

Business Practice

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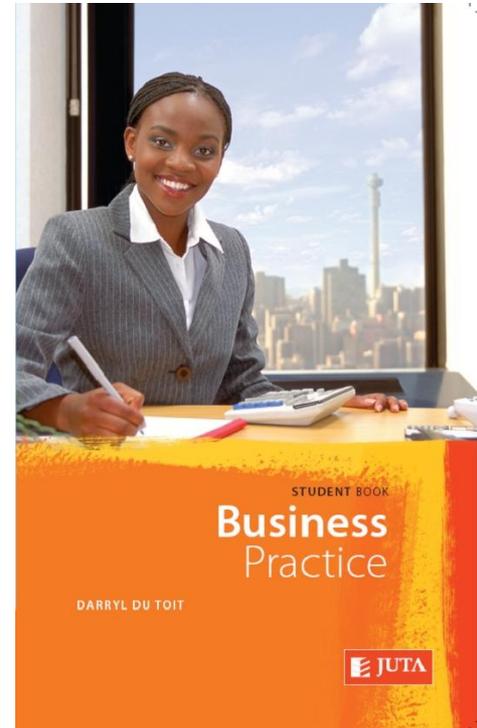
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About this Publication:

The *Business Practice* curriculum for the FET NQF Levels 2-4 ensures that all FET students are equipped with the skills, attitudes and values required to work effectively and efficiently in any field related to Business Practice. Lecturers have the assurance of knowing that this Student Book covers the entire curriculum. Activities have been carefully aligned to Subject Outcomes, Learning Outcomes and Assessment Standards, and graded to the appropriate level.

This title also offers a comprehensive Lecturer Guide that can be used in conjunction with the Student Book. Lecturer Guide - 9780702178221

Contents Include:

- Topic 1: Employment relations in an organisation
- Topic 2: Function in a business environment
- Topic 3: Selected business environment
- Topic 4: Resolving conflict in the workplace
- Topic 5: Induction of new staff in the workplace
- Topic 6: Plan and conduct basic research

Of Interest and Benefit to:

To ease students' learning this Student Book has the following key features and benefits:

- It is written in an-easy-to-understand style to ensure that all students find the material accessible.
- At a glance the student can see which Learning Outcomes (LO) and Subject Outcomes (SO) are covered in each chapter and every unit.
- All headings include the specific SO and LO covered in that section of work.
- Key terms are explained in the text and as special margin features.

- 'Something to do' and 'Something to think about' notes appear wherever relevant.
- A variety of relevant, practical and engaging activities is offered – allowing for work with partners, groups and the rest of the class.
- Clear and lively illustrations, diagrams and photographs are used throughout to enhance understanding.
- Summaries at the end of the chapter recap all the main ideas covered.
- Summative assessment tasks test students' understanding and highlight further development areas for lecturers.
- Checklists are given to help students identify any areas that need attention.
- A comprehensive glossary explains all the most important terms used in the book, and in the subject.

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