

# CONTENTS

2	Introduction
3	Contact us
6	Trade terms and conditions
8	Business titles
8	<i>Business management</i>
32	<i>Economics</i>
35	<i>Entrepreneurship</i>
37	<i>Human resources</i>
45	<i>Industrial relations</i>
58	Author index
59	Title index





There is a need to develop South Africa's human resources and to raise the level of skills of our workforce. Juta Academic Publishers understands this and continually seeks ways to raise the benchmark for academic publishing. We also share the national dream of making higher education more accessible to all.

**To this end our goals are to:**

- translate trends and policies in education into useful learning and support materials;
- meet student's needs through the development of suitable learning materials;
- produce concise guides for educators; and
- contribute to general literacy and develop a culture of reading.

**Our publishing programme includes:**

- the production of high quality, interactive materials for students and educators in southern Africa;
- providing the rapidly changing world of business with up-to-date, relevant and flexible learning materials for students and practitioners;
- the development of small business materials to encourage economic development and entrepreneurship;
- creating training materials for engineering, science, commerce, public management, health, tourism and development studies;
- the development of suitable language and communication materials for tertiary education, business and industry that are in tune with current language and communication needs.

For your convenience more and more of our materials are available in a range of formats, including electronic delivery, audio and video. We also supply Internet downloadable peripherals and exercises to assist educators and students in the use of our materials. Because we understand the need to upgrade South Africa's delivery capacity through distance education, we have designed our materials specifically for education at a distance and for self-directed learning.

Over the years we have developed a strong pool of highly-qualified authors who are leaders in their fields, and we are proud to contribute to the success of the students who use our materials. As progressive publishers, we welcome comments from our readers and ideas from prospective authors. We are always ready to develop new talent because ultimately, the people of South Africa are our most valuable assets.

**Prospective Authors**

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



## Contact us

### Juta and Company (Pty) Ltd

Head Office – Trade Distribution and Accounts  
1st Floor, Sunclare Building, 21 Dreyer Street, Claremont, 7700  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2300 • Fax: +27 (0) 21 659 2360  
E-mail: [academic@juta.co.za](mailto:academic@juta.co.za) • Website: [www.juta.co.za](http://www.juta.co.za)

### Publishing Manager

*Hyreath Anderson*  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2497 • Cell: 083 266 1843  
E-mail: [handerson@juta.co.za](mailto:handerson@juta.co.za)

### Publishers

*Jayde Butler* (Computing/Business Information Systems, Economics, Human Resources, Mathematical Sciences and Stats)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2306 • Cell: 082 650 2901  
E-mail: [jbutler@juta.co.za](mailto:jbutler@juta.co.za)

*Lynn Koch* (Education, Psychology, Research, Social Sciences)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2426 • E-mail: [lkoch@juta.co.za](mailto:lkoch@juta.co.za)

*Chris Lawrence* (Accounting, Auditing, Corporate Governance, Finance, Tax)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2489 • Cell: 083 564 9100  
E-mail: [clawrence@juta.co.za](mailto:clawrence@juta.co.za)

*Phillip Liebenberg* (Business Management and Entrepreneurship, Marketing, Retail and Sales)  
PO Box 39412, Moreleta Park, 0044, Pretoria  
Tel: +27 (0) 12 997 5754 • Cell: 083 399 2030  
E-mail: [pliebenberg@juta.co.za](mailto:pliebenberg@juta.co.za)

*Sarah O'Neill* (Health)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2335 • Cell: 083 283 6628  
E-mail: [soneill@juta.co.za](mailto:soneill@juta.co.za)

*Corina Pelsler* (Communication, Engineering, Hospitality and Tourism, Public Administration)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2375 • Cell: 071 604 4054  
E-mail: [cpelsler@juta.co.za](mailto:cpelsler@juta.co.za)

*Sandy Shepherd* (UCT Press)  
PO Box 14373, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2581 • Cell: 083 277 4418  
E-mail: [sshepherd@juta.co.za](mailto:sshepherd@juta.co.za)

### **Strategic Marketing Manager**

*Mabel Mnensa*

PO Box 24299, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2354 • Cell: +27 (0) 83 407 2410  
Email: mmnensa@juta.co.za

### **Sales Manager**

*Michelle Symington*

PO Box 24299, Lansdowne, 7779, Cape Town  
Tel: +27 (0) 21 659 2584 • Cell: +27 (0) 21 4450 2789  
Email: symington@juta.co.za

### **Sales Consultants**

#### **Gauteng, North-West, Northern Cape and Pretoria**

*Marie Botha*

Norfolk House, Sandton Close 2, 3rd Floor, c/o 5th and Norwich Roads, Sandton  
Tel: +27 (0) 11 217 7234 • Cell: 083 399 9042  
E-mail: mbotha@juta.co.za

#### **KwaZulu-Natal, Free State, Gauteng and Eastern Cape**

*Jennie Bowen*

60 Wilkes Road, Prestbury, Pietermaritzburg  
Cell: 083 367 9720  
E-mail: jbowen@juta.co.za

#### **KwaZulu-Natal, Eastern Cape, Mpumalanga, Lesotho & Swaziland**

*Gladman Buthelezi*

88 Field Street, 19th Floor, Southern Life Building, Durban  
Tel: +27 (0) 31 304 4335 • Cell: 083 702 2425  
E-mail: gbuthelezi@juta.co.za

#### **Western Cape, Eastern Cape (Port Elizabeth), Southern Cape and Namibia**

*Janine Gentle*

1st Floor, Sunclare Building, 21 Dreyer Street, Claremont  
Tel: +27 (0) 21 659 2300 • Cell: 072 375 8006  
E-mail: jgentle@juta.co.za

#### **Gauteng, Free State, Limpopo, Mpumalanga and Botswana**

*Pieter Smith*

Norfolk House, Sandton Close 2, 3rd Floor, c/o 5th and Norwich Roads, Sandton  
Tel: +27 (0) 11 217 7200 • Cell: 083 283 7055  
E-mail: psmith@juta.co.za

## Customer Services

Tel: +27 (0) 21 659 2300 • Fax: +27 (0) 21 659 2360

Email: Account queries: [creditcontrol@juta.co.za](mailto:creditcontrol@juta.co.za)

Customer queries: [cserv@juta.co.za](mailto:cserv@juta.co.za)

New accounts: [newaccounts@juta.co.za](mailto:newaccounts@juta.co.za)

Orders: [orders@juta.co.za](mailto:orders@juta.co.za)

Returns: [returns@juta.co.za](mailto:returns@juta.co.za)

## Juta Academic Sales Consultants

Cape Town: Tel: +27 (0) 21 659 2300 • Fax: +27 (0) 21 659 2360

Durban: Tel: +27 (0) 31 304 4335 • Fax: +27 (0) 31 304 4284

Johannesburg: Tel: +27 (0) 11 217 7200 • Fax: +27 (0) 11 883 8169

## Support Material

Support material is made available to students and lecturers using Juta Academic textbooks at prescribing institutions. To gain access to support material lecturers need to register by creating a profile on **[bit.ly/jutaregister](http://bit.ly/jutaregister)**. Once you have submitted your registration, Juta will verify your details and then approve your access.

Student support material is open to all and is accessible on the Juta Academic website.

Support material will vary per title but could include any of the following:

- PowerPoint® presentations
- Interactive workbook
- Online question banks
- Videos covering core concepts
- Mobile-friendly glossary
- Exam and study skills

To find out what support material is available for your title, visit the support material catalogue at **[bit.ly/jutaregister](http://bit.ly/jutaregister)**. If you require any assistance you can email the support material team on [supportmaterial@juta.co.za](mailto:supportmaterial@juta.co.za)

## e-Books

Many Juta titles are now available as e-Books. We are able to make our e-Books available to you through the most advanced e-Book software in the world, VitalSource Bookshelf® offering you three-way access to your books: download, online and mobile. For direct sales of licensed e-Product contact us at [academic@juta.co.za](mailto:academic@juta.co.za)

## Prices

Please note that all prices are applicable from July 2015 to June 2016.



To download the electronic PDF of the Juta Business catalogue 2015/2016 go to **[www.jutaacademic.co.za](http://www.jutaacademic.co.za)** or follow the QR Code.

## Trade Terms and Conditions

### Trade orders and enquiries

Juta and Company (Pty) Ltd  
PO Box 14373  
Lansdowne  
7779  
Cape Town

Tel: +27 (0) 21 659 2300  
Fax: +27 (0) 21 659 2360  
E-mail: [academic@juta.co.za](mailto:academic@juta.co.za)

We would like to draw your attention to the following terms and conditions for the return of stock to Juta and Company, and request that you familiarise yourself with our policies and procedures in order to expedite your approval requests timeously and with minimum administration. Failure to adhere to these terms and conditions may delay the processing of customer credits or result in an authorisation request being rejected.

### Trade returns

Only written applications for permission to return and exchange publications will be accepted. Please address requests to return and returns queries to:

Returns Administrator  
Fax: +27 (0) 21 659 2755  
Email: [returns@juta.co.za](mailto:returns@juta.co.za)

### Application for returns must be accompanied by:

- The relevant invoice and account number(s);
- Titles, ISBN numbers and quantities that you wish to return;
- Reasons for the return;
- In the case of old-edition returns where these have been invited by Juta, a copy of the replacement order placed with our Customer Services Department for an equivalent number of copies of the new edition. Permission to return shall not be granted without such an order in these instances.

### Please Note:

- The maximum percentage allowed for returns is based on the invoice value or total annual purchases, depending on the respective agreement in place with the Trader concerned. Please consult the Returns Administrator to confirm this if in doubt.
- Only applications to return local publications within 12 months of the invoice date will be considered. Requests for returns on imported stock must be lodged within 6 months of the invoice date.

### Successful / authorised applications

- Juta will send an official Returns Authorisation, and publications may only be returned once this document has been received.
- A copy of the Returns Authorisation must accompany all your returns.
- Juta will only accept goods in a resalable condition. (Product containing price stickers and other markings will not be accepted.)
  - On receipt by Juta, goods are evaluated by the Returns Administrator.
  - Discrepancies are further evaluated by the Customer Services Administrator and Stock Administrator prior to contacting the customer.
  - Customer complaints are referred to the Warehouse Manager for evaluation.
  - Unresolved complaints are referred to the Divisional Sales Manager.
- Returns authorisations are only valid for a period of 30 days from date of issue to the Trader by the Returns Administrator.

### Unsuccessful returns applications

In the event of applications for the return of stock being denied, a Juta representative will inform traders of the reasons for this in writing.

### Unauthorised returns

Goods must be collected from the Juta warehouse within 7 days of being notified of an unauthorised return. Unauthorised returns which remain on our premises after 7 days will be returned to the sender and the cost of this charged to the customer's account.

### Reporting of quality and quantity discrepancies

- All discrepancies should be logged with our Customer Services Department either via email to: [cserv@juta.co.za](mailto:cserv@juta.co.za), Fax: +27 (0) 21 659 2360 or Tel: +27 (0) 21 659 2300 within 7 days of receipt of goods. Imperfect or mis-bound publications, or stock damaged in transit will be credited once the unsaleable publications have been collected and received at our Warehouse.
- Replacement goods will be invoiced in full.

#### **Please Note:**

- In instances where the return is not as a result of an error on Juta's part, the cost of carriage will be for the customer's account. Should the return be due to an error on Juta's part, we will arrange collection at our expense, with a carrier nominated by us.
- Returns on sale or discounted priced titles will not be accepted.

### Academic Literacy

*L Beekman, C Dube, H Potgieter & J Underhill*

*Academic Literacy* is an essential tool to support the achievement of academic goals which in turn will lead to the accomplishment of personal and career goals. *Academic Literacy* covers all the necessary academic skills and competencies for constructive and successful study. Not only is the focus on reading, writing, listening and verbal communication, but also on developing your thinking skills, possibly the core skill needed at this level of study. Other skills that the learner will be exposed to are: understanding and engaging in academic study; developing vocabulary; reading for study purposes; argument; paraphrasing and summarising; writing paragraphs; assignment writing, and examination skills.

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

New to the Second Edition:

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

#### Recommended for

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

#### About the authors

*Litha Beekman* is a registered educational psychologist and has been involved in study skills training and research at secondary school and tertiary education level. *Cecilia Dube* holds in MA in Applied English Linguistics from the University of Zimbabwe. Until recently, she worked in the Academic Development Centre at the University of Johannesburg in academic literacies development. *Jenni Underhill* works in the Academic Development Centre at the University of Johannesburg, working in tutor development and mentorship. *Herman Potgieter* works at the Institute of Marketing Management (IMM) as an academic development officer.

### Administrative Management

*E Ferreira, A Erasmus & D Groenewald*

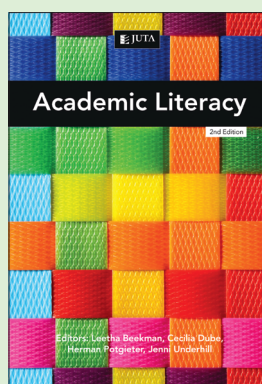
*Administrative Management* was written specifically for people working in the field of administrative management, as well as those studying administrative management at higher education institutions.

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

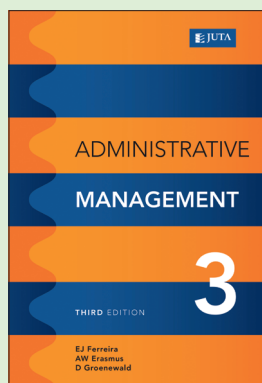
#### Contents

**Introduction to the field of administrative management:** The role of administrative management within an organisation • Information systems • Information and knowledge management • The administrative support function • The basics of communication • Written Communication • Electronic Communication • How to conduct effective meetings

**The Office:** Office Design and Layout • The office environment • The Virtual Workplace • Quality Administrative Management • Productivity, workflow and office procedures in the administrative office • The role of information systems



2nd edition 2016  
124 pages  
Soft cover  
Printed 9781485111795  
WebPDF TBA  
**R190.00**



3rd Edition 2013  
466 pages  
Soft cover  
Printed 9781485102090  
WebPDF 9781485104087  
**R497.00**



**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

### Key Features

Grounded in research on the roles and responsibilities of managers and administrative practitioners within different organisations in South Africa, topics include: The role of administrative management within an organisation • Information systems, office systems and the management of information • Written and electronic communication • Meetings and meeting procedures • Office layout, environment, equipment and furniture • The virtual workplace • Office procedures, workflow and productivity • Planning, organising, leading, control and problem solving • Managing cultural diversity • Business ethics • Risk management and loss control.

### Recommended for

This newly updated resource will provide both prospective and current information managers and office professionals with the necessary knowledge and insight into information management. It will enable them to manage the information needs of the organisation so that timely, relevant and accurate information is available to managers at all levels to assist them in making meaningful decisions.

### About the editors

*Professor Edmund Ferreira* is a senior lecturer in the Department of Business Management at the University of South Africa. *Dr Annatjie Erasmus* is currently specialising in quality assurance consultancy and is the sole member of Business Process Engineering CC. *Dr Darelle Groenewald* is a senior lecturer in the Department of Business Management at the University of Johannesburg.

## Applied Business Statistics

– Methods and Excel-based Applications

*T Wegner*

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; and
- 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



APPLIED BUSINESS  
STATISTICS

4th edition 2015

480 pages

Soft cover

Printed 9781485111931

WebPDF TBA

**R525.00**



**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

A feature of this book is the use of Microsoft Excel to perform statistical analyses. Students are given the opportunity to familiarise themselves with Microsoft Excel's statistical capabilities by applying them to data sets of business problems, which are available on the accompanying CD. Students can monitor their learning with the help of the exercises at the end of every chapter.

#### **Recommended for**

Students of management at all levels of study (diploma, undergraduate and post-graduate (including MBA), who need to have an appreciation of the role of statistics plays in management decision-making – be it Marketing, Finance, Human Resources, Production or Logistics.

#### **About the author**

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

## **Basic Financial Management**

*WM Conradie & CMW Fourie*

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

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

#### **Contents**

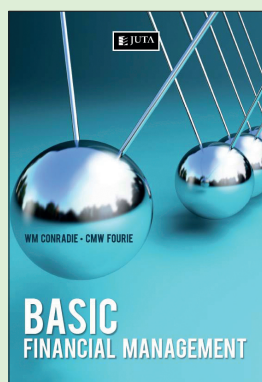
An introduction to financial management for marketing managers • Basic accounting and financial statements • Analysing the annual financial statements • The capital requirements of an enterprise • Financing the capital requirements of an enterprise • The financial break-even analysis • Budgets • Managing credit • Managing stock • inventory • Business statistics

#### **Key features**

Important concepts and definitions are highlighted throughout the book, and the reader is provided with many practical examples and self-evaluation exercises.

#### **Recommended for**

Students of financial management or anyone involved in the management of a business enterprise.



2011  
224 pages  
Soft cover  
Printed 9780702188701  
WebPDF 9780702189616  
**R326.00**



## 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. It is also of value to any other student wanting a general revision of basic mathematics.

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

### Contents

**Basic arithmetic:** Mental arithmetic – the beginnings • Numbers • Arithmetic operations on numbers • Fractions • Decimals • Indices (or powers) • Percentages • Applications of percentages – word problems • Ratios • Proportion • Speed, distance, time • Rates of work/flow • Quick-and-dirty arithmetic

**Fundamental algebra:** Basic concepts: terms and expressions • Forming algebraic expressions • Operations on algebraic expressions • Operations on algebraic fractions • Indices • Algebraic equations • Factorising • Graphs and equations (straight line and parabola) • Solving simultaneous equations • Inequalities • Break-even analysis

**Geometry:** Triangles • Area of rectangles and triangles • Perimeter of rectangles, squares and triangles • Circles • Cuboid • Cylinders

**Basic statistics:** Central location measures (average, weighted average, median) • Standard deviation (S) • Sets and probability • Bar charts • Counting rules: factorials, combinations and permutations • Probability trees

**Appendices:** Pre-revision test • Post-revision test • Solutions to exercises • Solutions to pre-revision test • Solutions to post-revision test

### About the Author

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

## Business Analyst, The

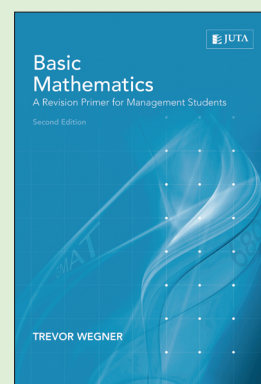
– Information Technology's paradigm shift

**V Zwiers**

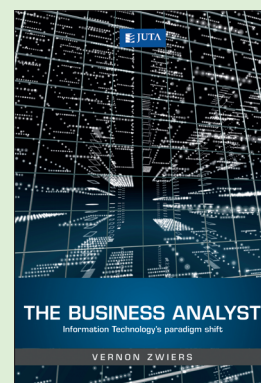
*The Business Analyst: Information Technology's paradigm shift* completely dissolves the perception that the IT industry dictates to businesses what IT systems they will use and dispels the myth that business users and IT technicians are from different planets. It suggests how to create an environment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

The IT industry has to move to a point where it realises that the users of IT systems and the technical personnel are both equally responsible for getting the system to work. The users of the IT system should be an integral part of the team when the system is being put together. This, unfortunately, is not the norm within the industry.

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.



2nd edition 2013  
156 pages  
Soft cover  
Printed 9781485102007  
WebPDF 9780702197413  
**R299.00**



2011  
302 pages  
Soft cover  
Printed 9780702188619  
**R377.00**



## Contents

Introduction to business analysis, its origins and growth • Introduction to the role of the business analyst • Communication • Listening – plain and simple • The interview or meeting: Managing one-on-one interactions • Facilitation • Meetings The business analyst's golden meeting: The joint application development (JAD) session • What most people fear: The presentation • Chapter 10: Work products: Communication for posterity • Unified Modelling Language is a complete paradigm shift • Business process modelling: Understanding what business wants • UML – The use case diagram: Continuing to understand what business wants • UML – The sequence diagram: Moving to the next level from the use case • UML – The communication diagram: A close relative of the sequence diagram • UML – The activity diagram: What lies hidden to the user behind the use case • UML – The state machine diagram: Another way of working with objects • The class diagram: The building blocks of the design • UML – The remaining structure-type diagrams from the class diagram onwards • UML – The last two diagrams: Micro-timing • UML – The process of weaving the tapestry together • How UML fits together: Interlocking the puzzle pieces • The practical application of UML in projects: An asset for your company • UML – Robustness analysis: Completing the circle of the process • UML – Moving into the problem domain: Building the classes to make things work • Passing the benefit to the board of directors and the project manager • Answers to questions

## 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.

## Recommended for

This book is suitable for senior undergraduates in Information Systems. It also helps professionals to determine business solutions to business problems.

## About the author

Vernon Zwiers owns a training and consultancy company, DenVer Project Management and Professional Services. He has written a successful course on business analysis and design techniques on which this book is based. The course is also published internationally in partnership with Trinity Business Solutions. He lectures, consults and works in the industry, locally and internationally, as a business analyst and project manager. He is on the Academic Advisory Committee for Tshwane University of Technology and runs a corporate mentorship project.

## Business Functions

– An introduction

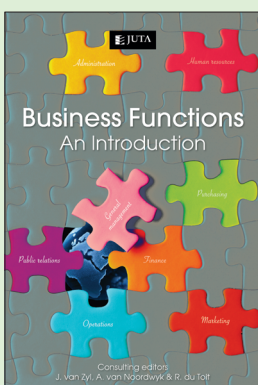
*J van Zyl, A van Noordwyk & R du Toit*

In today's changing environment it is important for businesses to be managed efficiently and effectively. To remain competitive and ensure long-term success, businesses need to be innovative and understand how the different business functions interact with each other.

This book offers an introduction to business management, focusing on the four management functions, different levels of management and the skills managers need. The environments in which businesses operate also receive special attention to demonstrate that businesses are influenced by both internal and external forces.

## Contents

Introduction to business management • The business environment • The marketing function • The financial function • The human resource function • The purchasing function • The operations function • The administrative function • The public relations function



2012  
136 pages  
Soft cover  
Printed 9780702189760  
**R377.00**

## Key features

The various business functions are then discussed in depth. They are: Marketing • Finance • Human resources • Purchasing • Operations • Administration • Public relations.

## Contributors

A de Beer, Professor T Brewis, Professor MC Cant, Professor W Conradie, H Schenk, T Amos, Professor H Badenhorst-Weiss, Professor R Steenkamp, Professor E Ferreira, Dr D Groenewald & D Tsabalala.

# 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 orientates the reader with an introduction into the field of business management, followed by general management principles to any business manager.

## Contents

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

# Business Transactions Law

R Sharrock

This book addresses fundamental questions about business transactions:

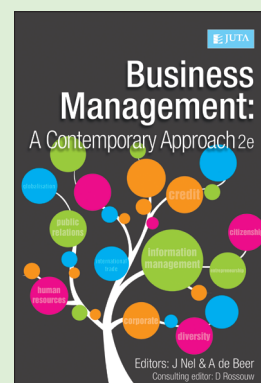
When is a transaction binding and what is its legal effect? • What legal redress does a party have in cases of breach of contract? • Are there circumstances in which a party is excused from completing its side of the transaction?

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

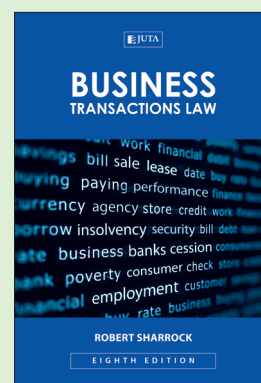
A new chapter on consumer agreements, examining both the Consumer Protection Act and the regulations • Changes to contractual capacity brought about by the Children's Act 2005 and Companies Act 2008 • Important decisions affecting basic principles of common law illegality, notably *Bredenkamp and Others v Standard Bank of South Africa Ltd* • Changes to agency introduced by the Companies Act 2008 • A more comprehensive discussion of insurance • The chapter on employment has been expanded to include numerous additional case summaries • The chapter on credit agreements includes important cases interpreting the National Credit Act • In the area of security – an issue of huge importance, not yet resolved, is addressed: the mortgagee's right to immediate execution versus the mortgagor's constitutional right to have access to adequate housing • The Consumer Protection Act has affected various areas of commercial law and several chapters have been amended to reflect these developments.

## Contents

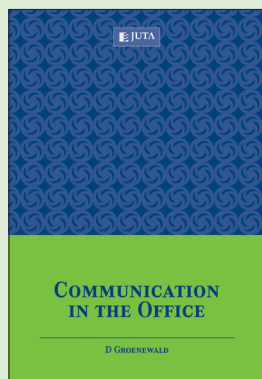
Introduction • Formation of the contract • Effect of the contract (General; Miscellaneous contracts) • Non-performance of the contract • Security • Insolvency • Appendices (Electronic transactions; Outline of certain aspects of the law of property; Employment Equity Act, 1998: Affirmative action)



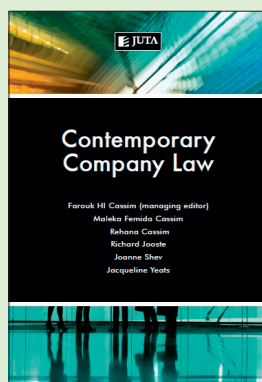
2nd edition 2014  
453 pages  
Soft cover  
Printed 9781485102526  
WebPDF 9780702196713  
**R478.00**



8th edition 2011  
972 pages  
Soft cover  
Printed 9780702185434  
e-Book 9780702198786  
**R750.00**



2010  
100 pages  
Soft cover  
Printed 9780702177880  
WebPDF 9780702196508  
**R164.00**



2nd edition 2012  
1204 pages  
Soft cover  
Printed 9780702185656  
**R775.00**

### Key features

The style of writing is intended to make the book more user-friendly – case studies are included in the text and are presented in a very readable style, and there are no footnotes • The introduction covers the basic legal concepts, judicial system, sources of law and the main divisions of the law thoroughly, to allow the book to be used by non-law students.

### Recommended for

Students • Law teachers • Legal advisers • Legal practitioners • Financial managers • Libraries

## Communication in the Office

*D Groenewald*

### Contents

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

### Key features

This module will enable one to: Understand the importance of good communication in an office environment, as well as the elements of the communication process (verbally and written communication) • 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.

## 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

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



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



# Contemporary Management Aspects

*D Groenewald (Editor)*

Management involves the managing of organisations 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.

Contemporary management aspects are crucial aspects that managers at all levels should include in the development of their own best practices to ensure that they remain competitive and dynamic in an ever changing world.

## 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 Managements Concepts and Context • Risk Assessment • Projects and Project Management in Context • The Project Process Group

## Key features

Some of the aspects covered in this book are: Creativity • Innovation • Change management • Globalisation • Risk management • Project management.

## About the editor

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

# Contemporary Management Principles

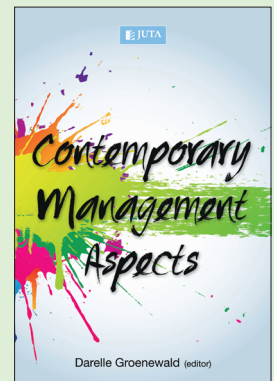
*T Brevis & M Vrba*

*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.

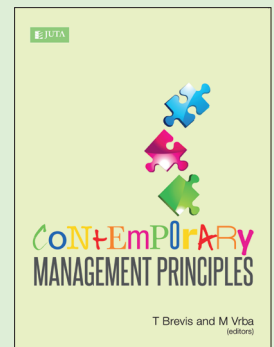
*Contemporary Management Principles* is written by authors with many years of experience in the field of management and is a must-have resource for any manager or management student.

## 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



2013  
320 pages  
Soft cover  
Printed 9781485102069  
WebPDF 9780702197468  
**R466.00**



2014  
320 pages  
Soft cover  
Printed 9781485102298  
WebPDF 9781485104278  
**R485.00**

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.

### Recommended for

All students who studies general management at an undergrad level • All managers who want refresh any aspect of management.

### About the authors

*Professor Tersia Brevis* holds a DCom degree in Business Management (specialising in investment management) from the University of South Africa. She is currently the Chair of the Department of Business Management in the College of Economic and Management Sciences, at the same institution. *Mari Vrba* is a senior lecturer in the Department of Business Management in the College of Economic and Management Sciences at the University of South Africa where she has been teaching for more than two decades in the areas of general management, strategic management and the management of organisational change and renewal.

## Corporate Governance Handbook

### – Principles and Practice

*JW Hendrikse & L Hefer-Hendrikse*

Our first edition, the *Business Governance Handbook* has changed its name to the *Corporate Governance Handbook*, reflecting the fundamental importance of good governance by corporations.

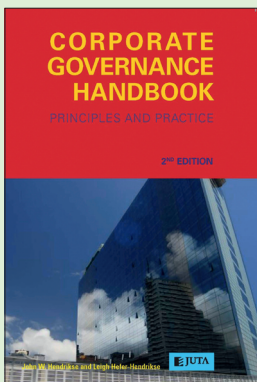
Corporate governance is presented in a holistic perspective with the board of directors playing a central and pivotal role. To do so, the board has to “govern and direct” in the best interest of the company. *Corporate Governance Handbook* sets out all the fundamentals of good corporate governance against the background of new corporate legislation and regulations (Companies Act 71 of 2008) and codes of conduct such as King III.

### Contents

Corporate Power • Business Performance • Business Environment • Corporate Control • Business Survival and Success • Business Opportunities • Governance Legislation and Regulations • Misconduct and Malpractice • Governance Codes • Corporate Governance Framework • Corporate Governance Principles • Shareholder Engagement and Activism • Ethics Of Business • Companies Act 2008 And Corporate Governance • King III Report And Code • Power Of The Board • Composition Of The Board • Conduct Of The Board • Conduct Of Directors • Board Committees • Board Performance • Director's Performance And Remuneration • The Board Chairman • The Chief Executive Officer • The Company Secretary • Assurance And Audit • Risk Management • Business Rescue • IT Governance • Corporate Social Responsibility Governance • Sustainable Development Governance • Internal Audit • External Auditors • Disclosure and Transparency • Financial Responsibility Reporting • Accounting Standards and Reporting • Integrated Reporting • Public Sector Corporate Governance • Non-Profit Sector Corporate Governance • Small and Medium Business Governance • Corporate Citizenship

### Key features

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



2nd edition 2011  
608 pages  
Soft cover  
Printed 9780702177590  
WebPDF 9780702195617  
**R569.00**

### Recommended for

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

### About the authors

*Dr John W. Hendrikse* is the CEO of Genesis Corporate Services CC and CAPTAX CC, specialising in corporate performance and turnaround strategies, business valuations, business broking, governance consulting and management training. He holds the degrees of BCom, MBA (Cum Laude) and Ph.D. *Advocate Leigh Hefer-Hendrikse* is also an executive member of Genesis Corporate Services CC and CAPTAX CC and specialises in litigation in commercial and property law. She holds the degrees of BSc (Honours), LLB (Magna Cum Laude) and LLM.

## Financial Management

*C Correia, D Flynn, E Uliana, M Wormald & J Dillon*

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

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

The 8th edition includes a wrap-up and guidance at the end of key chapters, showing further insight and guidance on the fundamental issues and concepts of key chapters.

### Contents

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

### Key features

Professional ethics and codes of conduct have been updated in terms of revisions and updates from SAICA and the CFA Institute • The textbook has been updated in terms of: tax and other related legislation; the implementation of the new Companies Act, which affects corporate actions such as share buy-backs; corporate restructurings, turning around financially troubled businesses and explanations of the workings of the business rescue provisions (Chapter 6 of the new Companies Act); the tax effects on capital equipment purchases and the revisions in capital gains tax; BEE financing structures and BEE rules • Extensive reference to the wisdom and insights of Warren Buffett and how his views reconcile to finance theory • Extensive use is made of Excel™ models to explain each topic in finance • The textbook includes many examples from the real world and will often refer to the practices of South African companies • An extensive number of questions per chapter, which vary from 25 to 42 questions per chapter

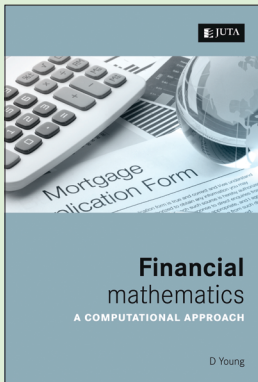
### Recommended for

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



8th edition 2015  
1 200 pages  
Printed 9781485102779  
WebPDF 9781485104902  
**R783.00**





2015  
160 pages  
Soft cover  
Printed 9780702129599  
**R162.00**

## 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.

### Contents

Simple and Compound Interest • Simple and Complex Annuities • Further topics in Financial Mathematics • Answers to Exercises • Appendices

### Key features

The mathematical procedures demonstrated provide the skills for adjusting formulae to deal with non-standard situations.

### Recommended for

First year University students studying Commerce, Economics and Finance will benefit from this text. However, anyone wishing to learn how loans are calculated and adjustments made for different interest rates, changes in interest rates, missed payments etc. will benefit.

### About the author

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

## Focus on Management Principles

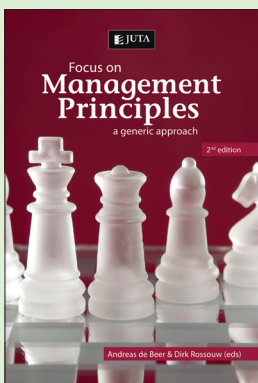
– A generic approach

*A de Beer & D Rossouw (Editors)*

*Focus on Management Principles* starts with a historical overview of management and a brief discussion about functions and roles. Thereafter, leadership requirements and contemporary issues influencing a manager’s decision-making processes are discussed in detail. These issues include organisational culture, social responsibility, organisational politics and HIV/AIDS. This important book follows a practical approach and provides the learner with an understanding of the principles relevant for managers in contemporary society.

### Contents

An Outline of Management • Historical Background of Management • The Evolution of Management Theory • The Management Environment • Management Tasks • What is Management? • Planning • Time Management • Organising • Leading • Interpersonal Skills • What Is Communication? • Motivation • Controlling • Integration • Leadership and Teamwork • The Nature of Leading • Leadership • Handling Conflict • Contemporary Issues • Organisational Culture • Diversity Management • Ethics • Social Responsibility • Organisational Politics • Managing Change • HIV/Aids



2nd edition 2011  
128 pages  
Soft cover  
Printed 9780702186738  
WebPDF 9780702196102  
**R246.00**





### Key features

Industry-related • Each chapter includes learning outcomes and self-assessment exercises

### Recommended for

First-line managers • Supervisors

### 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.

## Focus on Operational Management

– A generic approach

*A de Beer & D Rossouw (Editors)*

*Focus on Operational Management* discusses the management principles of the first-line manager and supervisor from a general management perspective. This book acknowledges that all levels of management are part of strategic management, but that responsibilities differ at different levels. Top management is responsible for the overall management of an organisation, while senior/middle management is responsible for the implementation of top management's strategic goals and strategies. The first-line managers and supervisors (operational managers) are responsible for the implementation of senior/middle management's tactical objectives and strategies. In order to ensure successful implementation, first-line managers and supervisors need to manage operationally by means of planning, organising, leading and controlling.

Therefore *Focus on Operational Management* covers the management functions of planning, organising, leading and controlling from an operational perspective. Employment relations, as well as some of the contemporary issues influencing operational managers, are also discussed.

### 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

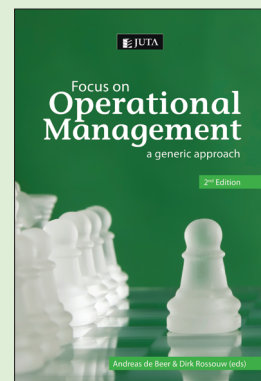
The management functions of planning, organising, leading and controlling from an operational perspective • Employment relations, as well as some contemporary issues which influence operational managers, are also discussed.

### Recommended for

First-line managers • Supervisors

### About the editors

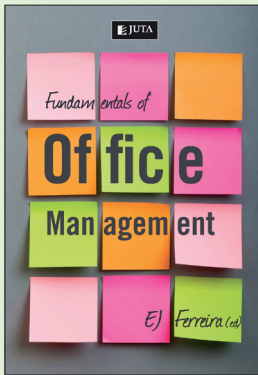
*Andreas de Beer* is a senior lecturer in the Department of Business Management at the University of South Africa and *Dirk Rossouw* is a senior lecturer in the Department of Business Management at the University of Johannesburg.



2nd edition 2011  
168 pages  
Soft cover  
Printed 9780702189197  
WebPDF 9780702195549  
**R322.00**



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



2011  
182 pages  
Soft cover  
Printed 9780702189180  
WebPDF 9780702195952  
**R240.00**

## 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.

### Contents

Business Management principles • Classification of the business and its environment • The different forms of business • Buying and selling • Wages and salaries • Petty cash • Banking • Insurance • Customer services • The management of information and related issues • The budget • Time management • How to conduct Effective Meetings

### Key features

*Fundamentals of Office Management* is aimed specifically at students studying office management and business administration at higher education institutions, as well as employees in an office environment.

### Recommended for

Employees working in an office environment, as well as for candidates studying office management and business administration at higher education institutions.



8th edition 2014  
608 pages  
Soft cover  
Printed 9781485106296  
e-Book 9781485107774  
**R520.00**

## General Principles of Commercial Law

*P Havenga, M Havenga, et al*

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

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

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

### Contents

The South African legal system • 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

### Recommended for

Undergraduate non-law university students of commercial law • Technikon 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*.

## 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 eighth 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 corporations • Negotiable instruments • Insurance • Security • Insolvency • Labour law, Competition, trade-mark, copyright and patent law

## Global Logistics Management

*C Voortman*

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

### Contents

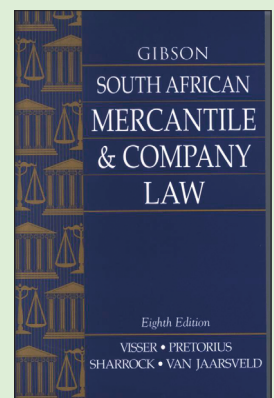
The Concept of Logistics • Integrated Logistics • Customer Service • Channels of Distribution and Supply-Chain Strategies • Transportation • Warehousing • Packaging • Inventory Management • Managing Materials Flow • Purchasing • The Logistics Information System: E-Logistics and E-Supply Chain Management • Getting Organised for Effective Logistics • Global Logistics • The Strategic Logistics Plan

### Key features

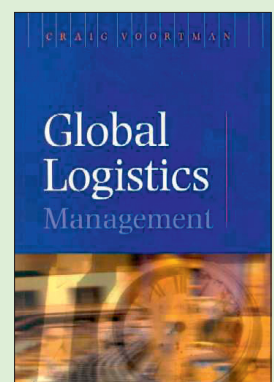
Case studies of companies that have achieved success – to explain how the theory is put into practice • The KISS principle – shows how to keep the process simple • Total quality management – suggests how to get it right every time • The logistics of customer service – to remind you that it's all about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



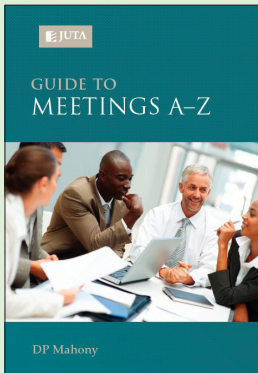
8de uitgawe 2014  
608 bladsye  
Sagteband  
Printed 9781485106302  
eBoek 9781485107842  
**R520.00**



8th edition 2004  
832 pages  
Soft cover  
Printed 9780702158094  
e-Book 9781485107767  
**R567.00**



2004  
160 pages  
Soft cover  
Printed 9780702166419  
**R351.00**



2011  
88 pages  
Soft cover  
Printed 9780702186424  
R217.00

## 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 chairmen 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.

### Contents

Index • Guide to Meetings • Contents • Preface • Adjournment • Agenda • Amendments • Annual General Meeting (AGM) • Apologies • Attendance of Non-members • Attendance register • Business of a meeting • Chairman's casting vote • Chairman's election • Chairman's powers and duties • Chairman and his role • Class meetings • Committees • Conflict of interest • Constitution • Counter motion • Court orders • Directors • Dissolution of meetings • Dropped motions • Executive powers • Expulsion from meetings • Formal motions • Matters arising from minutes • Meeting • Members • Minutes • Motions • Motions to review and rescind • Non-members • Notices of meetings • Office bearers • Point of order • Polls • Postponement • Preparation for meetings • Preservation of order • Privileged occasions • Proposer • Proxies – Companies • Proxies – Bodies other than companies • Question before the meeting • Quorum • Record date • Representation of meetings • Requisitioned meetings • Resolutions – Ordinary • Resolutions – Special

### 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

### Recommended for

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

## Guide to Project Management, A

*G van der Waldt & W Fox*

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

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

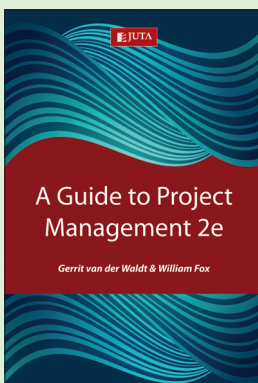
A companion publication, *The Project Management Workbook*, consisting of self-assessment questions, group activities, exercises and guidelines for completion of a summative assignment/portfolio of evidence based on SAQA Unit Standards and chapter outcomes, is now also available.

### Contents

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

### Recommended for

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



2nd edition 2015  
218 pages  
Soft cover  
Printed 9781485105558  
WebPDF 9781485114727  
R295.00



### About the authors

*Gerrit van der Waldt* is an established researcher in a number of related subfields within Public Management and Governance. He presents various management capacity-building programmes for the Public Service in areas such as Programme and Project Management, Strategic Management and Human Resource Management. Gerrit currently serves as a Research Professor of Governance at North-West University (Potchefstroom Campus). *William Fox* is a retired professor of Stellenbosch University and an honorary professor in the Faculty of Business at the Cape Peninsula University of Technology. He has taught at various South African and overseas universities and gained wide experience as a manager in the public and private sectors.

## Information Management

*EJ Ferreira & AW 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.

### Contents

The Role of the Information Manager in an Organisation • Information Systems • The Management of Information and Related Issues

## 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.

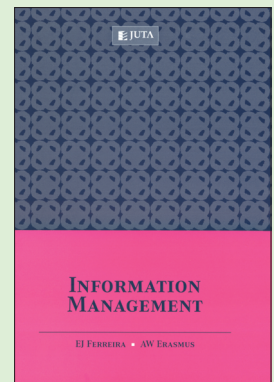
*Integrated Organisational Communication* 2nd Edition covers these aspects and addresses the growing need among students and practitioners for a book that takes a broad look at organisations' communication, and then delves into the detail. This book adopts a multidisciplinary approach to organisational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

### Contents

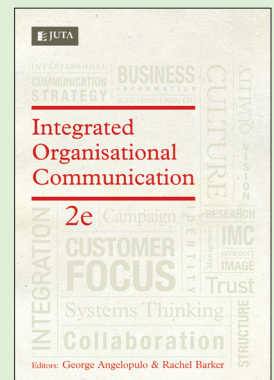
Communication and the Organisation • Communication Integration • Dynamics of Organisational Communication • The Role of Communication and Management Approaches in the Organisational Change Process • The Marketing Context • Integrated Marketing Communication • Public Relations • Contextualisation of Traditional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

### Key features

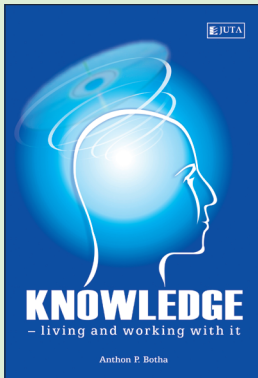
Reviews the major communication disciplines • Focuses on an integrated approach to communication • Places emphasis on corporate branding, the communication foundations of the brand and alignment of all communication processes with the brand • Adopts the perspective of the practising communication professional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



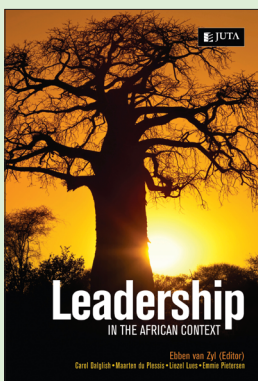
2010  
78 pages  
Printed 9780702177873  
WebPDF 9780702196560  
**R164.00**



2nd edition 2012  
512 pages  
Soft cover  
Printed 9780702189845  
WebPDF 9780702197000  
e-PUB 9780702196737  
**R606.00**



2007  
136 pages  
Soft cover  
Printed 9780702177026  
**R306.00**



2009  
304 pages  
Soft cover  
Printed 9780702177705  
**R429.00**

### Recommended for

Everyone in the Communication industry should have a copy of this book.

### 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.

## Knowledge

– Living and Working with it

*A Botha*

We glibly talk about living and working in the knowledge era. Do we know what this means? Do we know knowledge? Do we know what we know or don't know?

In the world of increasingly rapid change we are confronted with problems and opportunities guided by the confluence of several economies. We are challenged by the rapidity of decision-making where knowledge expands faster than we can learn, changes shape depending on who owns it and disappears in its own volatility.

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

### Contents

Preface • Knowing Knowledge • Generating Knowledge • Finding Knowledge • Selecting Knowledge • Keeping Knowledge • Measuring Knowledge • Managing Knowledge • Networking Knowledge • Valuing Knowledge • Protecting Knowledge • Selling Knowledge • Respecting Knowledge • Epilogue • References

## 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.

*Leadership in an African Context* examines: 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 • Leadership power and influence • Team leadership and motivation • Entrepreneurial leadership.

### Key features

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

# Management Principles

– A Contemporary Edition for Africa

*PJ Smit, GJ de J Cronjé, T Brevis & MJ Vrba*

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

## Contents

Introduction To Management • The Evolution Of Management Theory • Managing In a Changing Environment

## Key features

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

## Recommended for

The most widely prescribed management book in South Africa • Preferred book of many major businesses for use in their management and leadership training programmes

# Managing e-commerce in Business

*J Botha, C Bothma & P Geldenhuis*

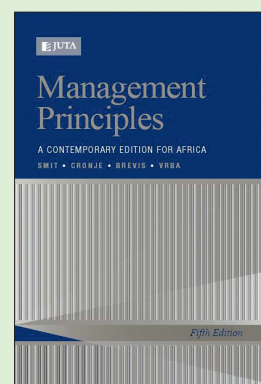
*Managing e-commerce in business* provides guidelines for overcoming these challenges and explores the ways in which entrepreneurs and managers should cooperate with IT experts to exploit opportunities and combat the threats imposed by new technologies.

## Contents

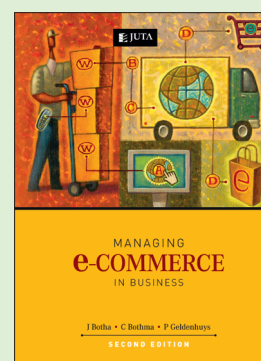
The Beginning and New Horizons • The Business Impact of the Internet • The Infrastructure of e-Commerce • Basic Internet Security: Threats and Solutions • Payment in e-commerce • Online security and risk management • Business-to-consumer (B2C) e-commerce • The principles of online marketing • Special applications of online marketing • Creating web pages • Establishing an e-commerce store • Managing e-tailing • Online branding • Online advertising • Internet marketing research • Managing e-CRM • Special applications of e-commerce • Business-to-business (B2B) e-commerce • The supply chain and e-procurement • B2B e-marketplaces • The strategic focus in e-commerce • Managing e-commerce activities • E-commerce evaluation and metrics • E-government and e-learning • Legal issues in e-commerce • Changing paradigms and technical convergence • The future of e-commerce

## Key features

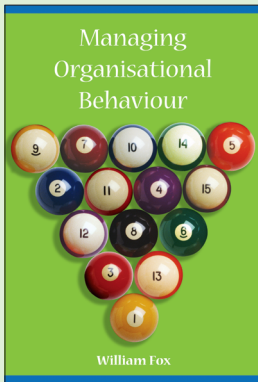
Comprehensive analysis of websites and necessary support functions • The integration of business and ICT • An accessible technical approach with a practical business emphasis



5th edition 2011  
528 pages  
Soft cover  
Printed 9780702172816  
WebPDF 9780702196355  
e-PUB 9780702196195  
**R639.00**



2nd edition 2008  
656 pages  
Soft cover  
Printed 9780702173042  
WebPDF 9780702180828  
**R590.00**



2006  
224 pages  
Soft cover  
Printed 9780702171987  
WebPDF 9781485104896  
**R315.00**

## Managing Organisational Behaviour

*W Fox*

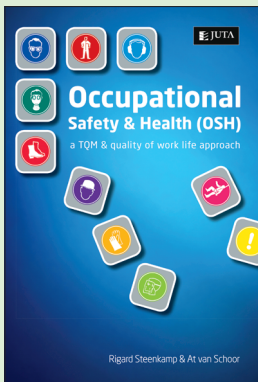
*Managing Organisational Behaviour* not only critically examines organisational behaviour in contemporary South African institutions (including the Public Service) but relates that behaviour to relevant chaos and quantum complexity theories.

### Contents

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

### Key features

Essentials of employee and group behaviour • Managing diverse groups • Collective bargaining • Organisational change and development • Chaos management • Redesigning organisations



2012  
Pages: TBA  
Soft cover  
Printed 9780702180743  
WebPDF 9780702197048  
**R377.00**

## 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.

### 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

### Key features

Occupational Safety & Health – a TQM & quality of work life approach is the first book of its kind to introduce junior managers and safety representatives to the essence of OSH management in its broader strategic context that includes TQM, quality of work life and serving the internal customer

### Recommended for

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

### 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 Masters degree in Business Leadership from the UNISA School for Business Leadership. He is registered as a psychologist with the Health Professions Council of South Africa. He has written extensively on a range of topics such as corporate universities, learning management, career development and strategic management.

## Office Finance

*EJ Ferreira & K Campher*

This book will be useful to students who are currently involved in handling financial issues in any office environment. The aim of this module 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

### Key features

This module will enable you to: understand the financial function of an organisation as well as the basic concepts of financial management • draw up and manage the office budget • manage the buying and selling activities in an office • manage the wages and salaries in an office • manage the petty cash in an office • understand the banking issues related to an organisation • understand the basics of insurance in an organisation.

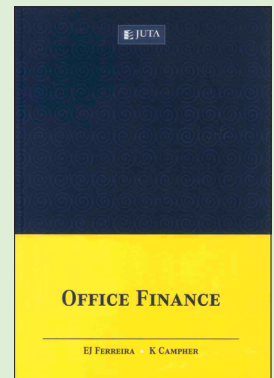
## Operations and Management Principles for Contact Centres

*E Hoffmann (Editor), D Farrell, N Lilford, MC Cant & M Ellis (Co-editors)*

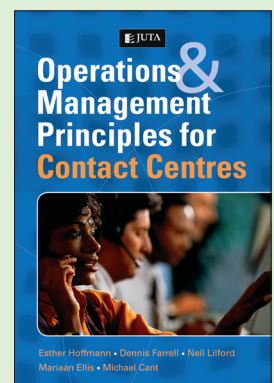
*Operations and Management Principles for Contact Centres* is the first SAQA-aligned, academic title on contact centre operations, produced by a collective of professionals representing the academic dimension of the contact centre industry in South Africa. Contact centre operations is a relatively new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

### Contents

The South African Contact Centre Industry: An Introduction • Organisational Dynamics • Leadership and Knowledge In the Business Environment • Contact Centre Governance and Control • Contact Centre Operations and Technology • E-Mail and Internet Skills • Health, Wellness and Ergonomics in the Contact Centre Environment • Behaviour and Self-Management • Organisational Behaviour • Recruitment and Staffing • Performance Management and Productivity • Labour Law In the Workplace • Effective Communication: Theory • Linguistic Skills • Reading and Comprehension Skills • Marketing and Sales • Customer Relations Management



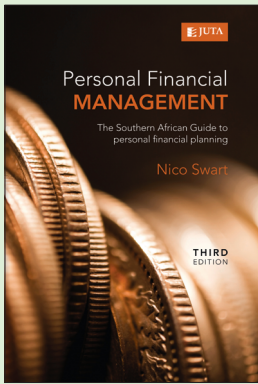
2010  
124 pages  
Soft cover  
Printed 9780702177897  
WebPDF 9780702196591  
**R164.00**



2007  
448 pages  
Soft cover  
Printed 9780702177040  
WebPDF 9780702196553  
**R538.00**



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



3rd edition 2011  
432 pages  
Soft cover  
Printed 9780702189173  
WebPDF 9780702195761  
**R542.00**

## Personal Financial Management

*N Swart*

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

### Contents

Personal Financial Planning • Measuring and Assessing Personal Financial Performance • The Time Value of Money • Credit Planning • Career Planning • Income Tax Planning • Buying a Business • Buying a Franchise • Estate Planning • Investment Planning • Starting a Business Entrepreneurship • Buying a Residence • Buying Fixed Property • Offshore Investments • Protection Planning • Healthcare Planning • Retirement Planning • Emigration Planning

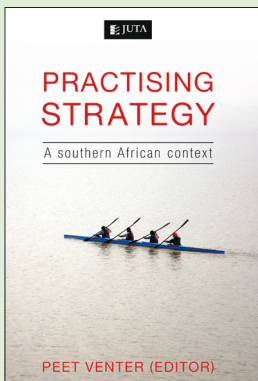
### Key features

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

### About the author

Nico Swart is subject head of Personal Financial Management at the University of South Africa.

See also: *Starting or Buying Your Own Business or a Franchise.*



2014  
460 pages  
Soft cover  
Printed 9781485102519  
WebPDF 9781485104773  
**R507.00**

## Practising Strategy

— A Southern African Perspective

*P 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 acknowledge and explore 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

### Recommended for

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

## About the authors

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

## RARE Total Leadership

– Leading with the Head, Heart and Hands

*HC Ngambi*

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

– Professor Stella Nkomo

### Contents

The RARE Total Leadership roadmap • Introduction to RARE Total Leadership • RARE leadership • Leading with the head • Leading with the heart • Leading with the hands • RARE Total Leadership • Personal development path to RARE Leadership • Introduction to RARE Total Leadership • RARE leadership • Leading with the head • Leading with the heart • leading with the hands • RARE Total Leadership • Personal development path to RARE Leadership

### About the editor

*Professor Hellicy C Ngambi* is the Executive Dean of the College of Economic and Management Sciences at the University of South Africa, and is the first woman and black person to hold this position. As Executive Director and CEO of the University of South Africa’s Graduate School of Business Leadership from 2005–2007, she was the first woman to head one of the top four business schools in South Africa, where she has been lecturing since 1994.

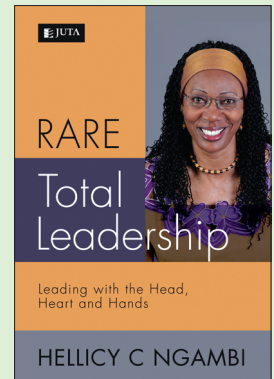
## Rethinking Leadership

*K April, R Macdonald & S Vriesendorp*

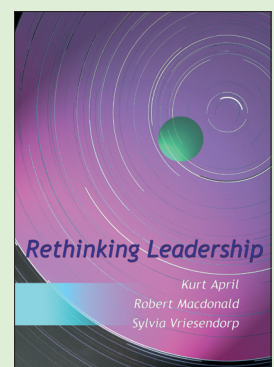
*Rethinking Leadership* explores what real leadership means, encouraging the reader to look within – examine assumptions, make explicit the trusted mental models, seek out reflective space and embark on the journey of authentic self-expression.

### Key features

*Rethinking Leadership* presents a completely new way of exploring issues such as: 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.

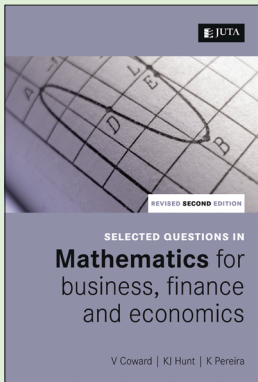


2011  
152 pages  
Soft cover  
Printed 9780702189005  
**R245.00**



2000  
160 pages  
Soft cover  
Printed 9781919713533  
WebPDF 9781775820536  
**R290.00**





2nd edition 2009  
357 pages  
Soft cover  
Printed 9780702172274  
R422.00

## 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.

### Contents

Limits, Rates of Change, the Derivative, Continuity and Differentiability • Rules of Differentiation including the derivatives of Logarithmic and Exponential functions • Applications of the derivative, the Second Derivative, Concavity and Inventory Control • Differentials, including marginal analysis, Implicit Differentiation and Related Rates • Differential calculus with functions of two variables • Integral calculus: Rules and Applications • Simple and Compound interest, interest rates and applications • Annuities • Applications of annuities: Growing Annuities and Perpetuities, Change of Interest Rate, Missed Payments, Cash Flow and Continuous Compounding • Matrices and Linear Programming

### Key features

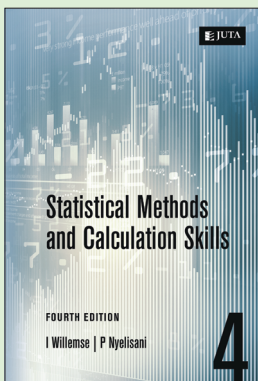
The chapters have been re-arranged so that all the calculus and the financial mathematics are dealt with entirely in separate sections • Errors have been identified and corrected • Question wording has been made more explicit • The answers for all the different exercises have been grouped together to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

### Recommended for

This exercise book is recommended for students at first year level at tertiary institutions, who are registered for mathematics as part of a degree in Commerce or Accounting. However the sections on financial mathematics can also be used at matric level for any advanced work in financial mathematics.

### About the authors

*Vanessa Coward* – a Science graduate and trained teacher, now retired – taught the Computational Mathematics I course at the University of the Witwatersrand to the first year Bachelor of Commerce and Accounting Science students for over twenty years. Her dedication to the students and extensive experience gave her a deep understanding of the skills that students need to practice in order to become proficient in mathematics, hence her contribution to this publication has been invaluable.  
*Dr K Pereira* – School of Computational and Applied Mathematics, University of the Witwatersrand.  
*KJ Hunt* – School of Computational and Applied Mathematics, University of the Witwatersrand.



4th edition 2015  
327 Pages  
Soft Cover  
Printed 9781485102762  
WebPDF 9781485104865  
R450.00

## Statistical Methods and Calculations Skills

 NEW  
EDITION

*I Willemse & P Nyelisani*

This book covers Statistical methods and Calculations skills. Statistical methods cover collection of data, descriptive methods and inferential methods of analysis. Calculation skills cover elementary calculations, percentages and ratios, equations, graphs and interest calculation. 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 module.



## 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

## Recommended for

For Diploma courses that use multiple choice for assessments. This is just for students to get used to the format of multiple choice questions.

## 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.

# 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.

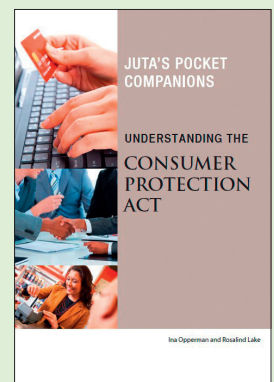
*Understanding the Consumer Protection Act* systematically explains the Consumer Protection Act (CPA), one of the most far-reaching pieces of legislation in South African law. The CPA aims to protect consumers from inferior products and services. This has ramifications for many areas of law including 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

## Recommended for

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



2012  
262 pages  
Soft cover, pocket size  
Printed 9780702195099  
**R220.00**



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)

## 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 deal 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

### Key features

An extensive Structure-Conduct-Performance of the South African banking industry • The history and emergence of the South African banking industry • A thorough discussion on the format and sections found in a typical integrated report of South African banks • An overview of the current and future financial regulatory framework applicable to South African banks • Basel capital adequacy requirements applicable to South African banks

### Recommended for

Senior undergraduate and postgraduate students in banking • South African bankers and bank analysts

### 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 Masters 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 Masters 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

BANK MANAGEMENT  
IN SOUTH AFRICA

2015

Pages TBC

Soft Cover

Printed 9780702197864

WebPDF TBA

**R486.00**

## Fighting Poverty

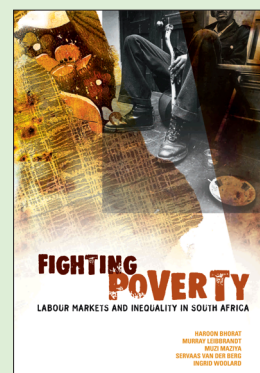
– Labour Markets and Inequality in South Africa

*H Bhorat, M Leibbrandt, M Maziya, S van der Berg & I Woolard*

Unquestionably, poverty and inequality are among the major challenges that face South Africa today. In this well-researched, comprehensive volume, the authors:

- use new techniques to measure and analyse household inequality and poverty in South Africa
- analyse the nature and functioning of vulnerability in the labour market
- explore the links between labour market participation, household poverty and inequality
- investigate current social and labour market policies
- examine the implications of current anti-poverty policies and strategies.

An exciting aspect of this ground-breaking work is the proposal for the development of new and effective strategies and policies to fight poverty in South Africa.



2001  
260 pages  
Soft cover  
Printed 9781919713625  
**R287.00**

## How to Think and Reason in Macroeconomics

NEW  
EDITION

*F Fourie & P Burger*

Completely up-to-date and comprehensive, this 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

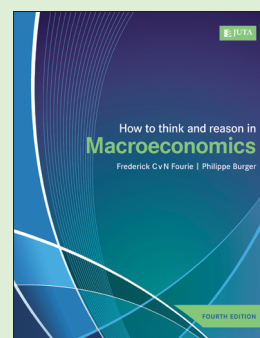
Combining well-informed intuitive understanding with solid economic theory for an open economy; an excellent chapter on economic growth theory • Excellent analytical diagrams plus animations of diagrams (available on the web) that provide new levels of insight into economic dynamics • A concrete and integrated understanding of South African economic flows, processes and data • First-hand insights on how South African policy institutions and processes really work • 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.

### Recommended for

Second-year macroeconomics courses • Second or third year macroeconomic policy courses • MBA macroeconomics courses and practicing economists

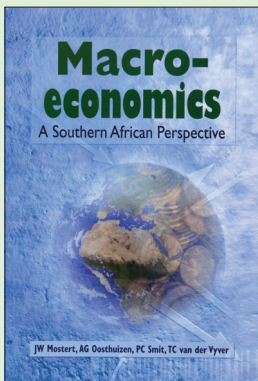
### About the authors

*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. *Phillippe 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.



4th edition 2014  
648 pages  
Soft cover  
Printed 9781485102731  
WebPDF 9781485104933  
**R627.00**





2002  
 352 pages  
 Soft cover  
 Printed 9780702156700  
 WebPDF 9780702196225  
**R409.00**

## Macro-economics

– A Southern African Perspective

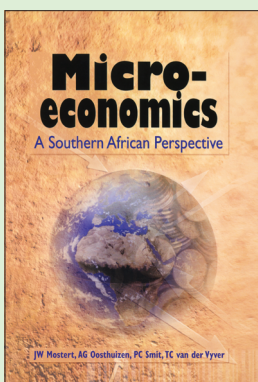
*JW Mostert, AG Oosthuizen, PC Smit & TC van der Vyver*

*Macro-economics: A Southern African Perspective* is an introduction to macro-economics in general, set against a contemporary South African background. This book covers all the material usually prescribed for introductory courses in macroeconomics and lays a solid foundation for intermediate and advanced studies in macro-economics.

The user-friendly style, many practical examples and hundreds of graphs make this publication especially accessible for distance learners. Each chapter includes specific outcomes, learning objectives and a list of key concepts, as well as questions for self-evaluation and numerous activities. At the end of the book there are answers to the questions, and feedback is given for all activities at the end of each chapter.

### Key features

Updated statistical, institutional and policy material • Inclusion of the new format and terminology of the national accounts and balance of payments • Details of the new measures of inflation and inflation targeting as a policy approach • An explanation of the South African Reserve Bank's monetary control system, particularly the accommodation policy based on the repo rate



2002  
 224 pages  
 Soft cover  
 Printed 9780702156939  
 WebPDF 9780702197444  
**R409.00**

## Micro-economics

– A Southern African Perspective

*JW Mostert, AG Oosthuizen, PC Smit & TC van der Vyver*

*Micro-economics: A Southern African Perspective* is a comprehensive introduction to microeconomics in general, set against a contemporary South African background. The book covers all the material usually prescribed for introductory courses in microeconomics and lays a solid foundation for intermediate and advanced studies in the subject.

### Key features

Especially accessible for distance learners • Straightforward language, practical examples and numerous graphs illustrate the theory • Each chapter includes specific outcomes, learning objectives and a list of key concepts, as well as questions for self-evaluation and numerous activities • Includes answers for the questions at the end of the book • Feedback given for all activities at the end of each chapter



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



## Basics of Entrepreneurship

C Nieuwenhuizen (Editor)

### 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

### Key features

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.

### Recommended for

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

### About the editor

*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.

### About the author and contributors

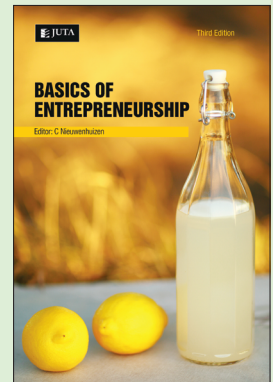
*Dr Alex Antonites* is a senior lecturer in the Department of Business Management Chair for Entrepreneurship, at the University of Pretoria. *Andreas de Beer* is a senior lecturer in the Department of Business Management at the University of South Africa (UNISA). *Professor Mike Cant* is Head of Department of the Marketing and Retail Department at the University of South Africa (UNISA). *Professor Willie Conradie* was a former professor in the Department of Business Management, at the University of Johannesburg. *Professor Edmund Ferreira* is a Professor in the Department of Business Management at UNISA. *Welma Fourie* is currently Financial Manager at Eduloan. She was formerly a senior lecturer at Technikon SA in the Accounting Department. *Dr Hannelize Jacobs* is a senior lecturer in Management at Monash University. Her expertise lies in the areas of new knowledge creation and strategic innovation – acquired over many years through research, educational reflective practice and innovation; mostly within communities of practice. *Richard Machado* is a Senior Lecturer in the Department of Marketing and Retail Management at UNISA. He is co-author in a number of books.

## Business Management for Entrepreneurs

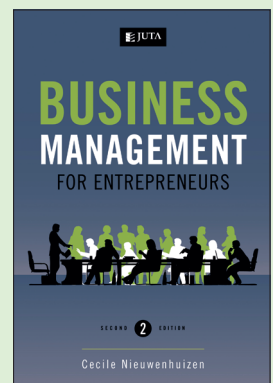
C Nieuwenhuizen (Editor)

Most entrepreneurs start off with a small business. But a small business is not just a small, big business. SMMEs have their own requirements which are quite different from those of larger concerns. *Business Management for Entrepreneurs* introduces entrepreneurs and managers of small and medium-sized businesses to all the functions needed to manage these organisations successfully.

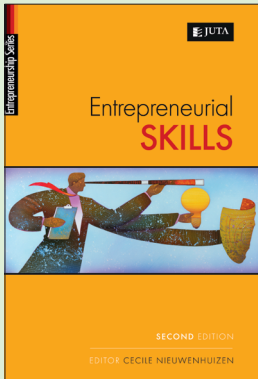
Written by specialists in the different areas of business management, *Business Management for Entrepreneurs* is an essential guide to the small business management competencies that are essential for the success of a smaller business. It will be invaluable to students of business management as well as entrepreneurs starting up enterprises.



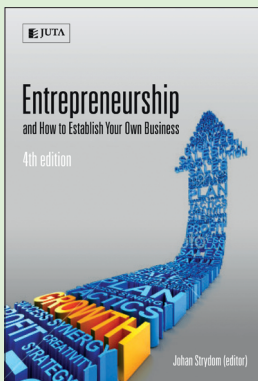
3rd edition 2015  
Pages 368  
Soft cover  
Printed 9781485102540  
WebPDF 9781485104841  
**R475.00**



2nd edition 2011  
280 pages  
Soft cover  
Printed 9780702189210  
WebPDF 9780702196058  
**R373.00**



2nd edition 2008  
256 pages  
Soft cover  
Printed 9780702176937  
WebPDF 9780702195792  
**R375.00**



4th edition 2011  
200 pages  
Soft cover  
Printed 9780702189203  
WebPDF 9780702195662  
e-PUB 9780702196171  
**R353.00**

### Contents

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

### Recommended for

All undergraduate courses in Entrepreneurship as well as for entrepreneurs who are starting up a new business.

### About the editor

*Professor Cecile Nieuwenhuizen* is the Head of Department of the Department of Business Management at the University of Johannesburg. Cecile is the co-ordinating series editor of Juta's Entrepreneurship Series.

## 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.

### Contents

Entrepreneurial Skills in Perspective • Self-confidence and a Positive Attitude • Business Achievement and Goal-setting • Assertiveness: An Active Way of Shaping Your Own Life • Time Management • Networking • The Role of Leading and Teamwork in the Management Process • Creativity and Creative Problem-solving • Innovation • Confrontation and Conflict

## Entrepreneurship and How to Establish Your Own Business

### J Strydom (Editor)

New businesses or enterprises have a notoriously high failure rate. Prospective entrepreneurs are therefore wary of starting new businesses. There are, however, many success stories of thriving entrepreneurs. Most of them have applied the same basic principles when they ventured into their new businesses.

### Contents

Entrepreneurship and small, medium and micro enterprises • Basic business concepts and the business environment • The identification and development of business ideas • The viability of a business idea

### Key features

Entrepreneurship and how to establish your own business 4th edition has captured the basic principles and practices of successful entrepreneurs. This book gives you practical guidelines on how to develop your business ideas and establish your own successful enterprise.

### Recommended for

Entrepreneurship and how to establish your own business 4th edition is a clear and well-structured guide for prospective entrepreneurs as well as business students.

### About the editor

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

# Legal Issues for Entrepreneurs

L Gordon-Davis & P Cumberlege

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

## Contents

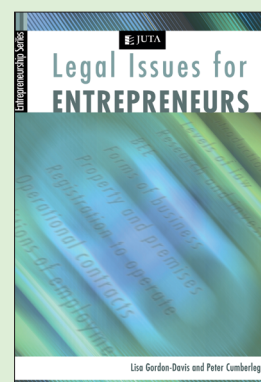
**Small business legal perspectives:** Introduction to legal issues for entrepreneurs • Levels of Law • Research and Investigation: Red and Green Lights

**Business Set-up:** Black Economic Empowerment (BEE) • Forms of Business • Property and Premises • Registration and Licensing

**Business Start-up:** Operational Contracts • Conditions of Employment • Health and Safety in the Workplace • Employment Equity and Skills Development

## Key features

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



2007  
264 pages  
Soft cover  
Printed 9780702172762  
**R375.00**

## HUMAN RESOURCES

# Basic Psychology for Human Resource Practitioners

SJ Kruger & J Steyn

This work, which provides an overview of basic psychology and introduces students to personnel management, is suitable for first-year studies 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

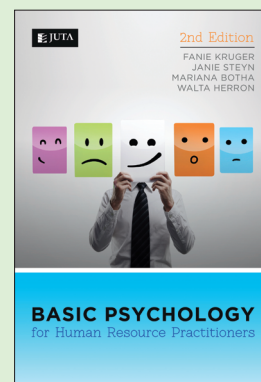
Gives study objectives for each chapter, listing specific outcomes • Provides definitions and illustrative examples • Supported by tables, diagrams and cartoons to reinforce learning • Includes summaries that bring together core concepts • Incorporates self-evaluation exercises, integrating knowledge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

## Recommended for

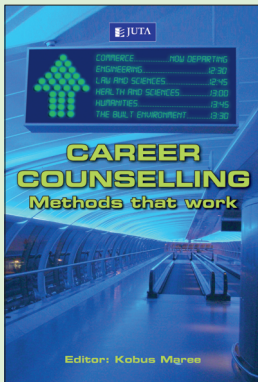
First-year students in Personnel Management/Human Resource Management.

## 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



2nd edition 2014  
400 pages  
Soft cover  
Printed 9781485102755  
WebPDF 9781485104711  
e-PUB 9781485115311  
**R431.00**



2010  
176 pages  
Soft cover  
Printed 9780702178023  
**R260.00**

## 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.

### Recommended for

Practitioners involved in primary, secondary and tertiary education • psychology and social work • corporate coaches • academics • researchers • scholars and students



## Career Counselling and Guidance in the Workplace

– A manual for career development practitioners

*M Coetzee, H Roythorne-Jacobs & C Mensele*

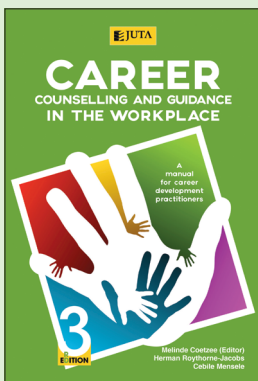
The third edition of this market-leading textbook on career counselling and guidance in the workplace has been extensively updated to reflect classical and the latest research and theory in career development theory and intervention as these apply to the 21st century organisational context. The book offers a comprehensive overview of career counselling and guidance services, practices, tools and techniques for the career development practitioner. This book will help career development practitioners in their role as career counsellors to develop the contextual perspectives needed for competent and professional career counselling and guidance practice in the twenty-first century workplace, and especially in the South African workplace context.

### 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

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 • Additional real-life case studies that reflect the diverse population groups of South Africa have been added to present to the student and practitioner practical illustrations of how the theory is applied in career counselling practice • The third edition further incorporates the South African perspective on career development services and the role and competencies of career development practitioners as outlined in the new national frameworks



3rd edition 2016  
464 pages  
Soft cover  
Printed 9781485111993  
WebPDF TBA  
**R425.00**





## Recommended for

The book has been written for the postgraduate student and career development practitioner who specialise in career counselling. Human resource practitioners, psychologists, psychometrists and registered counsellors who are involved in providing career development services to individuals and employers will also benefit from the book.

## About the editor and authors

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

## Careers

### – An organisational perspective

*AMG Schreuder & M Coetzee*

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.

### 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

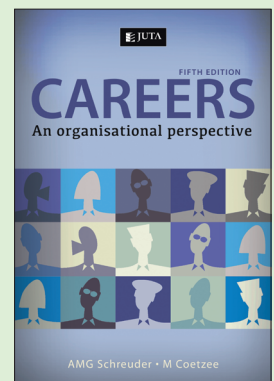
Quality career development services for all South African citizens have become a national imperative. The book serves as a valuable resource for students, academics and practitioners who specialise in the field of career psychology.

The fifth edition has been updated and revised to reflect the most recent research and trends in career psychology and behaviour today.

The chapters are self-contained units and the text remains 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. The end-of-chapter materials include these features:

- Review and discussion questions provide an opportunity to review chapter content and learning outcomes through questions developed to test students' memory of key issues and concepts within the chapter. The questions also give students an opportunity to apply critical thinking skills to in-depth questions.
- The reflection activities and case studies act as mini-cases students can use to analyse and dissect chapter concepts and applications via real-life South African-specific scenarios.



5th edition 2016  
568 pages  
Soft cover  
Printed 9781485111986  
WebPDF TBA  
**R525.00**

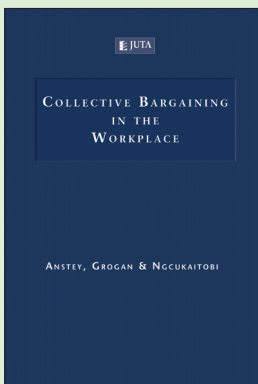


### Recommended for

Written as an introductory text to the psychology of careers in the workplace context, the book is suitable for the career development practitioner, undergraduate student (industrial and organisational psychology, and business and human resource management), and academic in understanding, planning, supporting and managing career development in the contemporary world of work. Postgraduate students may also find this book as a useful resource.

### About the authors

*Dries Schreuder* (DAdmin) is a Professor in the Department of Industrial and Organisational Psychology at UNISA and lectures in Forensic Industrial Psychology and Career Psychology. He has presented papers at various national and international conferences and has published extensively in accredited journals. He is also the author, co-author and editor of a number of academic books. *Melinde Coetzee* (DLitt et Phil) is a Research Professor in the Department of Industrial and Organisational Psychology at the University of South Africa. Her research primarily focuses on careers, graduate employability capacities and the psychology of retention. Melinde is the author, co-author and editor of a number of academic books on training and development, career and personnel psychology. She has published in numerous accredited academic journals.



2010  
158 pages  
Soft cover  
Printed 9780702177903  
**R403.00**

## 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.

### Key features

This book is a collective effort between some of South Africa's most renowned and experienced labour experts, seeks to guide its readers through the dynamics of conflict and disputes in the workplace. It also analyses the workings of labour negotiations, alternative dispute resolution techniques and collective bargaining. It is a comprehensive and inclusive guide for aspirant and experienced labour practitioners alike.

## Human Resource Management

*T Amos, A Ristow & L Ristow*

People and their effective management are key to sustainable organisations. In its 4th edition, this Human Resource Management book 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 the Human Resource Management function. It provides practical guidance on the legal and fair management of people and the required administration. Not only are there case scenarios and problem-type questions for practical application, but also useful and relevant HRM information management documents, policies and templates. As with previous editions it has been written and designed in a user-friendly style and format. PowerPoint slides for instructors support each chapter.



HUMAN RESOURCE  
MANAGEMENT  
4th edition 2015  
464 pages  
Soft cover  
Printed 9781485112105  
WebPDF TBA  
**R425.00**

## 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

Provides practical insight into Managing People • New material in all chapters • New topics such as sustainability, human resource management's contribution to strategic planning and sustainability, talent management, employee engagement and retention, employee onboarding, generational differences, creating structural capital, ethics and a new and fresh focus on leadership within organisations and on responsible strategic leadership • Incorporates the 2014 amendments to the Employment Equity Act, the Basic Conditions of Employment Act and the Labour Relations Act which recently came into effect, as well as relevant new legislation

## Recommended for

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

## About the authors

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

# Human Resource Management and Employment Relations in SA

NEW  
EDITION

*AJ du Plessis*

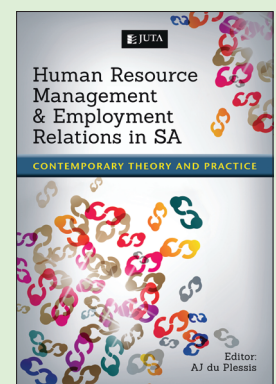
*Human Resource Management and Employment Relations in SA* is a contemporary book using theory and apply it in practice for the reader with clear practical examples; it is also a guideline for HR and ER practitioners.

## 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

This book brings a total new concept of HRM and ER to the reader • It explains how the reader could put theory to practice • Real contemporary case studies that could be used as examples by the reader • Additional readings with journal articles and websites for further research



2015  
Soft cover  
320 pages  
Printed 9781485102700  
WebPDF TBA  
**R378.00**

### Recommended for

Academics, HR/ER practitioners, managers and line managers, and union officials as a practical guideline, also for use by lecturers for students at entry level in HRM and ER for Certificate, Diploma and first year students.

### About the authors

*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.

## 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 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*.



6th edition 2014

672 pages

Soft cover

Printed 9781485102335

WebPDF 9781485104834

ePUB 9781485115359

**R572.00**



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)

# Practising Training and Development in South African Organisations

*M Coetzee (Editor), J Botha, J Kiley, K Truman & MC Tshilongamulenzhe*

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

## Contents

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

## Key features

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

## About the editor and authors

*Melinde Coetzee* (editor) is a professionally registered Industrial Psychologist and professor in the Department of Industrial and Organisational Psychology at the University of South Africa. *Jo-Anne Botha* is a lecturer in the Department of Human Resource Management at the University of South Africa. *Jerome Kiley* is registered as a Master Human Resource Practitioner (HRD) with the South African Board for Personnel Practice. He is currently a lecturer in the Department of Human Resource Development at the Cape Peninsula University of Technology. *Kiru Truman* has over 20 years' experience in education and training. Kiru is a qualified verifier, skills development facilitator, moderator, assessor and curriculum designer. *Maelekanyo Christopher Tshilongamulenzhe* is a senior lecturer of Human Resource Development in the Department of Human Resource Management at the University of South Africa. He is a member of the South African Board for People Practices (SABPP) at the level of a Master Human Resource Practitioner (MHRP).

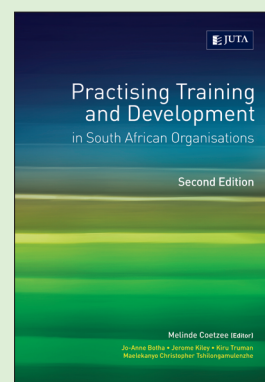
# Puppets or People

– People and organisational development: An integrated approach

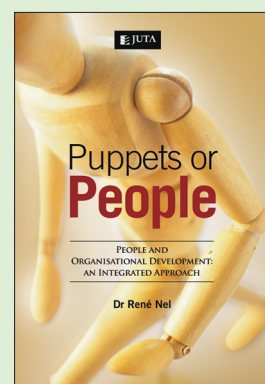
*R Nel (Editor)*

Managers often forget that their staff are not just employees, but are 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.



2nd edition 2012  
672 Pages  
Soft cover  
Printed 9780702197840  
WebPDF 9780702196997  
e-PUB 9780702196614  
**R604.00**



2008  
131 pages  
Soft cover  
Printed 9780702177408  
**R297.00**





5th edition 2014  
800 pages  
Soft cover  
Printed 9781485102076  
WebPDF 9781485104056  
R584.00

## 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 an HRM compendium specific to South Africa. Written by South Africans, for South Africans, the book emphasizes 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.

Cutting-edge theoretical and practical developments are blended, sustainability connections are shown and readers are encouraged to apply analytical and critical thinking. A companion website is provided that contains relevant support material, ([www.jutaacademic.co.za/support-material](http://www.jutaacademic.co.za/support-material)) including resources, case studies as well as short questions and practical challenges to stimulate thinking and learning for individual users, as well as healthy dialogue and debate when used in groups.

### 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

Broadening 'the HRM agenda' is emphasized. HRM is shown to add value to working people, to organisations and to society. Topics covered include: The unique, evolving and challenging context of HRM in South Africa – including the African context • HRM's legal conformance challenge, and its 'performance' challenge to develop socio economic inclusiveness • Strategising, designing and planning as 'preparatory' HRM work • Sourcing, developing and retaining talent • Developing labour relations that add value • Championing change and transformation in organisations and society • Managing HRM-related information, including reporting on HRM and sustainability • Examples from elsewhere in Africa broadening the scope and applicability of the book to other parts of the African continent.

### Recommended for

This edition is even more comprehensive in scope, making it ideal for both undergraduate and postgraduate studies, as well as for seasoned practitioners. It contains cutting-edge information for complete streams of HRM-studies, including comprehensive chapters on human resource development and labour relations. The book will continue to be very useful for management development and MBA-programmes, as it clearly shows that HRM is central to the work of all managers. 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.



### 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 must 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.

#### Contents

A framework for analysing alcohol problems in the workplace • The extent of the problem – alcohol • Drugs and drug abuse – an introduction • Extent of the problem – drugs • Causes of the problem – psychosocial, environmental and cultural • The risk assessment approach: managing alcohol and drug misuse within the organisation • The effects of alcohol on the individual • The effects of drugs • Objective ways of identifying trends of substance abuse problems in the workplace • Legal obligations of employees, employers and trade unions • Testing – identifying alcohol and drug problems and intoxication in the individual employee • Legal aspects of pre-employment screening • Legal aspects of testing employees • Fair discipline • The role of the occupational health professional • Treatment – the employee patient • Treatment of the organisation • Treatment – employee assistance programmes • The workplace as a setting for substance abuse prevention initiatives • Introducing new alcohol and drug procedures and rules • Proposed substance abuse policy and procedural agreement

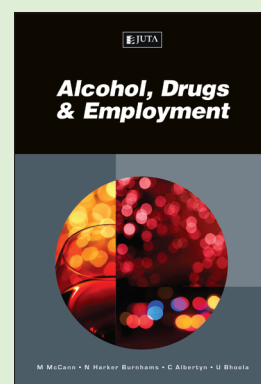
**Appendixes:** Protocol for breathalyser testing • Protocol for blood testing • Questionnaires used to screen for alcohol and drug misuse • Protocol for urine testing • Units and formulae • Example of a letter to non-unionised employees regarding the introduction of an updated alcohol and drugs policy • Glossary of medical terms • Strategy for managing alcohol and drug problems • Verification of alcohol intoxication form • Verification of drug intoxication form • Alternative alcohol and drug policy • Table of symptoms and signs of alcohol and drug problems

#### 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

#### Recommended for

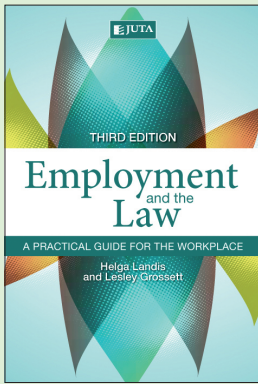
Labour lawyers • Employers • Trade unions • HR managers • Occupational health professionals



2nd edition 2011  
420 pages  
Soft cover  
Printed 9780702194061  
e-Book 9780702199271  
**R490.00**



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



3rd edition 2014  
580 pages  
Soft cover  
Printed 9781485101734  
**R535.00**

## 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

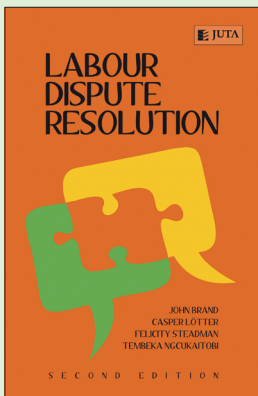
## Labour Dispute Resolution

*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



2nd edition 2009  
354 pages  
Soft cover  
Printed 9780702179556  
e-Book 9780702199448  
**R495.00**

## Labour Litigation and Dispute Resolution

*J Grogan*

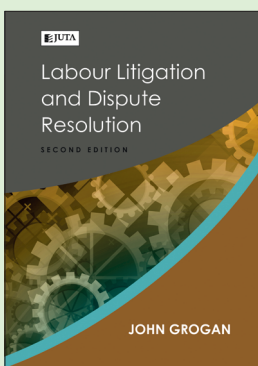
*Labour Litigation and Dispute Resolution* is a comprehensive exposition of practice and procedure in the various forums charged with the responsibility of resolving employment and labour disputes in South Africa. More than a practice manual, the book provides an overview of the nature, powers and jurisdiction of the CCMA, bargaining councils and the Labour Court, expertly guiding the reader through the jurisdictional and procedural maze. The rules of the several forums are discussed, and there are useful tips for all role players in labour litigation, arbitration, and other forms of dispute resolution. There are also separate chapters on private arbitration and alternative dispute resolution. This volume is a companion to three others (*Employment Rights, Dismissal, and Collective Labour Law*), which together provide a comprehensive overview of the entire body of current labour law.

### Contents

Preface • Acronyms • Table of cases • Table of statutes • Introduction, background and overview • Employment and labour disputes • Processing labour disputes • Forums • Choosing forums • Conciliation • Statutory arbitration • Private arbitration • Special forms: Interest, advisory and pre-dismissal arbitration • Litigation in the Labour Court: Referrals • Litigation in the Labour Court: Applications • Litigation in the Labour Court: Particular applications • Litigation in the Labour Court: General issues • Review of statutory arbitrations • Review of private arbitrations • Appeals • Postscript: The Superior Courts Bill, 2003 • Appendix • Subject index

### Key features

Written in a clear and lively style by an author with 25 years' experience as a judge, arbitrator, advocate, author and academic • Sets out the principles underlying each issue discussed, and illustrates them with examples drawn from decided cases



2nd edition 2014  
591 pages  
Soft cover  
Printed 9781485107002  
e-Book 9781485108023  
**R735.00**

## Labour Relations Handbook, The

– A Practical Guide on Effective Relations, Policies, Procedures and Practices for South African Managers

*A Pons & P Deale*

*The Labour Relations Handbook* is a comprehensive guide to effective management in a rapidly changing South Africa. First published in 1989, this loose-leaf publication has proved invaluable in keeping line managers, as well as human resources and industrial relations practitioners abreast of key issues. It is widely used by both large and developing businesses. The fundamental changes in labour legislation require substantial review of current industrial relations procedures and practices.

*The Labour Relations Handbook* identifies areas for change and suggests practical strategies that will give your business a competitive advantage. It provides concise labour relations information, specific policies and practical procedures and guidelines that are easy to implement.

### Key features

Key aspects of the Labour Relations Act 66 of 1995 are highlighted • Trade union structures, memberships and strategies are considered • It effectively addresses the implementation of workplace forums • It offers practical approaches to managing perennial labour issues • Includes a glossary of labour relations terminology to facilitate understanding • Regularly updated

## Labour Relations in Practice

– A hands-on approach

*S Bendix*

*Labour Relations in Practice* deals with the core labour/employment relations matters that are regularly encountered by LR/HR officers, managers, union representatives, bargaining council functionaries and people in advisory services. Now in its second edition, its new sections contain: actual cases heard by the CCMA and Labour Court; all legislation updated to the end of 2014; skills development; and the new emphasis on trades and occupations.

The text contains 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; and each chapter ends with a useful summary of the main learning points. This book is suitable for all qualifications requiring one or more modules in this discipline and also for a first level qualification in Human Resource Management or Labour Relations Practice.

### Contents

Organizational dynamics • The State, the law and the employment relationship • The employment relationship as a collective relationship • Sourcing suitable employees • The contract of employment • Caring for employees • Developing employees • Facilitating the relationship between employer and employees • Maintaining order • Dealing with disputes

### Key features

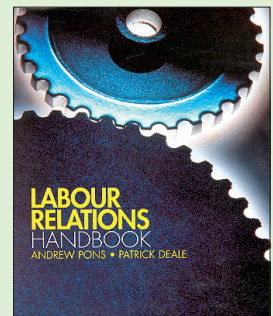
The text contains numerous practical examples, problems, actual court cases and scenarios. Legislative requirements and codes of good practice are explained in simple, accessible language; examples of relevant policies are provided; and each chapter ends with a useful summary of the main learning points.

### Recommended for

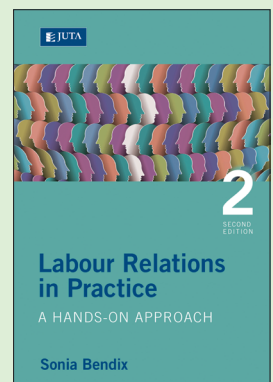
This book is suitable for all qualifications requiring one or more modules in this discipline and also for a first level qualification in Human Resource Management or Labour Relations Practice.

### About the author

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



1989  
Approx. 660 pages  
Loose-leaf  
Printed 9780702123016  
**R880.00**

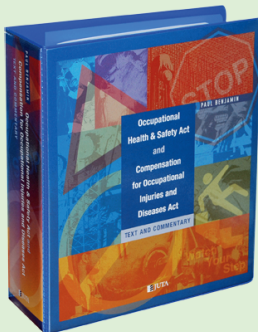


2nd edition 2015  
pages  
Soft cover  
Printed 9781485111979  
WebPDF 9781485114772  
**R415.00**





3rd edition 2006  
 469 pages  
 Soft cover  
 Printed 9780702171963  
 WebPDF 9780702189746  
**R480.00**



2009  
 420 pages  
 Loose-leaf  
 Printed 9780702181573  
**R812.00**

## Managing Change

– Negotiating Conflict

*M Anstey*

This eagerly anticipated third edition of *Managing Change: Negotiating Conflict* examines the causes and characteristics of conflict and provides insights and skills to those who seek to manage such situations through negotiation, joint problem-solving and mediation. Case studies, drawn from Rwanda and Burundi, Iraq, Israel and South Africa, explore the application of these conflict management skills in a variety of scenarios, including political transitions and civil demonstrations, and the transformation of organisations, in both the private and the public sectors.

### Key features

Promotes an understanding of existing conflict • Gives practical guidelines • Uses examples to illustrate key points • Explores a range of theories and approaches • Delivers essential content and process information for labour, community and political conflict negotiators

## Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act

– Text and Commentary

*P Benjamin*

This loose-leaf work contains the Occupational Health and Safety Act and the Compensation for Occupational Injuries and Diseases Acts, with up-to-date commentary, in one useful compendium. It provides guidance on occupational injuries, health and safety policies, the reporting of incidents and formal inquiries into workplace injuries. The publication also features a discussion on work-related post-traumatic stress disorder and compensation.

### Contents

#### Occupational Health and Safety Act 85 of 1993 and commentary

Introduction • Scope and definitions • The Advisory Council on Occupational Health and Safety • Duties under the Act and Regulations • Safety representatives and safety committees • The inspectorate • Incidents: Reporting, investigations and inquiries • Employee protections • Criminal offences • Regulations

#### Compensation for Occupational Injuries and Diseases Act 130 of 1993 and commentary

Introduction • Administration of the Act • Employer's obligations • Key definitions • The claims process • Occupational diseases • Post-traumatic stress disorder • Benefits • Claims involving negligence • Legal proceedings

### Key features

An updatable text on OHS Act and COIDA in the workplace.



Receive regular up-to-date information about our new titles by registering for e-alerts at: [www.jutaacademic.co.za/register](http://www.jutaacademic.co.za/register)



## South African Labour Law

C Thompson & P Benjamin

Staying abreast of legislative changes is of crucial importance to labour law practitioners. This work is thus an absolute necessity for anyone interested in labour law. It contains the text of all the important Acts and Regulations together with full introductory commentary. Housed in three loose-leaf binders, it has been acclaimed as the authoritative work on our labour laws in South Africa.

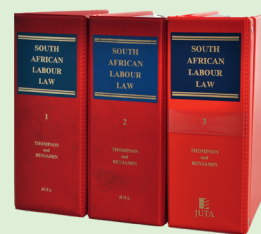
### Contents

**Volume I:** NEDLAC Act and constitution • Bill of Rights • 1995 Labour Relations Act, with commentary • LRA regulations • Rules of the Labour Court and the Labour Appeal Court • Basic Conditions of Employment Act, with commentary • Public Holidays Act

**Volume II:** Employment Equity Act, with commentary • New commentary on affirmative action • Skills Development Act, with commentary • Commentary on the common law contract of employment • Key conventions and recommendations of the International Labour Organisation

**Volume III:** Occupational Health and Safety Act, with commentary and complete regulations • Compensation for Occupational Injuries and Diseases Act, with commentary, rules and forms • Unemployment Insurance Act, with commentary and regulations • Mine Health and Safety Act, with selected regulations

**Additional contents and features – Electronic:** Ongoing content updates reflect developments in labour law • Hyperlinks allow for easy navigation within the product to footnotes, legislation, legislation judicially considered, cross-chapter referencing and a number of useful indexes • Subscribers to the electronic version of Juta's Statutes and Regulations of South Africa can click through to the Statutes mentioned in this work • Links to the quarterly updates on labour law in Juta's Quarterly Review dating back to the first half of 2010 and updated quarterly thereafter • Powerful electronic searching allows for easy and rapid access to Information.



Published since 1965  
Approx. 1 860 pages  
Loose-leaf; Three volumes  
Printed 9780702132643  
**R1 8000.00**  
Online: ISSN 2219-2700

## Workplace Law

J Grogan

First published in 1996, *Workplace Law* has become one of the most widely used and frequently quoted text books on South African labour law. This 11th edition has been revised and supplemented to incorporate the latest case law, as well as the 2014 amendments to labour legislation. *Workplace Law* provides a complete overview of issues that have arisen and are likely to arise on the shop floor, in court and in arbitration proceedings – from unfair labour practices, through employment equity, dismissal and collective bargaining, to strikes. This updated, comprehensive and reliable work is a convenient and indispensable guide to a complex and fascinating area of law.

### Contents

#### Introduction and background

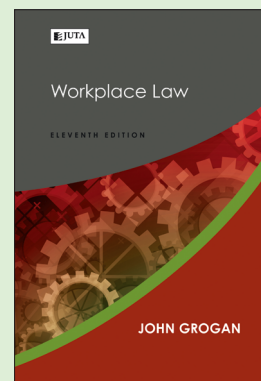
**The individual employment relationship:** The parties to the employment relationship • The individual contract of employment • The duties of employers and employees • Basic conditions of employment

**Unfair labour practices and employment equity:** Unfair labour practices • Unfair discrimination • Affirmative action

**Discipline and dismissal:** Workplace discipline • Forms of dismissal • Dismissal under the LRA • Automatically unfair dismissals • Dismissal for misconduct: fair reason; fair procedure • Dismissal for poor work performance, incompatibility and incapacity • Dismissal for operational requirements • Closures, mergers and sales of businesses

**Collective labour law:** Introduction • Bargaining agents • Bargaining forums • The bargaining process • Collective agreements

**Industrial action:** Strikes and 'protest action' • Dismissal of unprotected strikers



11th edition 2014  
580 pages  
Soft cover  
Printed 9781485100928  
**R675.00**



## Author Index

### A

Albertyn, C 45  
Amos, T 40  
Angelopulo, G 23  
Anstey, M 48  
Anstey, MS 40  
April, K 29

### B

Barker, R 23  
Beekman, L 8  
Bendix, S 42, 47  
Benjamin, P 48, 49  
Bhoola, U 45  
Bhorat, H 33  
Botha, A 24  
Botha, J 25, 43  
Bothma, C 25  
Brand, J 46  
Brevis, T 15, 25  
Burger, P 33

### C

Campher, K 27  
Cant, MC 27  
Cassim, FHI 14  
Cassim, MF 14  
Cassim, R 14  
Coetzee, J 32  
Coetzee, M 38, 39, 43  
Conradie, WM 10  
Correia, C 17  
Coward, V 30  
Cumberlege, P 37

### D

Deale, P 47  
de Beer, A 13, 18, 19, 20  
de J Cronjé, GJ 25  
Dillon, J 17  
Dube, C 8  
du Plessis, AJ 41  
du Toit, R 12

### E

Ellis, M 27  
Erasmus, A 8, 20  
Erasmus, AW 23

### F

Farrell, D 27  
Ferreira, EJ 8, 20, 23, 27  
Flynn, D 17  
Fourie, CMW 10  
Fourie, F 33  
Fox, W 22, 26

### G

Geldenhuis, P 25  
Gordon-Davis, L 37  
Groenewald, D 8, 14, 15, 20  
Grogan, J 40, 46, 49  
Grossett, L 46

### H

Harker Burnhams, N 45  
Havenga, M 20, 21  
Havenga, P 20, 21  
Hefer-Hendrikse, L 16  
Hendrikse, JW 16  
Hoffmann, E 27  
Hunt, K 30

### J

Jooste, R 14

### K

Kampher, K 20  
Kiley, J 43  
Kruger, SJ 37

### L

Lake, R 31  
Landis, H 46  
Leibbrandt, M 33  
Lilford, N 27  
Lötter, C 46

### M

Macdonald, R 29  
Mahony, DP 22  
Maree, K 38  
Maziya, M 33  
McCann, M 45  
Mensele, C 38  
Mostert, JW 34

### N

Nel, J 13  
Nel, R 43  
Ngambi, HC 29  
Ngcukaitobi, T 40, 46  
Nieuwenhuizen, C 35, 36  
Nyelisani, P 30

### O

Oosthuizen, AG 34  
Opperman, I 31

### P

Pereira, K 30  
Pons, A 47  
Potgieter, H 8  
Pretorius, JT 21

### R

Ristow, A 40  
Ristow, L 40  
Rossouw, D 18, 19  
Roythorne-Jacobs, H 38

### S

Schreuder, AMG 39  
Sharrock, R 13, 21  
Shev, J 14  
Smit, PC 34  
Smit, PJ 25  
Steadman, F 46  
Steenkamp, R 26  
Steyn, J 37  
Strydom, J 36  
Swanepoel, BJ 44  
Swart, N 28

### T

Thompson, C 49  
Truman, K 43  
Tshilongamulenzhe, MC 43

### U

Uliana, E 17  
Underhill, J 8

### V

van der Berg, S 33  
van der Vyver, TC 34  
van der Waldt, G 22  
van Jaarsveld, M 21  
van Noordwyk, A 12  
van Schoor, A 26  
van Zyl, E 24  
van Zyl, J 12  
Venter, P 28  
Visser, C 21  
Voortman, C 21  
Vrba, M 15, 25  
Vriesendorp, S 29

### W

Wegner, T 9, 11  
Willemse, I 30  
Woolard, I 33  
Wormald, M 17

### Y

Yeats, J 14  
Young, DA 18

### Z

Zwiers, V 11

# Title Index

## A

- Academic Literacy, 8
- Administrative Management, 8
- Alcohol, Drugs & Employment, 45
- Algemene Beginsels van Komersiële Reg, 21
- Applied Business Statistics – Methods and Excel-based Applications, 9

## B

- Bank Management in South Africa, – A Risk Management Perspective, 32
- Basic Financial Management, 10
- Basic Mathematics – A Revision Primer for Management Students, 11
- Basic Psychology for Human Resource Practitioners, 37
- Basics of Entrepreneurship, 35
- Business Analyst, The – Information Technology's paradigm shift, 11
- Business Functions – An introduction, 12
- Business Management – A Contemporary Approach, 13
- Business Management for Entrepreneurs, 35
- Business Transactions Law, 13

## C

- Career Counselling – Methods That Work, 38
- Career Counselling and Guidance in the Workplace – A manual for career development practitioners, 38
- Careers – An organisational perspective, 39
- Collective Bargaining in the Workplace, 40
- Communication in the Office, 14
- Contemporary Company Law, 14
- Contemporary Management Aspects, 15
- Contemporary Management Principles, 15
- Corporate Governance Handbook – Principles and Practice, 16

## E

- Employment and the Law – A Practical Guide for the Workplace, 46
- Entrepreneurial Skills, 36
- Entrepreneurship and How to Establish Your Own Business, 36

## F

- Fighting Poverty – Labour Markets and Inequality in South Africa, 33
- Financial Management, 17
- Financial Mathematics – A Computational Approach, 18
- Focus on Management Principles – A generic approach, 18
- Focus on Operational Management – A generic approach, 19
- Fundamentals of Office Management, 20

## G

- General Principles of Commercial Law, 20
- Gibson: South African Mercantile and Company Law, 21
- Global Logistics Management, 21
- Guide to Meetings A–Z, 22
- Guide to Project Management, A, 22

## H

- How to Think and Reason in Macroeconomics, 33
- Human Resource Management, 40
- Human Resource Management and Employment Relations in SA, 41

## I

- Information Management, 23
- Integrated Organisational Communication, 23

## K

- Knowledge – Living and Working with it, 24

## L

- Labour Dispute Resolution, 46
- Labour Litigation and Dispute Resolution, 46
- Labour Relations – A southern African perspective, 42
- Labour Relations Handbook, The – A Practical Guide on Effective Relations, Policies, Procedures and Practices for South African Managers, 47
- Labour Relations in Practice – A hands-on approach, 47
- Leadership in the African Context, 24
- Legal Issues for Entrepreneurs, 37

## M

- Macro-economics – A Southern African Perspective, 34
- Management Principles – A Contemporary Edition for Africa, 25
- Managing Change – Negotiating Conflict 48
- Managing E-commerce in Business, 25
- Managing Organisational Behaviour, 26
- Micro-economics – A Southern African Perspective, 34

## O

- Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act – Text and Commentary 48
- Occupational Safety and Health – A TQM & quality of work life approach, 26
- Office Finance, 27
- Operations and Management Principles for Contact Centres, 27

## P

- Personal Financial Management, 28
- Practising Strategy – A Southern African Perspective, 28
- Practising Training and Development in South African Organisations, 43
- Puppets or People – People and organisational development: An integrated approach, 43

## R

- RARE Total Leadership – Leading with the Head, Heart and Hands, 29
- Rethinking Leadership, 29

## S

- Selected Questions in Mathematics for Business, Finance and Economics, 30
- South African Human Resource Management – Theory and Practice, 44
- South African Labour Law 49
- Statistical Methods and Calculations Skills, 30

## U

- Understanding the Consumer Protection Act, 31

## W

- Workplace Law, 49

# DESK/INSPECTION COPY REQUEST FORM

Tel: +27 (0) 21 659 2300 Fax: +27 (0) 21 659 2360 Email: academic@juta.co.za

## DESK COPIES

vs

## INSPECTION COPIES

Request a desk copy if you currently prescribe the book. If there is more than one lecturer per course, the number of copies issued will be determined by the number of students.

Request an inspection copy if you are in a position to prescribe the book. Include a copy of the course outline when submitting your request and tell us what is currently being prescribed in the space provided below. The inspection copy will be collected from you should you decide not to prescribe it for your course.

### REQUIRED TITLES

TITLE/S	ISBN	COURSE/S	NO. OF STUDENTS	DESK COPY (X)	INSPECTION COPY (X)

### TITLES CURRENTLY PRESCRIBED AND BRIEF COURSE OUTLINE


### LECTURER'S DETAILS

Name of lecturer: _____	Designation: _____
Faculty/Department: _____	Institution: _____
Cell: _____	Email: _____
Delivery address: _____	Date: _____
_____	_____

### PLEASE NOTE

- To qualify for a desk or inspection copy, you must be a lecturer at a recognised tertiary institution and either prescribe or be in a position to prescribe the book requested.
- We will not be able to consider your request unless all information is supplied.
- Please attach a course outline for inspection copy requests.
- Return form on:  
Fax: 021 659 2360 or Email: academic@juta.co.za  
To request an inspection copy online go to [bit.ly/jutainspection](http://bit.ly/jutainspection)

### AREA OF INTEREST

<input type="checkbox"/> Accounting & Finance	<input type="checkbox"/> Business & Commerce	<input type="checkbox"/> Communication	<input type="checkbox"/> Law
<input type="checkbox"/> Education	<input type="checkbox"/> Engineering	<input type="checkbox"/> Health	<input type="checkbox"/> Other
<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Public Administration	<input type="checkbox"/> Social Sciences	_____

### FOR FURTHER ENQUIRIES CONTACT THE SALES CONSULTANT IN YOUR AREA

#### **Gauteng, North-West, Northern Cape and Pretoria**

Marie Botha • Tel: +27 (0) 11 217 7234

#### **KwaZulu-Natal, Free State, Gauteng and Eastern Cape**

Jennie Bowen • Cell: 083 367 9720

#### **KwaZulu-Natal, Eastern Cape, Mpumalanga, Lesotho & Swaziland**

Gladman Buthelezi • Tel: +27 (0) 31 304 4335

#### **Western Cape, Eastern Cape (Port Elizabeth), Southern Cape and Namibia**

Janine Gentle • Tel: +27 (0) 21 659 2300

#### **Gauteng, Free State, Limpopo, Mpumalanga and Botswana**

Pieter Smith • Tel: +27 (0) 11 217 7200