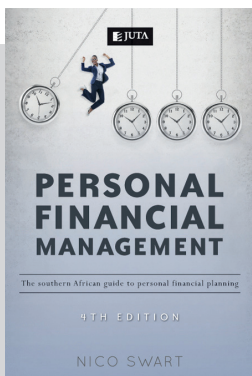
Dr Sumei van Antwerpen is a senior lecturer in the Department of Business Management at Unisa.

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.

SUITABLE FOR

Diploma and certificate courses in Office Management.



978 1 48511 202 0

ZAR R693.00

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ZAR R647.00

4e 2016



656 PAGES

PERSONAL FINANCIAL MANAGEMENT

N SWART

Personal Financial Management, now with additional examples and case studies for the African context, makes use of the Swart Model for total personal financial planning. The nine key personal financial planning areas – career, income tax, estate, investment, protection, credit, healthcare, retirement and emigration planning – provide the ultimate guide in financial planning. This book:

- Explains money, business and banking skills
- Outlines the personal financial planning process
- Describes the assessment and measurement of personal financial performance
- Explains the time value of money
- Details nine personal financial planning areas
- Outlines starting a business, buying a business or a franchise.

KEY FEATURES

- Case studies containing real-life stories
- Examples in English, Northern Sotho, Zulu and Xhosa
- Financial statistics for the African and South African context
- Learning outcomes, self-assessment questions, numerous diagrams, figures and tables.

ABOUT THE AUTHORS

NICO SWART is the subject head of Personal Financial Management at Unisa. He is the author of more than 70 books on personal financial planning. In 1992, he wrote the first academic book on personal financial management in South Africa. His works include four publications on financial literacy education and others on beneficiary education for grant receivers in South Africa. His financial literacy products have also been translated into four African languages as well as Arabic.

SUITABLE FOR

This is an essential companion for undergraduate students of Personal Financial Management as well as a resource for people needing guidance in their personal finances.

PRACTISING STRATEGY

A southern African perspective

PEET VENTER

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

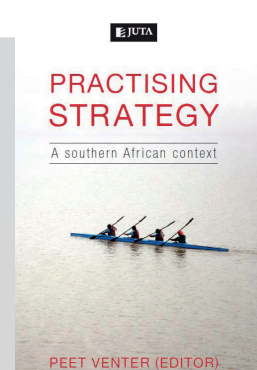
- Overview of strategic marketing
- Analysing the external market or business environment
- Customer analysis
- Analysing the market
- Analysing competitors
- Analysing the internal environment
- Strategic metrics for marketing
- SCA
- Value proportions
- Market strategies
- Brand equity and life cycle 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.

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



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2014

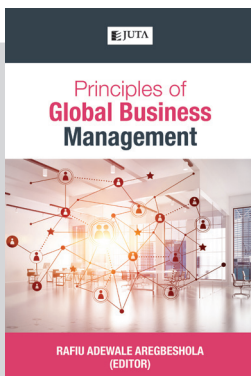


330 PAGES

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. Cliffton Singh Senior – Lecturer Strategy and Marketing SBL.

SUITABLE FOR

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



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288 PAGES

PRINCIPLES OF GLOBAL BUSINESS MANAGEMENT

RA AREGBESHOLA (EDITOR)

When people think about the business world, they tend to think more about the political economy of operating environments than the intricacies of ethics and diversity management in offshore locations. However, all these factors are equally pertinent to successful global business management and a successful international business.

Globalisation and technological innovation also need to be considered. And while the controversy that surrounds globalisation has tainted the proceeds of growth and economic prosperity, the improvement in quality of life brought about by technological advances in global financial integration cannot be overemphasised.

Principles of Global Business Management tackles these and other tough and complicated questions, giving a well-considered and rounded view on the messy world of Global Business Management.

CONTENTS

- Globalisation and global business dynamics
- Institutional frameworks and the role of government
- Culture and international business
- Ethics and corporate governance in international business
- The global technological, innovation and information environment
- The global monetary system and foreign exchange market
- Evolution of global markets and African imperatives
- Financial management and strategies in the global context
- Cross-border investment and trade
- Foreign direct investment and the institutional framework
- Regional economic integration, trade blocs and free trade areas

KEY FEATURES

- a new perspective on globalisation, taking into account the recent uprising of populist ideologies in emerging markets and the developed world
- a chapter on ethics and global diversity management
- a chapter on technological, information and business innovation
- a chapter on global capital market dynamics, specifically addressing the adoption and adaptation of financial instruments as they affect cross-border investment decisions
- a unique approach to the evaluation of institutional instruments and the attraction of investment in emerging markets (especially in Africa)
- a blend of theory and practical knowledge of operating environments, especially in emerging markets, and more specifically in Africa.

ABOUT AUTHORS

Rafiu Adewale Aregbeshola is a Professor of International Business (Finance) and Business Strategy at the University of South Africa. He completed his Bachelor's degree at Ogun State University, his Honours and Master's degrees at the

University of South Africa, and his PhD at the University of the Witwatersrand Business School.

SUITABLE FOR

This book is relevant for students completing Bachelor's, Honours and specialised Master's degrees in Business Management, as well as the academic community. It will also be indispensable to active and aspiring global business practitioners.

RETHINKING LEADERSHIP

K APRIL, R MACDONALD & S VRIESENDORP

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.



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160 PAGES

SAFETY INCIDENT INVESTIGATION

C RIELANDER

The investigation of safety accidents and incidents is imperative to understand how to prevent these events in future, and to reduce their human as well as economic impact. Setting benchmarks for these investigations is a necessary part of standardising safety measures. Safety Incident Investigation offers readers useful knowledge that will help to achieve this.

The book defines important terms, describes a few tragedies caused by safety failures and lists safety organisations, at the outset. It gives legislation relevant to incident investigation and reporting and explores accident causation theories and accidents and their effects. It also describes how to conduct an investigation and how to report an accident.

KEY FEATURES

- Learning outcomes and key terms at the beginning of each chapter to guide the reader through the content
- An informative incident investigation toolkit
- An explanation of how to structure an incident report
- Self-assessment questions at the end of each chapter to test the reader's understanding of the topic.



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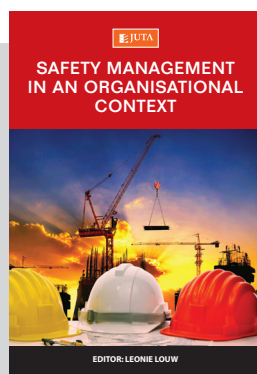
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ABOUT THE AUTHOR

Cheryl Rielander is a senior lecturer in Safety Management in the Department of Operations Management at Unisa, with a BTech degree and a Master's degree in Safety Management. She is currently working towards her doctoral degree on Safety Risk Management at Unisa. Rielander has written a number of chapters in a series of Safety Management textbooks.

SUITABLE FOR

Safety Management students, managers and business owners, safety officers and safety practitioners will find this book a valuable resource.



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208 PAGES

SAFETY MANAGEMENT IN AN ORGANISATIONAL CONTEXT

L LOUW (EDITOR)

While many books focus on occupational health and safety in the international arena, few provide information pertinent to safety management in South Africa and in Africa as a whole. *Safety Management in an Organisational Context* aims to bridge this gap and to increase safety awareness at all levels of any organisation in Africa.

The topics discussed in the book include safety in industry, functional safety, working in confined spaces, ergonomics and fire safety. The general provisions of the Occupational Health and Safety Act 85 of 1993 and its regulations are explained in detail as they relate to safety in the South African workplace today.

CONTENTS

- An introduction to safety management
- Safety in industry
- General workplace safety and the OHS Act
- South African OHS general and health regulations
- South African OHS mechanical and electrical regulations
- Functional safety
- Confined-space work risks
- Ergonomics
- Fire safety

KEY FEATURES

- clearly defined learning outcomes and key terms to guide students and practitioners through the content of the book
- self-assessment questions at the end of each chapter to test the reader's understanding of the material
- detailed discussions of general, health, mechanical and electrical safety regulations
- practical examples that integrate legal concepts to bridge the gap between safety management and the law.

ABOUT AUTHORS

Leonie Louw is a lecturer in Safety and Environmental Management at Unisa. She holds a BCom in Business Management and a BCom Hons in General Management, both from Unisa. She is completing an MCom degree in Business Management and her MSc in Occupational Safety and Health. Leonie has completed various postgraduate certificates in environmental management and safety management and has co-authored several publications.

SUITABLE FOR

Safety management students, managers, business owners, safety officers and safety practitioners will find this a vital resource to have at hand.

SAFETY SYSTEMS

P NAIDOO (EDITOR)

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.

SUITABLE FOR

Nursing students studying towards the new Auxiliary Nurse Certificate or Staff Nurse Diploma.



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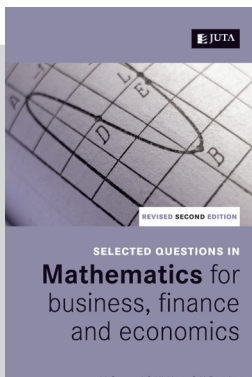
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2015



95 PAGES



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368 PAGES

SELECTED QUESTIONS IN MATHEMATICS FOR BUSINESS, FINANCE AND ECONOMICS

V COWARD, K PEREIRA & K HUNT

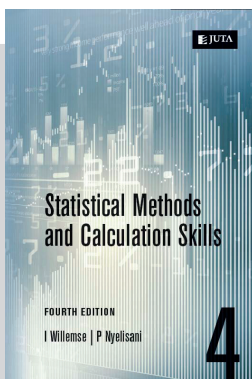
This exercise book provides an extensive bank of test and exam questions in the topics of calculus and financial calculations, all oriented towards applications in business, finance and economics. The questions in the main body of the book are multiple-choice questions with answers given at the back 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.



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327 PAGES

STATISTICAL METHODS AND CALCULATION SKILLS

I WILLEMSE & P NYELISANI

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.

SUPERVISING SAFETY

F VAN LOGGERENBERG (EDITOR)

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

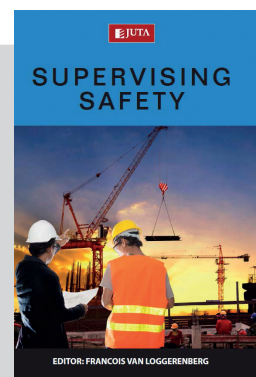
- Clearly defined learning outcomes at the start of each chapter to help readers navigate the contents
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material
- Examples relevant to the South African business environment.

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.

SUITABLE FOR

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



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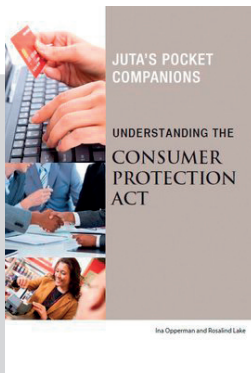
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262 PAGES



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UNDERSTANDING THE CONSUMER PROTECTION ACT

I OPPERMAN & R LAKE

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

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



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224 PAGES

WORKPLACE SAFETY IN SOUTH AFRICA

F VAN LOGGERENBERG (EDITOR)

The book clearly defines and explains safety management concepts and principles applicable to the South African work environment, with reference to current legislation and regulations. Topics include functional and construction safety; working in dangerous conditions (confined spaces, heights or extreme temperatures); safety in industry; occupational hygiene; the safe handling of hazardous chemical substances; thermal stress; risk assessment; and first-aid.

KEY FEATURES

- Clearly defined learning outcomes and key terms at the start of each chapter
- Information and examples relevant to organisations in South Africa and beyond
- An in-depth discussion of the ISO standards and other legal requirements relating to occupational health and safety
- A chapter on risk management and the hazard identification and risk assessment (HIRA) process
- Self-assessment questions at the end of each chapter to test the reader's understanding of the material.

ABOUT THE EDITOR

Francois van Loggerenberg is a senior lecturer in safety management at the University of South Africa (Unisa). He is the programme leader of the Programme in Safety Management and co-ordinator for the Safety, Health and Environment (SHE) section at Unisa.

SUITABLE FOR

Safety management students, seasoned and newly appointed safety practitioners, managers and business owners who want to improve safety in the workplace will find this book an informative resource.

BANK MANAGEMENT IN SOUTH AFRICA

A risk management perspective

J COETZEE

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

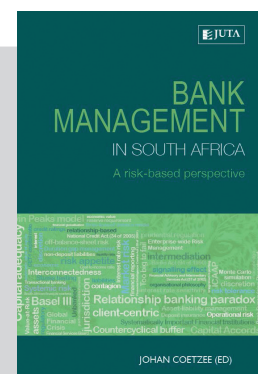
ABOUT THE AUTHOR

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.

SUITABLE FOR

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



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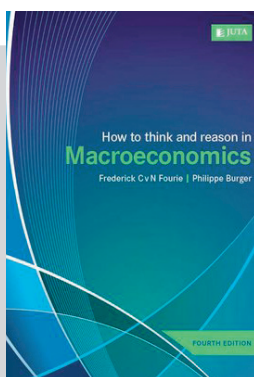
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598 PAGES

HOW TO THINK AND REASON IN MACROECONOMICS

F FOURIE & P BURGER

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

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

- Introduction to macroeconomics
- National income accounting and economic performance
- Labour market and the problem of unemployment
- Aggregate demand and aggregate supply
- Money, prices and the problem of inflation
- Open macroeconomy: International trade, exchange rate and the balance of payment
- Economic growth in the short run
- 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.

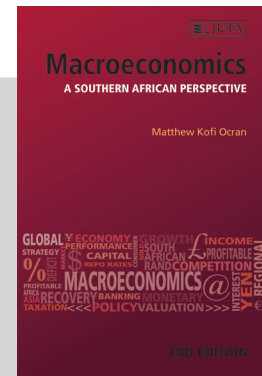
ABOUT THE AUTHORS

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.

Prof Ocran holds a BSc and MPhil degrees from the University of Ghana and a PhD from Stellenbosch University. 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).

SUITABLE FOR

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



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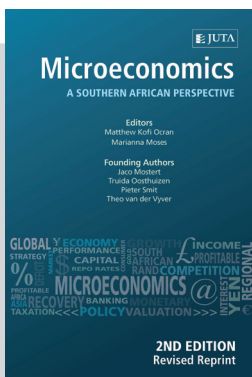
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MICRO-ECONOMICS

A Southern African Perspective

M MOSES & MK OCRAN

This second revised edition provides a comprehensive and current introduction to microeconomic theory, set against a contemporary South African background. This book addresses traditional theories of consumer and producer behavior as prescribed in most introductory microeconomic modules and answers questions around how consumers and producers interact in the market.

This book is suitable for first year university and college students studying Commerce, Finance, Banking and Education. It may also be useful to students studying Economics for the first time as part of undergraduate programmes as well as MBA degrees.



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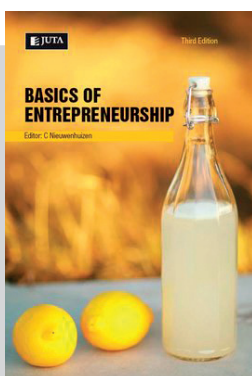
CONTENTS

- 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 maximization in a perfectly competitive market
- Chapter 8: Determining prices and output in imperfect competitive markets

SUITABLE FOR

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

ENTREPRENEURSHIP



BASICS OF ENTREPRENEURSHIP

C NIEUWENHUIZEN (EDITOR)

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.



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

SUITABLE FOR

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

BUSINESS MANAGEMENT FOR ENTREPRENEURS

C NIEUWENHUIZEN (EDITOR)

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.

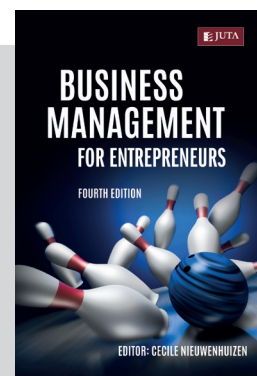
This edition contains updated information and new examples on all the business functions relevant to entrepreneurs. *Business Management for Entrepreneurs* (fourth edition) is an invaluable resource for students studying entrepreneurship and all young entrepreneurs who plan to start their own business, 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.



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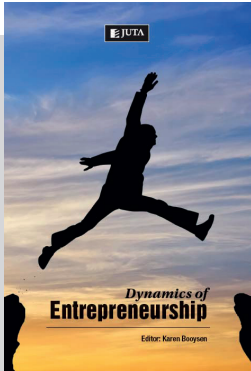
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DYNAMICS OF ENTREPRENEURSHIP

K BOOYSEN (EDITOR)

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

- Entrepreneurship and small, medium and micro
- Basic business concepts and the business
- The identification and development of business
- The viability of a business idea

Marketing

- Fundamentals of marketing management
- The marketing environment of business
- Market segmentation, targeting and positioning
- Product decisions

- Pricing decisions
- Promotion decisions
- Distribution decisions (placement)
- Marketing planning, implementation and control

Financial Management

- An introduction to financial management
- Basic accounting and financial statements
- Analysing the annual financial statements
- Budgets
- The capital requirements of a business

SUITABLE FOR

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

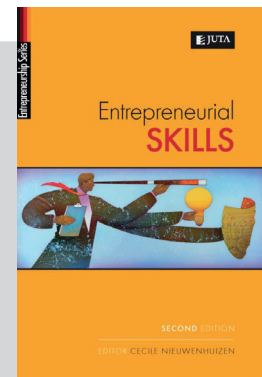
ENTREPRENEURIAL SKILLS

C NIEUWENHUIZEN (EDITOR)

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.

KEY FEATURES

- Achievement orientation
- Creativity and innovation
- Self-confidence and a positive attitude
- Goal-setting
- Assertiveness
- Time management
- Networking
- Leadership and teamwork
- Creative problem-solving
- Strategies for dealing with conflict and confrontation.



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256 PAGES

ENTREPRENEURSHIP AND HOW TO ESTABLISH YOUR OWN BUSINESS

J STRYDOM (EDITOR)

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.

CONTENTS

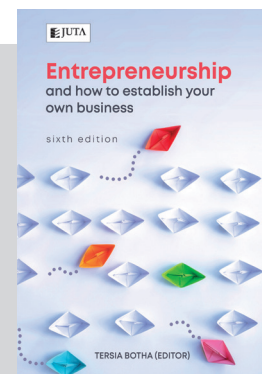
- Entrepreneurship and small, medium and micro enterprises (SMMEs) in perspective
- Basic business concepts and the business environment
- The identification and development of business ideas
- The viability of a business idea
- The business plan
- Setting up a business

KEY FEATURES

- 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.

ABOUT THE EDITOR

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



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6e 2018



180 PAGES



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.
-

BASIC PSYCHOLOGY FOR HUMAN RESOURCE PRACTITIONERS

SJ KRUGER & J STEYN

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.

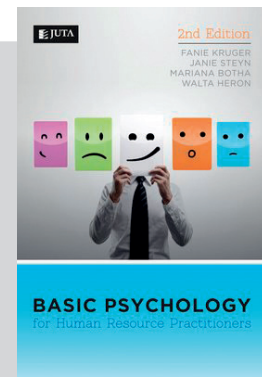
ABOUT THE AUTHORS

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



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978 1 48510 471 1

ZAR R504.00



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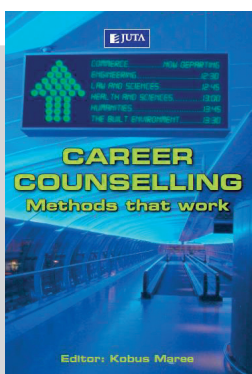
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400 PAGES



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2010



224 PAGES

CAREER COUNSELLING

Methods That Work

K MAREE (EDITOR)

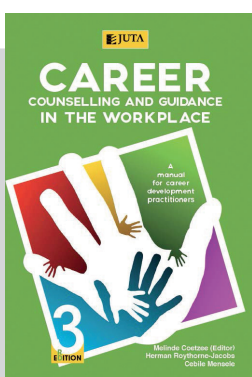
Career counselling: Methods that work is an introductory text that provides practitioners with a wide range of efficient and effective career interventions. Representing the main schools of thought in career counselling today, *Career counselling: Methods that work* identifies and reflects the growing 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.

SUITABLE FOR

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



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506 PAGES

CAREER COUNSELLING AND GUIDANCE IN THE WORKPLACE

A manual for career development practitioners

M COETZEE, H ROYTHORNE-JACOBS & C MENSELE

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. 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. This 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. Melinde is the author, co-author and editor of a number of academic books on training and development, career and personnel psychology.

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.

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 is a project leader in a community engagement project involving career counselling and guidance of high-school students.

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.

CAREERS

An organisational perspective

AMG SCHREUDER & M COETZEE

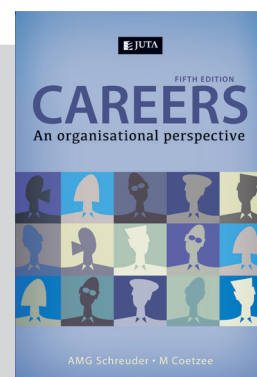
The fifth edition of this market-leading textbook on careers in the organisational context retains its popular blend of theory, classical and contemporary research, application activities and real-life case scenarios that represent the diverse population groups of South Africa. The fifth edition has been comprehensively revised and updated to reflect the changes in the knowledge-based and technology-driven 21st-century workplace. 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.

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



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568 PAGES

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.

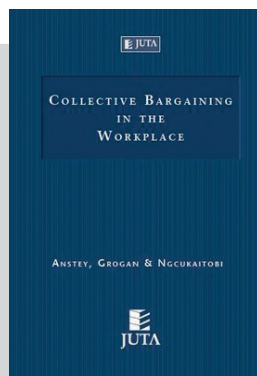
ABOUT THE AUTHORS

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.

Melinde Coetzee (DLitt et Phil) is a Research Professor in the Department of Industrial and Organisational Psychology at the University of South Africa. 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.

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.



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2010



169 PAGES

COLLECTIVE BARGAINING IN THE WORKPLACE

MS ANSTEY, J GROGAN & T NGCUKAITOBI

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.

CONTENTS

- Understanding conflict in the workplace
- Overview of the dispute system in South Africa
- Collective bargaining
- Negotiation
- Persuasive communication — the basic skill
- Alternative dispute resolution techniques

HUMAN RESOURCE MANAGEMENT

T AMOS, N PEARSE, L RISTOW & A RISTOW

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

ABOUT THE AUTHORS

Trevor Amos – is the Head of the Department of Management at Rhodes University. He is a registered Chartered HR Practitioner with the South African Board for People Practices (SABPP).

Adrian Ristow – is a '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.

Liezel Ristow – is an attorney of the High Court of South Africa. She is a freelance management consultant with a particular focus on labour law and strategic management.

Noel Pearse – is an Associate Professor in the Rhodes Business School. He is also a registered industrial psychologist with the Professional Board of Psychology of the Health Professions Council of South Africa.

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.



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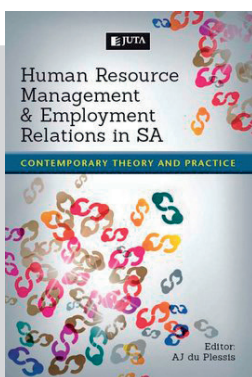
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555 PAGES



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ZAR R478.00



2015



320 PAGES

HUMAN RESOURCE MANAGEMENT & EMPLOYMENT RELATIONS IN SA

Contemporary theory and practice

AJ DU PLESSIS (EDITOR)

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

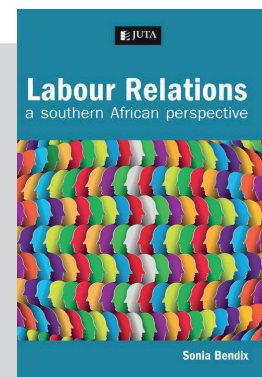
Despite the change of title, this is the sixth, revised edition of *Industrial Relations in South Africa*. As with its forerunners, this is a comprehensive text covering all aspects of labour relations in South Africa from both a theoretical and practical perspective. The text takes the reader through 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*.



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640 PAGES

PRACTISING LEARNING AND DEVELOPMENT IN SOUTH AFRICAN ORGANISATIONS 3E

M COETZEE

This edition of *Practising Learning and Development in South African Organisations* provides L&D professionals and students of the L&D field with the foundation needed for independent practice in the challenging and exciting arena of quality outcomes-based/work-based L&D provision in a rapidly evolving digital twenty-first century workplace. Integrating theoretical and practical perspectives, this book offers an updated and concise overview of the national skills development framework, and the occupation-directed work-based learning design approach to L&D practices, tools and techniques as they apply to the South African workplace

Chapter 1: The South African learning and development landscape

Chapter 2: The psychology of learning, employee motivation and performance

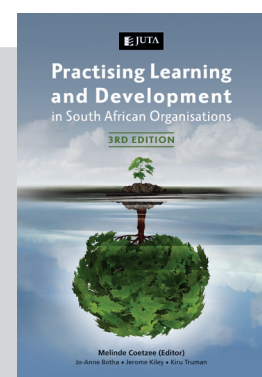
Chapter 3: Conducting a learning and development needs analysis

Chapter 4: Outcomes-based workplace learning design

Chapter 5: Online learning design

Chapter 6: Delivering learning and development interventions

Chapter 7: Assessment and moderation in learning and development



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Chapter 8: Evaluating learning intervention effectiveness

Chapter 9: Managing learning and development in the workplace

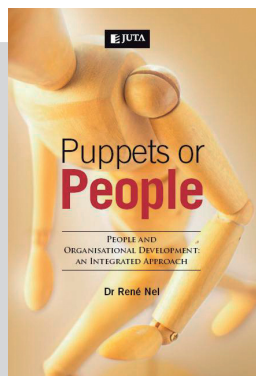
Chapter 10: Profession and practice of learning and development

ABOUT THE AUTHOR

Melinde Coetzee (DLitt et Phil) is a professor in the Department of Industrial and Organisational Psychology at the University of South Africa, Pretoria, South Africa. She has extensive experience in the corporate environment on psychological interventions pertaining to organisational development, human capacity and career development and talent retention.

SUITABLE FOR

Undergraduate students, as well as practising L&D professional and HRD practitioners.



PUPPETS OR PEOPLE

People and organisational development: An integrated approach
R NEL

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.

SUITABLE FOR

HR practitioners and trainers who believe that people are indeed their most valuable asset.



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R375.00



2008



153 PAGES

SOUTH AFRICAN HUMAN RESOURCE MANAGEMENT

Theory and practice

BJ SWANEPOEL

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

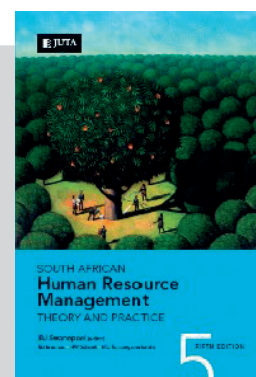
- Setting the HRM agenda conceptual and contextual perspectives: The challenge of human resource management: An introduction
- South African human resource management in context
- Beyond conformance: HRM for socio-economic inclusiveness
- Preparatory HRM work – strategising, designing and planning: HRM 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.



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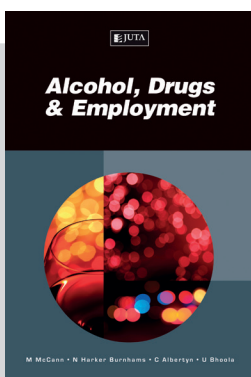
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978 0 70219 406 1

ZAR R636.00

978 0 70219 927 1

ZAR R589.00

2e 2011



420 PAGES

ALCOHOL, DRUGS & EMPLOYMENT

C ALBERTYN, U BHOOLA, N HARKER BURNHAMS & M MCCANN

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.

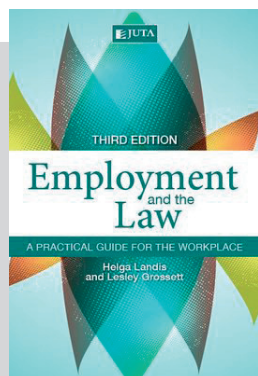
Alcohol, Drugs & Employment explains the case law on substance abuse in South Africa and also provides a useful international legal comparison. The book recommends procedures for identifying, controlling and treating substance abuse. It includes templates and procedural guidelines for pre-employment 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.

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.

SUITABLE FOR

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



978 1 48510 173 4

ZAR R718.00

3e 2014



580 PAGES

EMPLOYMENT AND THE LAW

A practical guide for the workplace
H LANDIS & L GROSSETT

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

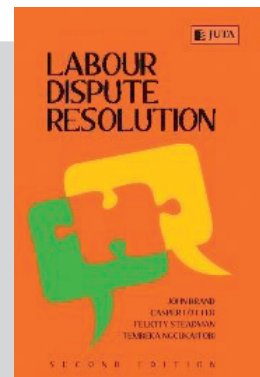
LABOUR DISPUTE RESOLUTION

J BRAND, C LÖTTER, T NGCUKAITOBI & F STEADMAN

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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2e 2009

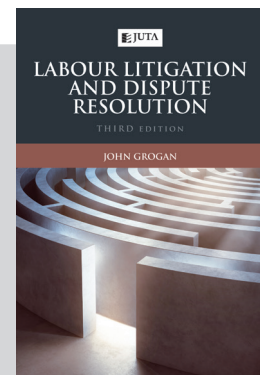


354 PAGES

LABOUR LITIGATION AND DISPUTE RESOLUTION

J GROGAN

Labour Litigation and Dispute Resolution forms one volume of a quartet by the author, which together covers the entire field of labour law as it has developed in South Africa to date. First published in 2010, this book is the most comprehensive exposition of practice and procedure in the various forums charged with resolving employment and labour disputes in South Africa. It provides an overview of the nature, powers and jurisdiction of the CCMA, bargaining councils, the Labour Court and private arbitrators, and guides the reader through the maze of rules and procedures that must be followed to process matters through these forums, while giving useful tips on how to avoid or surmount obstacles that might arise along the way. This book is more than a practice manual. Written in the clear and lively style which characterises the author's writing, it sets out the principles underlying the issues discussed, and illustrates them with many examples from decided cases. This 3rd edition of *Labour Litigation and Dispute Resolution* will be an indispensable part of any practitioner's library. *Labour Litigation and Dispute Resolution* is also available in electronic form, which is updated quarterly.



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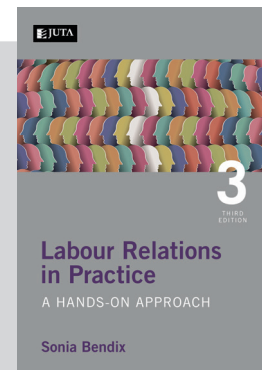
- Numerous practical examples, problems, actual court cases and scenarios
- Legislative requirements and codes of good practice are explained in simple, accessible language
- Examples of relevant policies are provided
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ABOUT THE AUTHOR

Professor Sonia Bendix was Head of Department: Human Resources Management at the Cape Peninsula University of Technology, where she lectured for 21 years. 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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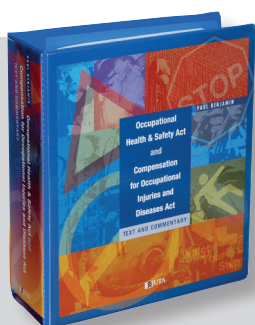
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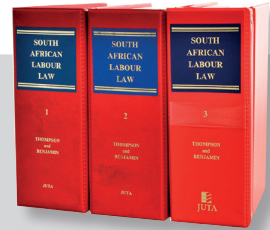
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CONTENTS

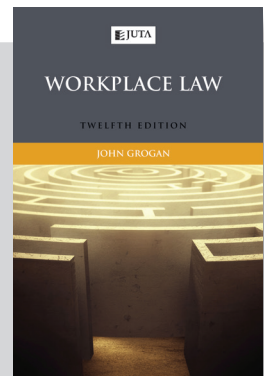
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AUTHOR INDEX

A

Albertyn C, 66
Amos T, 61
Angelopulo G, 33
Anstey M, 70
Anstey MS, 60
April, K 43
Aregbeshola RA, 28, 42

B

Barker R, 33
Beekman L, 5
Bendix S, 63, 69
Benjamin P, 70, 71
Bhoola U, 66
Booyesen K, 54
Botha T, 13, 36
Botha L, 13
Bothma CH, 35
Brand J, 67
Brevis T, 18
Burger P, 50

C

Campher K, 40
Cassim FHI, 17
Cassim MF, 17
Cassim R, 17
Coetzee J, 49
Coetzee M, 58, 59, 63
Conradie WM, 8
Correia C, 22
Coward V, 46

D

De Beer A, 11, 13, 24, 25
Deale P, 68
Du Plessis AJ, 62
Dube C, 5

E

Erasmus A, 25, 32
Erasmus AW, 11
Esterhuyzen E, 9, 14, 20, 31, 48

F

Fernandes NMJ, 12
Ferreira EJ, 6, 25, 32, 35, 40
Fourie CMW, 8
Fourie F, 50
Fourie L, 37
Fox W, 30

G

Geldenhuys D, 26, 74
Groenewald D, 6, 16, 17, 25

Grogan J, 60, 67, 71
Grossett L, 66

H

Harker Burnhams N, 66
Havenga M, 26, 27
Havenga P, 26, 27
Hefer-Hendrikse L, 19
Hendrikse JW, 19
Hunt K, 46

J

Jooste R, 17

K

Kampher K, 25
Kruger SJ, 57

L

Lake R, 48
Landis H, 66
Lötter C, 67
Louw B, 37
Louw L, 14, 31, 44

M

Macdonald R, 43
Mahony DP, 29
Maree K, 58
Martins N, 26, 74
McCann M, 66
Mensele C, 58
Moses M, 52

N

Naidoo P, 45
Nel J, 13
Nel R, 64
Ngcukaitobi T, 60, 67
Nieuwenhuizen C, 52, 53, 55
Nyabadza F, 34
Nyelisani P, 46

O

Ocran M, 51
Ocran MK, 52
Opperman I, 48

P

Pearse N, 61
Pereira K, 46
Pons A, 68
Potgieter H, 5
Pretorius JT, 27

R

Rieler C, 43
Ristow A, 61
Ristow L, 61
Rossouw D, 24, 25
Roythorne-Jacobs H, 58

S

Schreuder AMG, 59
Schofield I, 38
Sharrock R, 15, 27
Shev J, 17
Smit PJ, 36
Smit S, 31
Smit SJ, 9, 21, 48
Steadman F, 67
Steenkamp R, 39
Steyn J, 57
Strydom AE, 40
Strydom J, 55
Swanepoel BJ, 65
Swart N, 40

T

Thompson C, 71

U

Underhill J, 5

V

Van Antwerpen S, 40
Van Der Waldt G, 30
Van Jaarsveld M, 27
Van Loggerenberg F, 37, 47, 48
Van Noordwyk A, 12
Van Tonder E, 12
Van Schoor A, 39
Van Zyl E, 35
Van Zyl JH, 12
Venter P, 41
Visser C, 27
Vrba M, 18
Vrba MJ, 36
Vriesendorp S, 43

W

Wegner T, 7, 10
Wessels L, 34
Willemse I, 46

Y

Yeats J, 17
Young DA, 23

Z

Zwiers V, 11

TITLE INDEX

A

Academic literacy, 5
Administrative management, 6
Alcohol, drugs & employment, 66
Algemene beginsels van kommersiële reg, 27
Analysis of safety incidents, 14
Applied business statistics, 7

B

Bank management in South Africa, 49
Basic financial management, 8
Basic mathematics, 10
Basic psychology for human resource practitioners, 57
Basics of entrepreneurship, 52
Basics of safety hazards and the origins of safety risk, The, 9
Business analyst, The, 11
Business and office environment, The, 11
Business functions, 12
Business management by portfolio, 13
Business management for entrepreneurs, 53
Business management by portfolio, 13
Business transactions law, 15

C

Career counselling and guidance in the workplace, 58
Career counselling, 58
Careers, 59
Collective bargaining in the workplace, 60
Communication in the office, 16
Contemporary company law, 17
Contemporary management aspects, 17
Contemporary management principles, 18
Corporate governance handbook, 19

D

Design for safety, 20
Dynamics of entrepreneurship, 54

E

Employment and the law, 66
Entrepreneurial skills, 55
Entrepreneurship and how to establish your own business, 55
Environmental management, 21

F

Financial management, 22
Financial mathematics, 23
Focus on management principles, 24

Focus on operational management, 25
Fundamentals of office management, 25
Fundamentals of organisation development, 26

G

General principles of commercial law, 26
Gibson South African mercantile and company law, 27
Global business management, 28
Guide to meetings a-z, 29
Guide to project management, A, 30

H

How to think and reason in macroeconomics, 50
Human resource management & employment relations in SA, 62
Human resource management, 61

I

Identifying and analysing safety risk, 31
Information management, 32
Integrated organisational communication, 33
Introduction to applied calculus for social and life sciences, An, 34
Introduction to information management & technology in business, An, 35

L

Labour dispute resolution, 67
Labour litigation and dispute resolution, 67
Labour relations handbook, 68
Labour relations in practice, 69
Labour relations, 63
Leadership in the african context, 35

M

Macroeconomics, 51
Management principles, 36
Management sciences, 38
Managing change, 70
Managing organisational safety culture, 14
Managing safety culture, 37
Managing safety in the workplace, 37
Micro-economics, 52

O

Occupational health and safety act and compensation for occupational injuries and diseases act, 70
Occupational safety and health, 39
Office finance, 40

P

Personal financial management, 40
Practising learning and development in south african organisations 3e, 63
Practising strategy, 41
Principles of global business management, 42
Puppets or people, 64

R

Rethinking leadership, 43

S

Safety incident investigation, 43
Safety management in an organisational context, 44
Safety systems, 45
Selected questions in mathematics for business, finance and economics, 46
South African human resource management, 65
South african labour law, 71
Statistical methods and calculation skills, 46
Supervising safety, 47

U

Understanding the consumer protection act, 48

W

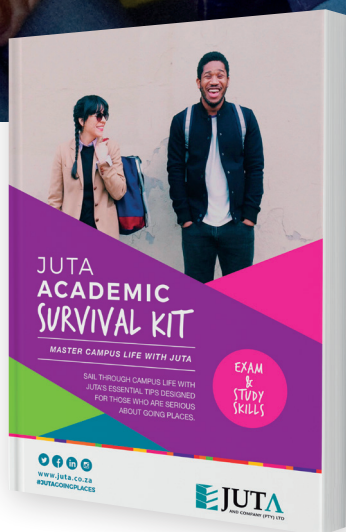
Workplace law, 71
Workplace safety in South Africa, 48

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