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2025 | 2026

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Publishing local books and resources since 1915

Welcome to our latest catalogue!

This catalogue showcases our range of printed books, ebooks and lecturer support material designed to support the needs of lecturers and students in the rapidly evolving educational environment.

Van Schaik Publishers is committed to being accessible, affordable and African. We believe that we have a vital role to play in moving Africa into a world where educational resources are in line with the needs of our local environment, local students and local institutions. We have worked since 1915 to ensure that no student is alienated by content that is unfamiliar, or prices that are unaffordable, and we have made a commitment to developing decolonised material through consultations with authors, academics and reviewers.

Our commitment extends to teaching and learning materials that are designed for the South African context – books that speak to local conditions and digital resources that are accessible to all.

The last section of the catalogue – Research, Reference & Student Support – is relevant to all academic disciplines. Van Schaik Publishers has an extensive collection of South African textbooks and reference books explaining the challenges of producing academic research. This section also contains a large collection of resources for students and lecturers needing help with skills ranging from academic writing to studying and life skills.

Please contact us if you would like to discuss access to our digital resources in alternative formats. Given the right conditions, new or additional resources can be developed, or formats can be changed to suit different conditions and needs.

We are always looking for local authors and content developers to help in the quest to build a regional knowledge base in southern Africa. A brief overview of the process and contact details can be found in the opening pages of the catalogue. You will also find purchase options and contact details for lecturers seeking inspection copies should a book or resource seem suitable as a prescribed work.

We look forward to another fruitful year of collaboration with academics, students, bookstores and institutions. As we tentatively emerge into this new, post-Covid landscape, let us remember that together we are stronger.

Yours in education

Jacky Duffield

Sales Manager

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As scholars and educators, we understand that academic integrity extends to respecting intellectual property. The educational materials in this catalogue represent significant scholarly investment—often years of rigorous research, critical analysis, and pedagogical development by fellow academics across South Africa and internationally.

These works embody the intellectual capital of our scholarly community and constitute a vital contribution to the academic discourse. Such intellectual property is legally protected by copyright law, which safeguards the rights of authors and creators within the academic ecosystem. The unauthorised reproduction, distribution, or sharing of copyrighted materials—whether through photocopying or digital dissemination—not only infringes upon legal protections but also undermines the scholarly infrastructure that sustains our academic community.

As creators and custodians of knowledge, we appreciate that many of you have authored or will author academic works. The same professional courtesy and legal recognition you would expect for your own publications should be extended to your colleagues' intellectual contributions. This reciprocal respect for intellectual property rights strengthens our collective academic enterprise and ensures the continued production of quality educational resources.

Commerce

ACCOUNTING

LECTURER RESOURCES

FORTHCOMING

ACCOUNTING FUNDAMENTALS FOR NON-ACCOUNTING STUDENTS

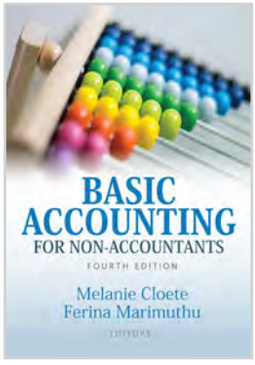
A. Govender(Editor)
240 pages (provisional); 2026
ISBN: 978 0 627 04349 9

Accounting is essential for anyone pursuing a business career, as it aids in leadership and adaptability by understanding financial statements. "Accounting Fundamentals for Non-Accounting Students" is tailored for students outside the accounting field, covering key concepts in accounting, auditing, cost management, and taxation. The book includes theory, examples, and exercises to enhance students' skills.

Aimed at degree or diploma non-accounting students and with a focus on improving the student experience and fostering a positive view of accounting.

Contents include the following:

- Accounting Basics
- Record-Keeping
- Assets and Inventory
- Financial Reporting
- Financial Operations
- Professional Standards



LECTURER RESOURCES

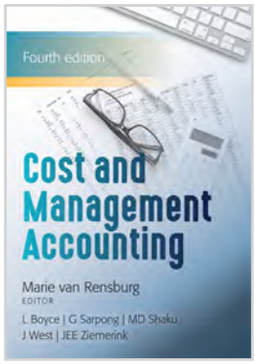
BASIC ACCOUNTING FOR NON-ACCOUNTANTS

Fourth edition
M. Cloete & F. Marimuthu
436 pages; 2022
ISBN: 978 0 627 03890 7
eISBN: 978 0 627 03891 4

An introductory text covering financial accounting, cost and management accounting, and financial management. Teaches financial literacy, a skill that will benefit students both personally and professionally. Aimed at students with little or no prior accounting background.

Contents include the following:

- Drawing up basic financial statements
- Interpreting financial statements using ratio analysis
- Value-added tax (VAT)
- Calculating the cost of products
- Preparing budgets
- Short-term decision making
- Variance analysis
- Time value of money
- Capital budgeting



LECTURER RESOURCES

COST AND MANAGEMENT ACCOUNTING

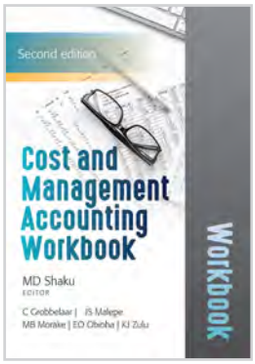
Fourth edition
M. van Rensburg (Editor)
442 pages; 2022
ISBN: 978 0 627 03900 3
eISBN: 978 0 62703901 0

A comprehensive introduction to cost and management accounting from a South African perspective. Includes new developments in the field, such as integrated reporting and sustainability reporting. Covers topics such as cost classification, cost behaviour, inventory management, cost flows, different types of budget and standard costing. Deals with the various costing systems in detail.

Contents include the following:

- Material and inventory central
- Labour costs
- Classification and analysis of overheads
- Cost–volume–profit (CVP) analysis
- Integrated accounting system and cost ledger accounting system
- Basic job costing systems
- Contract costing
- Budgeting
- Process costing
- Direct and absorption costing
- Pricing decisions

This title can be bundled with the workbook on the following page. Contact your Consultant for pricing options.



LECTURER RESOURCES

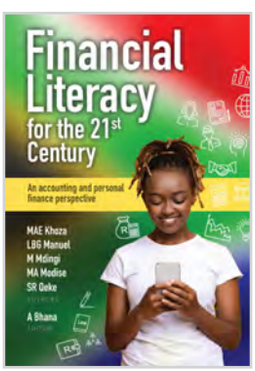
COST AND MANAGEMENT ACCOUNTING WORKBOOK

Second edition
M.D. Shaku (Editor)
320 pages; 2022
ISBN: 978 0 627 04007 8
eISBN: 978 0 62704008 5

A workbook covering the subject matter that students will be required to master in order to complete their cost and management accounting modules successfully within the minimum required period. Provides a valuable opportunity for further practice, with questions graded as basic, intermediate and advanced in an effort to cater for all students at various levels.

Contents include the following:

- Cost classification and behaviour
- Inventory management and control
- Payroll accounting
- Allocation and absorption of overheads
- Statement of cost of goods manufactured and sold
- Break-even analysis
- Integrated accounting system and cost ledger accounting system
- Job order costing systems
- Contract costing
- Financial planning and budgeting
- Process costing



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NEW PUBLICATION

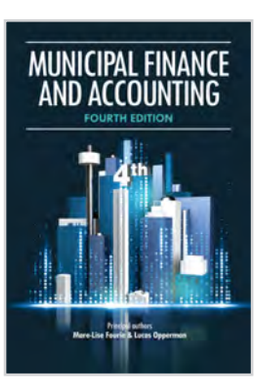
FINANCIAL LITERACY FOR THE 21ST CENTURY

A. Bhana (Editor)
267 pages; 2025
ISBN: 978 0 627 04161 7

A step-by-step guide to developing basic accounting skills and understanding financial statements and personal finance. Includes many practical examples and self-assessment questions which will guide and support the reader toward managing financial resources effectively over time. Aimed at novice accounting students at under-graduate level, new entrepreneurs and others who are encountering financial accounting and personal finance for the first time.

Contents include the following:

- Conceptual framework
- Accounting equation
- Subsidiary journal
- Accounts receivable/payable
- Non-current assets (asset disposal)
- General ledger and trial balance
- Inventories
- Presentation of financial statements
- Analysis and interpretation of financial statements
- Cash budget
- Personal finance
- Payroll (wages and salaries)



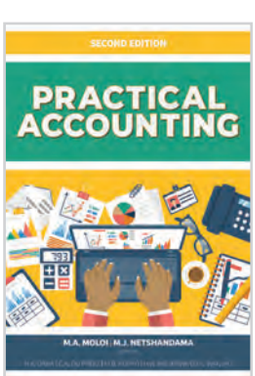
MUNICIPAL FINANCE AND ACCOUNTING

Fourth edition
M. Fourie & L. Opperman
618 pages; 2023
ISBN: 978 0 627 04079 5

A holistic look at the key features of municipal finance and accounting, with emphasis on the principles of sound financial governance in municipalities. Includes all new amendments to existing legislation and supporting regulations. Designed for use in tertiary education as well as for regular consultation by accounting officers, financial and non-financial officials and councillors in the performance of their duties.

Contents include the following:

- Legislative framework for local government
- Standard operational cycle in financial administration of municipalities
- Financial management
- Roles of other organs of state and entities in the financial administration of municipalities
- Annual financial statements and related matters



LECTURER RESOURCES

NEW EDITION

PRACTICAL ACCOUNTING

Second edition
M.A. Moloi & M.J. Netshandama
319 pages; 2025
ISBN: 978 0 627 04283 6

A broad overview of financial and cost accounting for non-accounting students who need to gain the skills to comprehend accounting transactions and interpret financial statements. Presents concepts in an easily understandable format which has been structured to suit their new programmes. Aimed at students doing qualifications in marketing, human resources, logistics, engineering and so on who have no previous accounting experience.

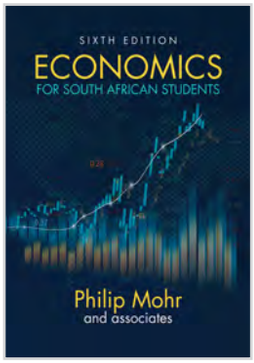
Contents include the following:

- Fundamentals of accounting
- Business and professional ethics in accounting
- Framework for the preparation and presentation of financial statements
- Bank reconciliation
- Property, plant and equipment
- Preparation of annual financial statements
- Statement of cash flows
- Analysis and interpretation of financial statements
- Basic cost accounting
- Manufacturing statements and accounts
- Cost–volume–profit analysis
- Budgets and payroll

ECONOMICS

NEW EDITION IN PREPARATION

ECONOMICS FOR SOUTH AFRICAN STUDENTS



LECTURER RESOURCES

Extensive LSM available *– contact your consultant for more information*

Sixth edition
P. Mohr and associates
508 pages; 2020
ISBN: 978 0 627 03705 4
eISBN: 978 0 627 03706 1

A comprehensive introduction to economics in general, set against a contemporary South African background. Covers all the material usually prescribed for introductory courses and lays a solid foundation for intermediate and advanced studies. Includes new *In the real world* inserts by 24 experts in various fields of economics as well as a bonus chapter online. Aimed at economics students.

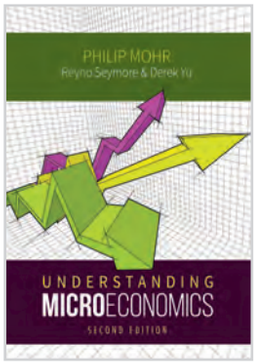
Contents include the following:

- Production, income and spending in the mixed economy
- Demand, supply and prices
- Elasticity
- Market structure
- Measuring the performance of the economy
- A simple Keynesian model of the economy
- Inflation
- Unemployment, poverty and inequality
- Economic growth and business cycles

*Afrikaans 5/u ook beskikbaar

Additional chapter on the South African economy available online; updated annually

UNDERSTANDING MICROECONOMICS



LECTURER RESOURCES

Extensive LSM available *– contact your consultant for more information*

Second edition
P. Mohr, R. Seymore & D. Yu
296 pages; 2018
ISBN: 978 0 627 03615 6
eISBN: 978 0 627 03616 3

A comprehensive introduction to microeconomics in general, set against a contemporary South African background. Covers all the material usually prescribed for introductory courses and lays a solid foundation for intermediate and advanced studies in economics. Aimed at economics students. A companion book, *Understanding macroeconomics*, is also available (see below).

Contents include the following:

- Important concepts, issues and relationships
- Demand, supply and prices
- Elasticity
- The theory of demand: utility approach and indifference approach
- Production and cost
- Market structure

UNDERSTANDING MACROECONOMICS

LECTURER RESOURCES

Extensive LSM available *– contact your consultant for more information*

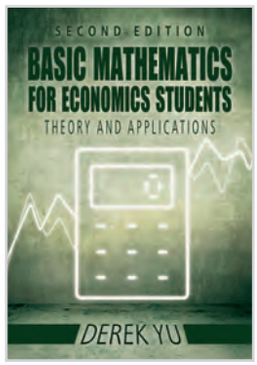
Second edition
P. Mohr, C. van Zyl & A. Pretorius
276 pages; 2018
ISBN: 978 0 627 03633 0
eISBN: 978 0 627 03634 7

A comprehensive guide to macroeconomics, set against a contemporary South African background. Aimed at economics students. A companion to this book, *Understanding microeconomics*, is also available (see above).

Contents include the following:

- Basic concepts, relationships and issues
- Money and monetary policy
- The government and fiscal policy
- The foreign sector
- Measuring the performance of the economy
- A simple Keynesian model of the economy
- Fiscal and monetary policy in the Keynesian model
- Inflation
- Unemployment and the Phillips curve
- Economic growth and business cycles

BASIC MATHEMATICS FOR ECONOMICS STUDENTS – THEORY AND APPLICATIONS



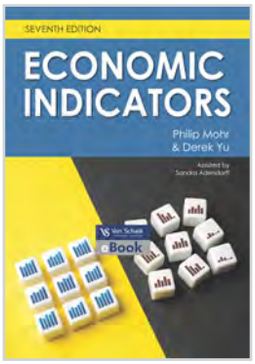
LECTURER RESOURCES

Second edition
D. Yu
232 pages; 2018
ISBN 978 0 627 03701 6
eISBN: 978 0 627 03702 3

A practical and accessible guide to basic mathematical concepts and methods (suitable for self-study, revision or tutorial purposes). Provides numerous mathematical economics examples and exercises as well as fully worked solutions using numbers, graphs and symbols. Aimed at all economics students and, with its focus on quantitative aspects, complements the three highly popular theoretical economics textbooks, *Understanding microeconomics, Understanding macroeconomics* and *Economics for South African students*, written by Philip Mohr and published by Van Schaik Publishers.

Contents include the following:

- Linear and non-linear mathematics
- Keynesian model of the economy
- Differential calculus
- Matrices
- Basic mathematics of finance
- Partial differential calculus
- Integral calculus
- Linear programming



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NEW EDITION

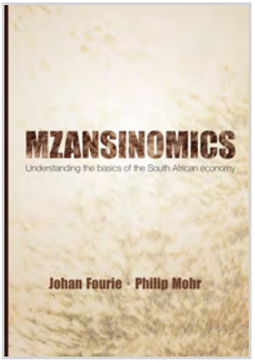
ECONOMIC INDICATORS

Seventh edition
P. Mohr, D. Yu, S. Adendorff
250 pages; 2025
ISBN: 978 0 627 04287 4
eISBN: 978 0 627 04288 1

South African economic indicators summarised and explained in one handy book. Introduces basic concepts and techniques needed to interpret economic data using real-world figures. Includes all the recent revisions of the GDP, the CPI, the PPI, the various labour market surveys, the balance of payments and other economic indicators. Aimed at economics students at all levels.

Contents include the following:

- Total production, income and expenditure: the national accounts
- Economic growth
- Business cycles
- Employment and unemployment
- Inflation
- International transactions
- Wages, productivity and income distribution
- Financial indicators
- Fiscal indicators
- Social and political indicators
- International comparisons



LECTURER RESOURCES

MZANSINOMICS – UNDERSTANDING THE BASICS OF THE SOUTH AFRICAN ECONOMY

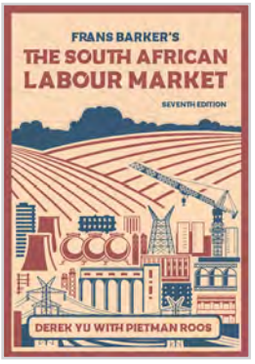
(PREVIOUSLY PUBLISHED AS *UNDERSTANDING THE ECONOMY: EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE ECONOMY BUT THOUGHT YOU WOULD NOT UNDERSTAND*)

J. Fourie & P. Mohr
216 pages; 2022
ISBN: 978 0 627 03893 8
eISBN: 978 0 627 03894 5

An introduction to South Africa's unique economic challenges and opportunities. Addresses questions such as: what causes economic growth? What determines the price of *umqombothi* (African beer)? Are cryptocurrencies a form of money? Aimed at students who want to obtain a basic understanding of economics as well as anyone interested in the structure and development of the South African economy. Also useful as a quick reference for seasoned industry professionals.

Contents include the following:

- Getting started: some basic concepts and tools
- Markets and prices
- Money, interest rates and exchange rates
- International economic relations
- Economic growth and business cycles
- Inflation
- Unemployment, poverty and inequality
- Economic policy



LECTURER RESOURCES

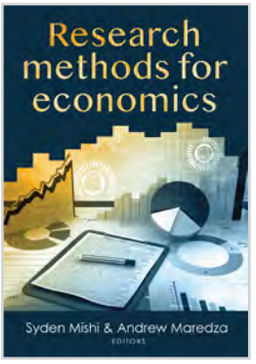
FRANS BARKER'S THE SOUTH AFRICAN LABOUR MARKET

Seventh edition
D. Yu & P. Roos
390 pages; 2023
ISBN: 978 0 627 04087 0
eISBN: 978 0 627 04088 7

A down-to-earth and practical introduction to labour markets in general and the South African labour market in particular. Includes appendices detailing globalisation, the Fourth Industrial Revolution, labour market outcomes during the COVID-19 pandemic period, consensus-seeking institutions such as Nedlac and detailed labour market statistics from 1995–2021. Aimed at economics students as well as general readers wanting an overview of the South African labour market.

Contents include the following:

- Unique characteristics of the labour market
- Labour supply and labour demand
- Employment in the formal and informal sectors
- Wages and the cost of labour
- Unions, collective bargaining and minimum wages
- Productivity and labour market flexibility
- Unemployment and active labour market policy for job creation
- Human capital and the demand for skilled workers
- Inequalities and discrimination



LECTURER RESOURCES

RESEARCH METHODS FOR ECONOMICS

S. Mishi & A. Maredza (Editors)
318 pages; 2024
ISBN: 978 0 627 04003 0
eISBN: 978 0 627 04004 7

An introduction to the world of research, specifically as applied in the discipline of economics, concluding with how to write and structure academic work. Provides step-by-step examples using different types of case studies, data and analytical tools. Aimed at senior undergraduate up to postgraduate-level students.

Contents include the following:

- Understanding research as decoded into business and economic sciences
- Ethics of and in research
- Types of research, research design and research methods
- Emerging techniques (e.g. big data)
- Data management, analysis and inferences
- Quantitative, qualitative and mixed research methods and their application
- Times series methods
- How to write a research proposal
- Harvesting papers from treatises, dissertations and theses

LECTURER RESOURCES

NEW EDITION

UNDERSTANDING SOUTH AFRICAN FINANCIAL MARKETS

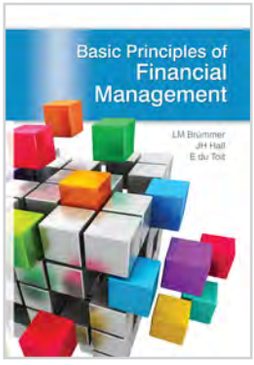
Seventh edition
D. Makina & S Adendorff & I. Goodspeed (Editors)
486 pages; 2025
ISBN: 978 0 627 04273 7
eISBN: 978 0 627 04274 4

A comprehensive overview of the various aspects of South African financial markets and the institutions that operate within them. Explains jargon in lay terms and discusses both international and local market practices and norms. Aimed at commerce students, public servants and members of the business fraternity.

Contents include the following:

- Introducing financial markets
- The South African Reserve Bank
- Banks
- Microfinance institutions
- Regulation of the financial markets
- Insurers
- Retirement funds
- Investment institutions
- Regulation of financial markets
- Financial market terminology and technicalities
- The markets in the major asset classes (money, bond, equity, derivatives etc.)

FINANCE



LECTURER RESOURCES

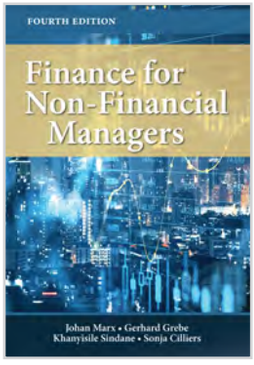
BASIC PRINCIPLES OF FINANCIAL MANAGEMENT

L.M. Brümmer, J.H. Hall & E. du Toit
316 pages; 2017
ISBN: 978 0 627 03469 5
eISBN: 978 0 627 03470 1

A comprehensive but easy-to-understand guide to the world of finance. Sets out the concepts and conventions of managerial finance and the main topographical features of the statement of financial position (balance sheet), income statement and cash flow statement. Aimed at undergraduate students, but also at individuals in the workplace who have a limited knowledge of financial management and wish to supplement it.

Contents include the following:

- Definitions of terms
- Fundamentals of mathematical calculations
- The various types of financial statement and how to analyse them
- Working capital and cash management
- Time value of money
- Capital investment
- Risk and leverage
- Break-even analysis



LECTURER RESOURCES

NEW EDITION

FINANCE FOR NON-FINANCIAL MANAGERS

Fourth edition
J. Marx, G. Grebe, S. Cilliers & K. Sindane
219 pages; 2025
ISBN: 978 0 627 04299 7
eISBN: 978 0 627 04300 0

An overview of the principles of financial management required to contribute favourably to the long-term sustainability of a company. Explains the financial goals of a company and illustrates how the principles of finance should be applied in creating wealth as opposed to simply maximising profit. Aimed at managers in large and small companies as well as professionals such as engineers, architects, attorneys and medical doctors in private practice.

Contents include the following:

- The long- and short-term goals of a firm in view of its operating environment
- Analysing and interpreting financial statements
- Financial planning and budgeting
- Using a financial calculator and MS Excel
- Evaluating new investments by means of capital budgeting
- Managing the cash flow of a firm
- Contributing to the risk management of the firm to ensure long-term sustainability

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LECTURER RESOURCES

INVESTMENT MANAGEMENT

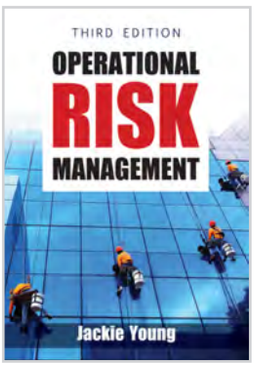
Sixth edition
J. Marx (Editor)
398 pages; 2022
ISBN: 978 0 627 03912 6
eISBN: 978 0 627 03913 3

A concise yet comprehensive introduction to investment analysis and portfolio management, specifically in the South African context. Provides a broad framework and a thorough network of guidelines, focusing on investment in financial assets such as shares and bonds, and explaining both fundamental and technical analysis. Aimed at undergraduate investment management students.

Contents include the following:

- Organisation and functioning of securities markets
- The time value of money
- Valuation principles and practices
- Industry analysis
- Company analysis
- Bond fundamentals
- Portfolio management
- An introduction to derivative instruments
- Foreign exchange management
- The role of corporate governance in shareholder protection

NEW EDITION IN PREPARATION



LECTURER RESOURCES

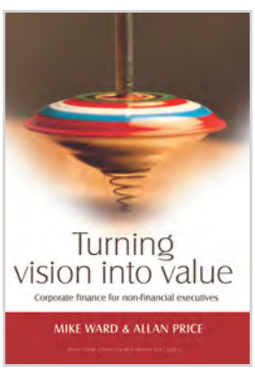
OPERATIONAL RISK MANAGEMENT

Third edition
J. Young
244 pages; 2022
ISBN: 978 0 627 03914 0
eISBN: 978 0 627 03915 7

A guide to developing and implementing an operational risk management process that will support the achievement of business objectives in a way that proactively addresses risk exposures and identifies potential business opportunities. Attempts to bridge the gap between theoretical concepts and practical implementation. Aimed at students as well as managers interested in the management of operational risk.

Contents include the following:

- Introduction to risk, risk types and operational risk
- Operational risk management framework
- Development of an operational risk management function
- Operational risk identification
- Operational risk evaluation
- Operational risk control
- Operational risk financing
- Operational risk appetite
- Operational risk monitoring
- Operational risk management model



LECTURER RESOURCES

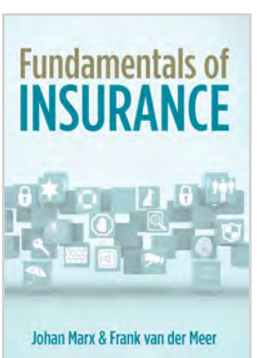
TURNING VISION INTO VALUE – CORPORATE FINANCE FOR NON-FINANCIAL EXECUTIVES

M. Ward & A. Price
224 pages; 2006
ISBN: 978 0 627 02645 4
eISBN: 978 0 627 03047 5

The creation and measurement of economic value within an organisation. Simplifies and presents the essence of major accounting statements. Includes a simple Excel spreadsheet which can be customised to analyse and value a business.

Contents include the following:

- The income statement and balance sheet
- Cash flow and profitability
- Activity
- Return on net assets (RONA) and return on total capital employed (ROCE)
- Return on equity (ROE)
- Growth and dividend policy
- Economic value added (EVA®)
- Market value added (MVA®)
- Valuation

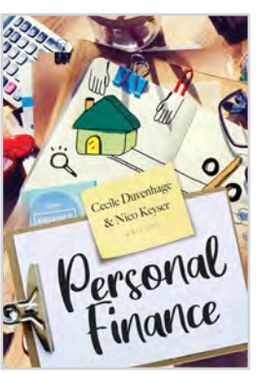


LECTURER RESOURCES

FUNDAMENTALS OF INSURANCE

J. Marx & F. van der Meer
406 pages; 2016
ISBN: 978 0 627 03427 5
eISBN: 978 0 627 03448 0

A concise, yet comprehensive introduction to insurance, specifically in the South African context. Explains the regulatory framework, how insurance business needs to be conducted, and procedures for handling claims. Aimed at tertiary students and professionals in risk and finance.



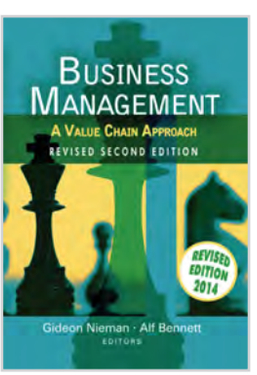
LECTURER RESOURCES

PERSONAL FINANCE

C. Duvenhage & N. Keyser (Editors)
240 pages; 2021
ISBN: 978 0 627 03815 0
eISBN: 978 0 627 03816 7

A guide to good financial decision making that will empower people to manage their money better and so maximise their opportunities and lead more fulfilling lives. Encompasses many areas and core topics such as cash flow management, savings, debt, housing and planning for the future. Aimed at students as well as the average South African on the street needing guidance on managing household financial matters.

BUSINESS AND GENERAL MANAGEMENT



LECTURER RESOURCES

BUSINESS MANAGEMENT – A VALUE CHAIN APPROACH

Revised second edition
G.H. Nieman & J.A. Bennett (Editors)
467 pages; 2014
ISBN: 978 0 627 02791 8
eISBN: 978 0 627 03691 0

An introduction to the value chain as a framework that allows students to visualise properly how it works, the activities involved and their interaction with each other. Covers basic points of theory, but also has a strong practical approach. Includes self-evaluation questions and challenging experiential exercises. Aimed at undergraduate business management students and students doing service courses.

Contents include the following:

- Environmental analysis
- Establishing a business
- Leadership
- Logistics
- Management: marketing, financial, human resource, communication, information
- Business ethics
- Creativity and innovation
- Globalisation
- Black economic empowerment
- Corporate governance

LECTURER RESOURCES

BUSINESS WAREHOUSE AND INVENTORY MANAGEMENT

P. Ramgovind & W. Engelbrecht (Editors)
454 pages; 2021
ISBN: 978 0 627 03833 4
eISBN: 978 0 627 03834 1

A discussion of the critical aspects pertaining to warehouse and inventory management that are necessary for the successful operation of a supply chain in the contemporary business environment. Contextualises supply chain and warehouse management before focusing on the various key components of inventory management, integrated warehousing and inventory risk management, and future trends. Aimed at supply chain management students.

Contents include the following:

- Spatial perspectives on warehouse development
- Warehouse operations and processes
- Warehouse technology and equipment
- Warehouse efficiency
- Inventory management, forecasting and demand planning
- Inventory planning and replenishment
- Procurement
- Inventory control
- Modes of transportation and distribution

LECTURER RESOURCES

CONTEMPORARY ISSUES IN OPERATIONS AND SUPPLY CHAIN MANAGEMENT

M. Mkansi, N. McLennan & G. de Villiers (Editors)
297 pages; 2019
ISBN: 978 0 627 03590 6
eISBN: 978 0 627 03591 3

An exposé of a wide range of present-day matters that focus on the deep multiplicity of relationships between operations, supply chains and the changing business environment. Offers tools and techniques to cope with the ever-increasing forces of supply versus demand, against the backdrop of limited resources and a constantly changing business environment. Aimed at a broad audience, both local and international, from business practitioners to professional bodies to students.

Contents include the following:

- Green operations and supply chain management
- Design for the environment
- Environmental accounting and economics
- Sustainable management strategies
- Contemporary digital systems
- Competitive manufacturing intelligence
- Contract logistics
- Construction supply chain management
- City logistics
- Humanitarian medical logistics
- Humanitarian operations
- Quantitative exercises

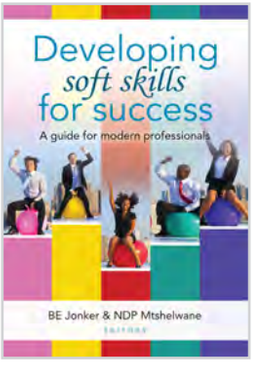
CONTRACT MANAGEMENT – AN INTRODUCTION

Third edition
G.H. Nieman (Editor)
123 pages; 2023
ISBN: 978 0 627 04053 5
eISBN: 978 0 627 04054 2

An introduction to the basic legal aspects of contracts, and the management principles of planning, organising, directing and control as an approach to managing them. Explains the importance of managing the content of the contract as well as the contracting process so that unnecessary problems can be prevented and, as a result, important relationships can be maintained. Aimed at students taking continuing education short courses as well as those in undergraduate programmes in the field of sourcing and supply chain management.

Contents include the following:

- Requirements for a valid contract
- Terms of a contract
- Breach of contract
- Remedies
- Drafting contracts
- The procurement process
- Strategic sourcing strategies
- Managing the contract content and process
- Organising the contract management department
- Job description and specifications of a contract manager



LECTURER RESOURCES

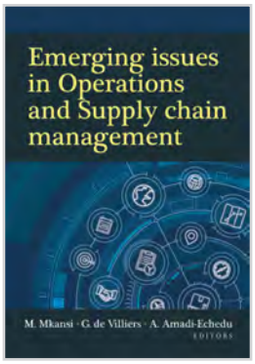
DEVELOPING SOFT SKILLS FOR SUCCESS – A GUIDE FOR MODERN PROFESSIONALS

B.E. Jonker & N.D.P. Mtshelwane (Editors)
216 pages; 2021
ISBN: 978 0 627 03797 9
eISBN: 978 0 627 03798 6

A foundation for cultivating excellence in emerging leaders. Offers fresh, current and applicable content from a southern African perspective, including practical group and individual exercises to facilitate learning in an interactive, challenging and fun way. Aimed at students in higher education as well as practising professionals and managers.

Contents include the following:

- Setting goals for success
- Career self-management skills – employability and graduate attributes
- Career development for professional success
- Personal branding for professional success
- Digital skills development for success
- The art of professional networking for success
- Professional communication for success
- Managing a diverse workforce for success
- Organisational change for success
- Ethics for success



LECTURER RESOURCES

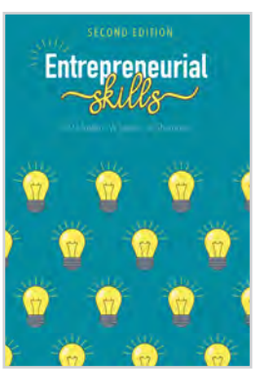
EMERGING ISSUES IN OPERATIONS AND SUPPLY CHAIN MANAGEMENT

M. Mkansi, G. de Villiers & A. Amadi-Echendu (Editors)
297 pages; 2020
ISBN: 978 0 627 03728 3
eISBN: 978 0 627 03729 0

A discussion of the current drivers of change within the realm of operations and supply chain management. Shares practical advice and solutions for the global industry which will equip businesses to respond with robustness in today's volatile economic environment. Aimed at undergraduate students as well as professionals working in the industry to support sustainable business practices as well as organisational goals.

Contents include the following:

- Green purchasing fundamentals
- Design for the environment
- Environmental accounting and economics
- Sustainable operations
- Food security
- Digital technologies and operations in the Fourth Industrial Revolution
- Maritime logistics (port and sea freight)
- Construction supply chains
- City logistics fundamentals
- Humanitarian logistics and disaster management
- Humanitarian medical logistics



LECTURER RESOURCES

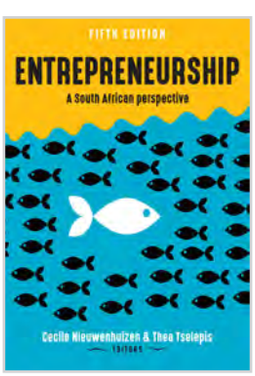
ENTREPRENEURIAL SKILLS

Second edition
N.M. Mmako, W. Sambo & R. Shambare (Editors)
276 pages; 2021
ISBN: 978 0 627 03803 7
eISBN: 978 0 627 03804 4

The essential concepts and skills needed to grow and manage an entrepreneurial venture successfully. Presents current, relevant content in unique and interesting ways, drawing from real-world examples. Aimed at undergraduate students as well as practising entrepreneurs.

Contents include the following:

- Opportunity recognition
- Setting realistic goals and achieving them
- Networking
- Leadership and management
- Creativity and innovation
- Legal issues in business



LECTURER RESOURCES

ENTREPRENEURSHIP – A SOUTH AFRICAN PERSPECTIVE

Fifth edition
C. Nieuwenhuizen & T. Tselepis (Editors)
480 pages; 2023
ISBN: 978 0 627 04190 7
eISBN: 978 0 627 04191 4

A guide to becoming a successful entrepreneur. Describes new business creation within a South African context: the start-up process, the growth stages, and the challenges in the maturity phase of the business. Emphasises the post-modern trends of the business world, such as the prominent role of technology and the social impact of businesses. Aimed at students at all higher education institutions in South Africa as well as entrepreneurs, managers, management consultants and trainees, developers and presenters of in-house business courses.

Contents include the following:

- The nature and development of entrepreneurship and the entrepreneur
- Creativity, innovation and the window of opportunity
- Developing the business plan
- Start-up and resources for entrepreneurs
- Fair trade, competition and consumer protection
- Legislation and regulations affecting entrepreneurs
- Financing, growth and buyout of a business
- The Fourth Industrial Revolution, technology and e-commerce opportunities
- Family businesses, franchising and corporate entrepreneurship in South Africa

LECTURER RESOURCES

NEW EDITION

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT – AN EMERGING ECONOMIES PERSPECTIVE

Second edition
G.E. Chiloane-Tsoka & E.M. Rankhumise
419 pages; 2025
ISBN: 978 0 627 04289 8
eISBN: 978 0 627 04290 4

A balanced theoretical and practical approach to developing the entrepreneurial skills necessary to succeed at doing business in emerging economies. Discusses fundamental aspects such as innovation and creativity as well as entrepreneurial strategies. Aimed at fostering entrepreneurship in students.

Contents include the following:

- Starting a business
- Entrepreneurial skills
- The business plan
- Finance
- Strategic skills and planning
- Corporate entrepreneurship
- Social entrepreneurship
- Governance
- Sustainability

LECTURER RESOURCES

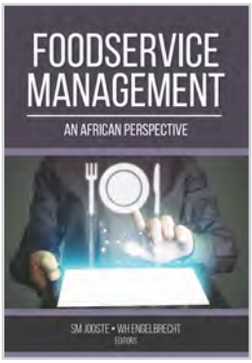
EXPLORING CREATIVITY AND INNOVATION – A STRUCTURED APPROACH FOR ENTREPRENEURS, MANAGERS AND OTHER GAME CHANGERS

Second edition
A. Antonites
278 pages; 2020
ISBN: 978 0 627 03786 3
eISBN: 978 0 627 03787 0

A discussion of all the aspects of innovation, including the creative person, process and outcome as well as design thinking that facilitates modern creative behaviour in an array of business and organisational environments. Follows a process approach and provides locally relevant examples and case studies to situate the content within the African context.

Contents include the following:

- The role of and need for the "new" (the context, need and nature of innovation)
- The creative person and the environment
- The creative process
- Design thinking
- The creative outcome
- Linking invention to market
- Models, processes and patterns
- Business model to business plan
- Product development
- Managing innovation



LECTURER RESOURCES

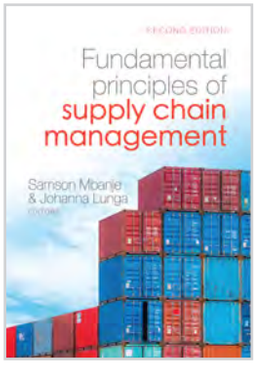
FOODSERVICE MANAGEMENT – AN AFRICAN PERSPECTIVE

S.M. Jooste & W.H. Engelbrecht (Editors)
356 pages; 2022
ISBN: 978 0 627 03936 2
eISBN: 978 0 627 03937 9

An in-depth analysis of the integrated complexities of various types of food and beverage service organisation. Provides an overview of the foodservice industry before addressing the organising and control functions, then progresses to the more strategic aspects. Aimed at students studying towards a qualification in the fields of hospitality, culinary, food and beverage or consumer sciences.

Contents include the following:

- Introduction to foodservice management
- Menu management
- Beverage management
- Foodservice supply chain
- Cost controls and food processing systems
- Food safety management
- Foodservice facilities layout and design
- Community food systems and sustainability
- Employee productivity
- Strategic management and servant leadership



LECTURER RESOURCES

FUNDAMENTAL PRINCIPLES OF SUPPLY CHAIN MANAGEMENT

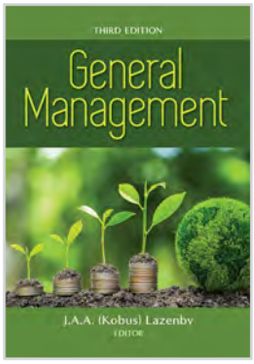
Second edition

S. Mbanje & J. Lunga (Editors)
250 pages; 2023
ISBN: 978 0 627 03805 1
eISBN: 978 0 627 03806 8

An in-depth discussion of the importance of supply chain management in both a global and local context and in all areas of business. Considers supply chain management from purchasing, operations and logistics perspectives. Aimed at supply chain management, transportation, logistics and public sector management students.

Contents include the following:

- Procurement
- Global logistics
- 4IR
- Public sector supply chain
- Quality
- Information technology
- Forecasting and demand management
- Customer service
- Inventory management
- Warehousing and transportation
- Sustainability



LECTURER RESOURCES

NEW EDITION

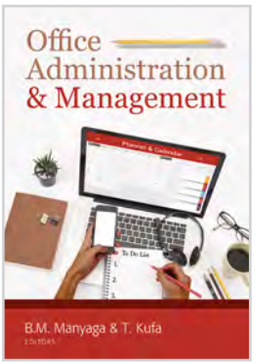
GENERAL MANAGEMENT

Third edition
J.A.A. Lazenby
403 pages; 2025
ISBN: 978 0 627 04279 9
eISBN: 978 0 627 04280 5

A back-to-basics textbook that provides the grounding managers and entrepreneurs need to survive and prosper in today's fluid and competitive global marketplace. Incorporates the fundamental concepts found in any general management course, using real-life management-in-action examples and taking an Afrocentric perspective. Aimed at undergraduate students doing management courses.

Contents include the following:

- Management theory
- The organisational environment
- Managerial ethics and social responsibility
- Decision making
- Designing the organisation
- Organisational change and learning
- Managing diversity in the workplace
- Motivation
- Communication
- Foundations of control
- Contemporary management issues



LECTURER RESOURCES

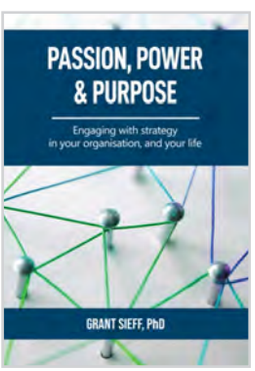
OFFICE ADMINISTRATION AND MANAGEMENT

B. Manyaga & T. Kufa
260 pages ; 2023
ISBN: 978 0 627 04025 2
eISBN: 978 0 627 04026 9

A discussion of the essential aspects of the administration and management of the workplace environment in the era of the Fourth Industrial Revolution. Offers aspiring modern-day office professionals an opportunity to equip themselves with key administrative skills, and further exposes them to office etiquette and efficient office management techniques. Aimed at undergraduate students pursuing qualifications toward becoming office support personnel and/or office managers.

Contents include the following:

- Functions and responsibilities of administrators
- Business communication
- Professionalism and office etiquette
- Office design and layout
- Office records management/filing
- Basic administration of office finance
- Office management and planning, organising, leadership and control
- Diversity and decision making
- Relationship management and customer service
- Technology in the workplace
- The green office and ethics for office professionals



PASSION, POWER AND PURPOSE – ENGAGING WITH STRATEGY IN YOUR ORGANISATION, AND YOUR LIFE

G. Sieff
240 pages; 2021
ISBN: 978 0 627 03854 9
eISBN: 978 0 627 03855 6

A professional and personal guide to navigating a world of complexity, uncertainty and pandemic-sized shocks. Covers a broad selection of the essential frameworks, models and tools needed to engage effectively in shaping and influencing organisational strategy. Aimed at leaders, executives and graduate students.

Contents include the following:

- Strategy in context
- Frameworks and perspectives
- Outside–in strategy: staying relevant
- Inside–out strategy: finding leverage
- Optimising strategic alignment
- Future positioning
- Strategic options
- Taking action – strategy execution
- Leading strategically

PROJECT MANAGEMENT FOR THE SERVICES SECTOR

P.N. Acha-Anyi (Editor)
388 pages; 2021
ISBN: 978 0 627 03916 4
eISBN: 978 0 627 03917 1

An approach to project management that focuses on intangible products, within a southern African context. Provides sound pedagogical grounding with a mix of content, examples, case studies and exercises. Aimed at students who are taking service-related courses.

Contents include the following:

- Project management paradigms and methodologies
- Managing the project definition phase
- Planning, implementing and financing projects in the services sector
- Managing project parameters
- Project cost management
- Project procurement management
- Governance and leadership of projects
- Stakeholders in project management
- Disaster risk reduction in development planning
- Project management in intercultural contexts
- Monitoring and evaluation in service sector projects
- Risk management in service provision projects
- Project closure
- Customer relationship management
- Ethics and corporate social responsibility
- The future of project management (in Africa)

LECTURER RESOURCES

PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

I.M. Ambe & J.A. Badenhorst-Weiss (Editors)
408 pages; 2020
ISBN: 978 0 627 03675 0
eISBN: 978 0 627 03676 7

An in-depth look at procurement and supply chain management (SCM) in the public sector, with special reference to applicability in South Africa. Provides new ideas, concepts, case studies and practical experiences. Aimed at students, government officials, academics, researchers, consultants and other concerned parties.

Contents include the following:

- SCM challenges in the South African public sector
- Legislation governing public SCM
- Demand and acquisition management
- Implementing bid committee systems
- Strategic sourcing and category management
- Managing inventory
- Logistics, contracts and ethics
- Asset and disposal management
- Risk management
- Electronic systems and e-procurement
- Performance monitoring and evaluation
- Sustainable public procurement

LECTURER RESOURCES

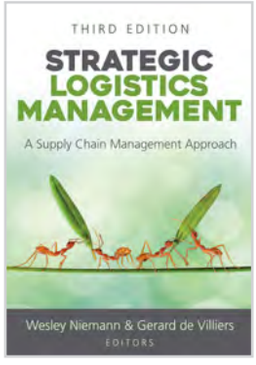
PURCHASING AND SUPPLY MANAGEMENT

Eighth edition
J.A. Badenhorst-Weiss, J.O. Cilliers, W. Dlamini & I.M. Ambe (Editors)
384 pages; 2023
ISBN: 978 0 627 04187 7
eISBN: 978 0 627 4188 4

An introduction to basic and advanced concepts and management tools to make purchasing and supply management more efficient in functioning within the broader concept of supply chain management. Covers not only basic principles but also the activities incumbent on a purchasing and supply manager as well as resources and areas of application. Aimed at undergraduate students in this field as well as practitioners in business and supply chains.

Contents include the following:

- Purchasing and supply policies and strategies
- Price and cost analysis
- Assessment and selection of suppliers
- The management of quality
- Electronic commerce and purchasing applications
- Purchasing services
- Sustainable purchasing and supply management
- Supplier development



LECTURER RESOURCES

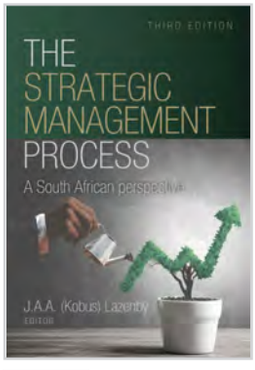
STRATEGIC LOGISTICS MANAGEMENT – A SUPPLY CHAIN MANAGEMENT APPROACH

Third edition
W. Niemann & G. de Villiers (Editors)
475 pages; 2022
ISBN: 978 0 627 03918 8
eISBN: 978 0627 03919 5

A systematic approach to managing the entire flow of materials, information, services and finance from raw material suppliers through manufacturing and warehousing, to the end user. Covers the operational and strategic aspects of business logistics from a supply chain management perspective, focusing on the integration of all business processes that add value to the customer. Aimed at undergraduate students and graduate programmes in the field of supply chain management.

Contents include the following:

- Customer service
- Demand and order management
- The supply management process
- Inventory management
- Transport management
- Warehouse management
- Reverse logistics
- Contract logistics
- Global dimensions of logistics
- Supply chain risk management and resilience
- City logistics
- Humanitarian logistics



LECTURER RESOURCES

THE STRATEGIC MANAGEMENT PROCESS – A SOUTH AFRICAN PERSPECTIVE

Third edition
J.A.A. Lazenby (Editor)
438 pages; 2022
ISBN: 978 0 627 03902 7
eISBN: 978 0 627 03903 4

An understandable and practical approach to the strategic management process that explains strategy in such a way that every reader will understand not only how vital it is to any organisation but also exactly what it entails. Aimed at students in strategic management as well as those involved in management training programmes in organisations or small business ventures.

Contents include the following:

- Strategic direction and environmental analysis
- Strategy formulation
- Strategy implementation
- Strategy control and evaluation

LECTURER RESOURCES

STRATEGIC MANAGEMENT – SOUTHERN AFRICAN CONCEPTS AND CASES

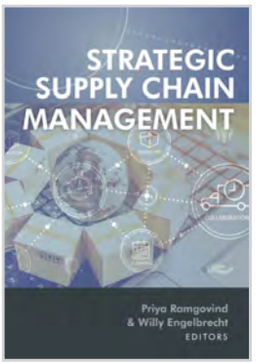
Fifth edition
T. Ehlers & J.A.A. Lazenby (Editors)
455 pages; 2023
ISBN: 978 0 627 04009 2
eISBN: 978 0 627 04010 8

The first specifically southern African textbook on the principles and application of the strategic management process. Emphasises the important role of corporate governance, with specific reference to the King IV™ report. Uses the history, development and strategy of Shoprite Checkers as a cohesion case study throughout. Aimed at business management students as well as organisations.

Contents include the following:

- Setting strategic direction: vision, strategic intent and mission
- Corporate governance and strategy
- Environmental analysis
- Strategy formulation
- The Business Model Canvas as a strategic tool
- Aligning strategy with industry life cycle
- Strategy implementation and change management
- Drivers and instruments for strategy implementation
- Continuous improvement through strategic control and evaluation

NEW EDITION IN PREPARATION



LECTURER RESOURCES

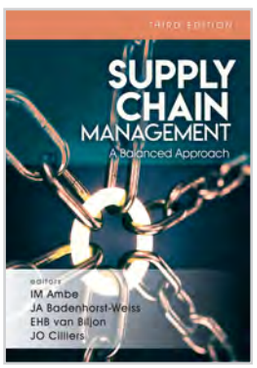
STRATEGIC SUPPLY CHAIN MANAGEMENT

P. Ramgovind & W. Engelbrecht (Editors)
392 pages; 2022
ISBN: 978 0 627 03920 1
eISBN: 978 0 627 03921 8

An exploration of how supply chain management activities influence strategic decision making in a contemporary organisation. Aimed at students studying toward a commerce programme at both diploma and bachelor's level.

Contents include the following:

- Principles of supply chain management
- Spatial perspectives on strategic warehouse development
- Forecasting and demand planning
- Procurement and management of inventory
- Warehouse operations and processes
- Managing logistics in the supply chain
- Sustainable supply chain management
- Lean supply chain management
- Ethics in supply chain management



LECTURER RESOURCES

SUPPLY CHAIN MANAGEMENT – A BALANCED APPROACH

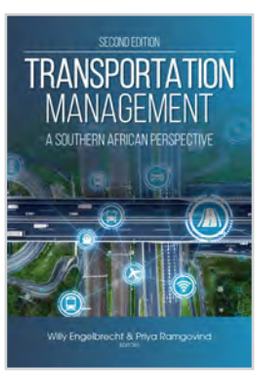
Third edition
I.M. Ambe, J.A. Badenhorst-Weiss, E.H.B. van Biljon & J.O. Cilliers (Editors)
472 pages; 2022
ISBN: 978 0 627 03922 5
eISBN: 978 0 627 03923 2

Identifies the strategic impact and evolutionary direction of the field in a global market environment and emphasises the changes in processes and management thinking required to introduce supply chain management in South African organisations. Aimed at all supply chain, logistics and transport management students.

Contents include the following:

- Lean and agile supply chains
- Improving performance
- Managing inventories
- Customer service
- Quality
- Suppliers
- Total cost of ownership
- Green supply chain management
- Negotiations
- The role of transport
- Distribution management
- Managing the global supply chain

NEW EDITION



LECTURER RESOURCES

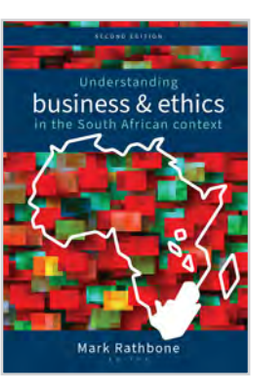
TRANSPORTATION MANAGEMENT – A SOUTHERN AFRICAN PERSPECTIVE

Second edition
W. Engelbrecht & P. Ramgovind
415 pages; 2025
ISBN: 978 0 627 04277 5
eISBN: 978 0 627 04278 2

An overview of transportation management as an aspect of the supply chain network within the southern African landscape. Considers the contribution made by the Southern African Development Community (SADC) toward improving transportation management as part of its overall goal of increasing opportunities for growth, given the economic, political and social challenges facing this region. Aimed at undergraduate students in supply chain management, logistics management and transport economics.

Contents include the following:

- Modes of transportation
- SADC trade routes
- Acts, regulations and protocols governing transportation in South Africa and the SADC region
- Outsourcing of logistical activities
- Transportation cost management
- Transportation planning
- Transportation technology
- Transport economics
- Transportation risk management
- Sustainable transportation management practices
- Humanitarian logistics
- Global transportation management and its future within southern Africa
- Disruptions in transportation



LECTURER RESOURCES

UNDERSTANDING BUSINESS AND ETHICS IN THE SOUTH AFRICAN CONTEXT

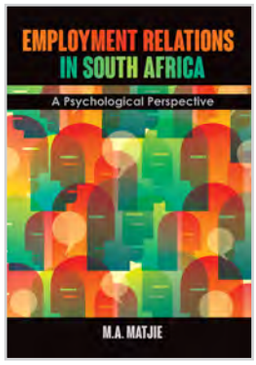
Second edition
M. Rathbone (Editor)
412 pages; 2024
ISBN: 978 0 627 04165 5
eISBN: 978 0 627 04166 2

An overview of the relationship between business and ethics from a contextual, integrative and practical perspective. Prepares undergraduate students to engage with ethical issues in the workplace and with socioeconomic opportunities and challenges in society in an accountable and responsible manner. Includes recent case studies, new legislation (e.g. POPIA) and up-to-date company and statistical information. Aimed at undergraduate students as well as interested parties already in the business environment.

Contents include the following:

- Capitalism: a brief summary of its origin, development and critique
- Historical, hermeneutical awareness: colonial, postcolonial and decolonial mentalities
- African moral theory
- Business theories
- Ethical culture and climate: management of ethics
- Strategy, trust and corporate ethics
- Organisational communication and governance
- Strategic integrated communication and reporting
- Business management: business ethics and corporate social responsibility
- Ethics in employment relations
- Green consumption and ethics

HUMAN RESOURCE MANAGEMENT



LECTURER RESOURCES

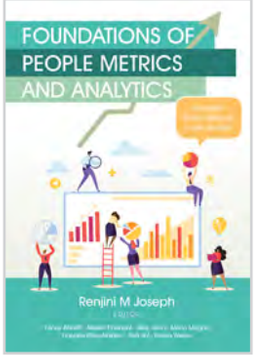
EMPLOYMENT RELATIONS IN SOUTH AFRICA – A PSYCHOLOGICAL PERSPECTIVE

M.A. Matjie
268 pages; 2023
ISBN: 978 0 627 04038 2
eISBN: 978 0 627 04039 9

An introduction to employment relations in South Africa, but from a psychological perspective. Explores the ramifications of the past, while promoting collaborations between employment relations and psychology toward developing a more collegial, productive as well as harmonious employment relationship. Aimed at senior undergraduate as well as postgraduate students in human resource management, labour relations, human resource development, psychology and industrial psychology.

Contents include the following:

- Nature and historical development of labour relations in South Africa
- Psychological ramifications of apartheid on employment relations in South Africa
- Employment relations legislation in South Africa
- History of employment relations and psychology
- Collective bargaining and psychology
- Negotiations and psychology
- Conflict management and psychology
- Strikes and lockouts and psychology
- Industrial psychologist in employment relations
- Workplace procedures
- Collective bargaining and negotiations



LECTURER RESOURCES

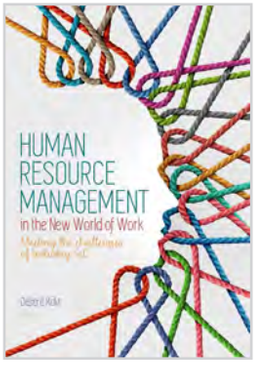
FOUNDATIONS OF PEOPLE METRICS AND ANALYTICS

R.M. Joseph (Editor)
355 pages ; 2023
ISBN: 978 0 627 03981 2
eISBN: 978 0 627 03982 9

An introduction to human resource (HR) metrics in simple and relatable language. Takes the reader systematically and thoroughly through concepts and principles that will aid the reader to apply data analysis to various people-related matters. Includes South African business cases and utilises MS Excel for statistical analyses. Aimed at HR students as well as working HR practitioners.

Contents include the following:

- Evolution of the HR profession
- Use of technology in HR management
- Integrated reporting and analytics
- Introducing the HR measurement cycle
- HR metrics within the HR value chain
- HR metrics associated with line management
- HR metrics related to business strategy
- Problem identification
- Collecting and analysing data
- Presenting findings
- Global trends in HR



LECTURER RESOURCES

NEW EDITION

HUMAN RESOURCE MANAGEMENT IN THE NEW WORLD OF WORK – MEETING THE CHALLENGES OF INDUSTRY 4.0

Second edition
D. Kokt (Editor)
246 pages; 2025

ISBN: 978 0 627 04285 0
eISBN: 978 0 627 04286 7

A South African perspective on meeting the challenges of increased globalisation, digitalisation and virtualisation as well as the continuous emergence of Fourth Industrial Revolution (4IR or Industry 4.0) technologies. Follows the human resource (HR) standards formulated by the South African Board for People Practice (SABPP). Aimed at both HR students and already-practising HR practitioners.

Contents include the following:

- Industry 4.0 and the new world of work
- International perspectives on human capital development
- Talent management and development
- Leadership in the new world of work
- HR information systems (HRIS)
- HR metrics and analytics
- HR service delivery and innovation
- HR risk management

LECTURER RESOURCES

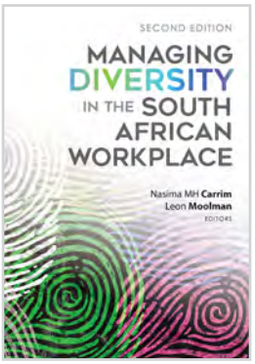
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Second edition
E. Krüger-Pretorius (Editor)
370 pages; 2024
ISBN: 978 0 627 04167 9
eISBN: 978 0 627 04168 6

An examination of the essential aspects of the practice of human resource management (HRM) in the modern workplace. Provides an overview of the principles of HRM, and explores how HRM contributes to achieving not only organisational goals but national goals as well, within the unique South African context. Supplements essential theory with practical guidelines for managing employees and performing other general functions in an organisation. Aimed at undergraduate students at further and higher education institutions within South Africa as well as managers and human resource practitioners.

Contents include the following:

- Macro-environmental factors
- Workforce planning and talent management
- Recruitment and selection
- Induction, orientation and onboarding
- Performance management and appraisal
- Human resource development and career management
- Reward, recognition and remuneration
- Employee wellness, health and safety
- Laws regulating the human resource management function
- Labour relations management – policies, procedures, and practices at organisational level



LECTURER RESOURCES

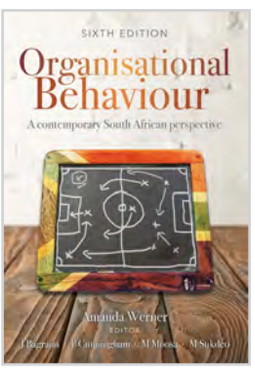
MANAGING DIVERSITY IN THE SOUTH AFRICAN WORKPLACE

Second edition
N.M.H. Carrim & L. Moolman (Editors)
286 pages; 2024
ISBN: 978 0 627 04163 1
eISBN: 978 0 627 04164 8

A scientifically based introduction to diversity and inclusion at macro-legislative, meso-organisational and micro-individual levels. Examines how diverse employees and groups can be accommodated within the South African workplace, and the concomitant legislation that supports the inclusion of individuals from different backgrounds and cultures. Aimed at undergraduate students at further and higher education institutions within South Africa, as well as managers, human resource practitioners and employment relations consultants.

Contents include the following:

- Diversity in the South African context
- Diversity management concepts
- Theoretical perspectives on managing diversity
- Managing racial and ethnic diversity in the workplace
- Managing gender diversity in the workplace
- Managing religion and spirituality in the workplace
- Managing disability in the workplace
- Managing age diversity in the workplace
- Managing sexual and gender diversity in the workplace
- Language and communication diversity in the workplace
- Managing diversity in South Africa: policy, plan and strategy



LECTURER RESOURCES

NEW EDITION

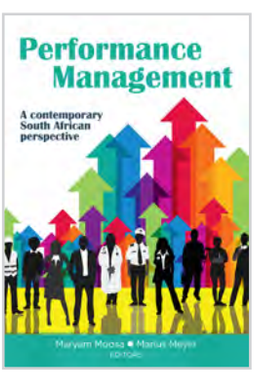
ORGANISATIONAL BEHAVIOUR – A CONTEMPORARY SOUTH AFRICAN PERSPECTIVE

Sixth edition
A. Werner (Editor), J. Bagraim, P. Cunningham, M. Moosa, M. Sukdeo & C. Viedge
474 pages; 2025
ISBN: 978 0 627 04281 2
eISBN: 978 0 627 04282 9

A solid and scientific foundation to developing an integrated and holistic understanding of the individual and group processes in modern organisations. Addresses contemporary issues and explores how South African organisations operate in an environment that is fast changing due to digital advancement, economic challenges, social complexities and shifting employee and customer values/expectations. Aimed at undergraduate students in HRM and industrial psychology.

Contents include the following:

- Organisational culture
- Individual identity, diversity and inclusion in the workplace
- Motivation and engagement of the South African workforce
- Performance management
- Groups and teams
- Communication in the digital age
- Wellness and stress
- Power, influence and empowerment
- Managing conflict
- Decision making
- Leadership
- Organisational change and innovation



LECTURER RESOURCES

NEW EDITION IN PREPARATION

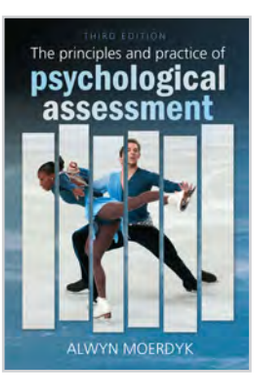
PERFORMANCE MANAGEMENT – A CONTEMPORARY SOUTH AFRICAN PERSPECTIVE

M. Moosa & M. Meyer (Editors)
344 pages; 2021
ISBN: 978 0 627 03742 9
eISBN: 978 0 627 03743 6

An examination of the practice of performance management in the modern South African workplace and how to balance the positive with its more challenging negative facets. Highlights best practice and innovative ideas for implementation that will enable managers, employees and teams to achieve success and improve results. Aimed at senior undergraduate as well as postgraduate students at further and higher education institutions within South Africa.

Contents include the following:

- Business strategy and performance
- Creating a high-performance culture
- Development and implementation of performance management systems
- Performance measurement in practice
- Team performance management
- Performance management skills
- Dealing with underperformance
- Performance development
- Rewarding good performance
- Monitoring and evaluation
- The future of performance management in the new world of work



LECTURER RESOURCES

THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0
eISBN: 978 0 627 03931 7

A guide to drawing up, administering and interpreting assessment procedures, and judging whether the techniques used are theoretically and procedurally sound. Takes a special look at assessment from an organisational perspective. Aimed at third-year and honours students of psychology and industrial psychology as well as practitioners.

Contents include the following:

- Developing a psychological measure
- Reliability and validity
- Combining and interpreting assessment results
- Assessing in a multicultural context
- Assessing intelligence and ability
- Assessing competence
- Assessing integrity and honesty in the workplace
- Assessment for career counselling
- Interviewing
- New developments in assessment
- The history and development of psychological testing in South Africa

LECTURER RESOURCES

NEW EDITION

SOUTH AFRICAN EMPLOYMENT RELATIONS – THEORY AND PRACTICE

Tenth edition
P.S. Nel & M. Kirsten
565 pages; 2025
ISBN: 978 0 627 04291 1
eISBN: 978 0 627 04292 8

A broad perspective on employment relations, incorporating all aspects of the field. Discusses current events in the South African and wider socioeconomic and political environments as well as the latest legislative developments. Aimed at both students and practitioners in this field.

Contents include the following:

- Actors, or role players, and stakeholders in employment relations
- Development of employment relations in South Africa
- Core labour legislation impacting on the employment relationship
- Conflict, collective bargaining and negotiation
- Industrial action and strike handling
- Organisation-level perspectives: strategies, policies, procedures, processes and practices
- Employee involvement and participation
- The interplay between aspects of human resource management and labour relations dynamics

MARKETING, SALES AND TOURISM

LECTURER RESOURCES

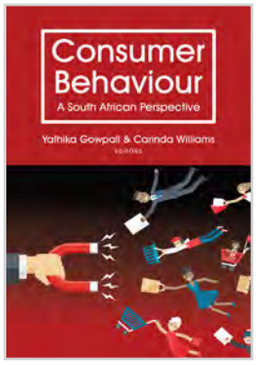
BRAND MANAGEMENT – A SOUTHERN AFRICAN PERSPECTIVE

Second edition
N. Cunningham (Editor)
376 pages; 2024
ISBN: 978 0 627 04198 3
eISBN: 978 0 627 04199 0

A comprehensive guide to understanding brand management, designed to provide the knowledge and tools necessary for effective brand management and detailing how branding can be used to develop favourable brand equity. Provides a southern African perspective but compares it with other contexts, thereby presenting a more global viewpoint. Aimed at students, marketing professionals and aspiring entrepreneurs.

Contents include the following:

- An introduction to branding
- Brand image and brand positioning
- Brand architecture and the brand relationship spectrum
- Building strong brands through brand equity and the brand value chain
- Designing marketing programmes to build brand equity
- Measuring brand equity and performance
- Brand contact planning
- Branding in the digital era
- Branding in South Africa and Africa
- International branding
- A perspective on service branding
- Internal branding and engagement



LECTURER RESOURCES

CONSUMER BEHAVIOUR – A SOUTH AFRICAN PERSPECTIVE

C. Williams & Y. Gowpall (Editors)
410 pages ; 2023
ISBN: 978 0 627 04021 4
eBook: 978 0 627 04022 1

A concise and relatable textbook on consumer behaviour principles and practices within the context of South Africa and a wider market. Explores the ever-changing needs of consumers among a number of psychological, cultural and environmental factors, including the challenges associated with the COVID-19 pandemic. Aimed at undergraduate consumer behaviour students at universities and universities of technology, as well as colleges and short learning programmes.

Contents include the following:

- Consumer perception and learning
- Consumer attitude formation and change
- Personality, lifestyles and self-concept
- Cultural and subcultural influences on consumer behaviour
- Family and household influences
- Situational influences on consumer behaviour
- Decision-making process
- Reference groups and word of mouth
- Consumer management and relationships
- Consumer misbehaviour
- Changes in retailing and consumer research
- Digital marketing and consumer behaviour

LECTURER RESOURCES

NEW PUBLICATION

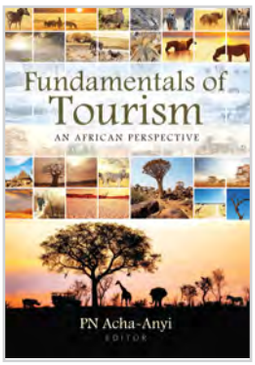
DIGITAL MARKETING

B. Stiehler-Mulder (Editor)
466 pages; 2025
ISBN: 978 0 627 04183 9
eISBN: 978 0 627 04184 6

A high-quality, fresh and contemporary look at everything about digital marketing, with a focus on "learn by doing" that encourages students to complete tasks and activities using digital tools. Will include annually updated support material to keep current in this rapidly changing field.

Contents include the following:

- Trends shaping the marketing field
- Digital marketing transformation
- Technology, data and digital research
- Customercentricity and experience
- Digital strategy and planning
- Content creation



LECTURER RESOURCES

FUNDAMENTALS OF TOURISM – AN AFRICAN PERSPECTIVE

P.N. Acha-Anyi (Editor)
336 pages; 2020
ISBN: 978 0 627 03734 4
eISBN: 978 0 627 03735 1

An introduction to what tourism actually is, how its economic value chain unfolds and how it can be exploited to maximum benefit for all parties. Balances cognitive and effective outcomes, providing an understanding of the basic concepts while encouraging interest and increased participation in tourism-related discourse and activities. Aimed at beginners in tourism studies and people looking to engage in tourism activities at any level of the tourism value chain.

Contents include the following:

- The attraction development process
- Events management
- The relationship between transport and tourism
- Accommodation and hospitality
- Tourism development and the Fourth Industrial Revolution
- Environmental, sociocultural and economic impacts of tourism
- Intercultural communication
- The role of government

LECTURER RESOURCES

NEW EDITION

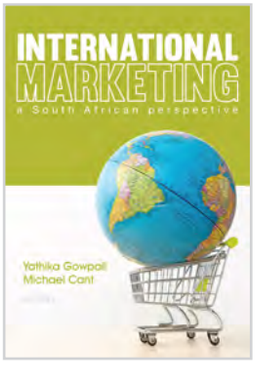
INTEGRATED MARKETING COMMUNICATION

Fifth edition
D. Mulder & C. Theron (Editors)
379 pages; 2025
ISBN: 978 0 627 04275 1
eISBN: 978 0 627 04276 8

A solid interpretation of all the major marketing communication mix elements that focuses on the basic premises that are needed to employ these techniques in a cohesive manner. Presents a planning framework to facilitate a seamless integration of all these elements in order to convey a consistent corporate image and brand offering. Aimed at undergraduate marketing students.

Contents include the following:

- Planning
- Advertising
- Media management
- Personal selling
- Sales promotion
- Public relations and publicity
- Sponsorship
- Direct marketing
- Digital communication



LECTURER RESOURCES

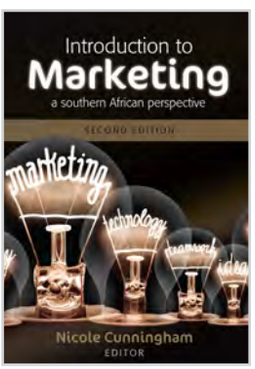
INTERNATIONAL MARKETING

Y. Gowpall & M. Cant (Editors)
372 pages; 2024
ISBN: 978 0 627 04181 5
eISBN: 978 0 627 04182 2

An introduction to international marketing from the perspective of local companies. Begins by focusing on analysis of the international trade environment and international research, before delving into strategy development (specifically across borders), barriers to international trade, considerations around international segmentation, targeting and positioning, and international product policy and development. Aimed at faculty members, students and practitioners.

Contents include the following:

- International trade in southern Africa
- Strategies for entering international markets
- Microenvironment: marketing strategy across borders
- Macroenvironment variables: PESTLE
- International marketing research
- International product policy and development
- International distribution
- International pricing
- International marketing communications
- Internet and technology in international marketing
- Contemporary and international variables in international marketing



LECTURER RESOURCES

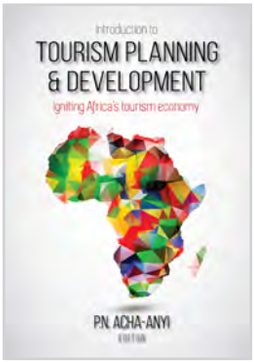
INTRODUCTION TO MARKETING – A SOUTHERN AFRICAN PERSPECTIVE

Second edition
N. Cunningham (Editor)
564 pages; 2022
ISBN: 978 0 627 03910 2
eISBN: 978 0 627 03911 9

An introduction to traditional marketing topics as well as more contemporary aspects such as digital marketing, international marketing, ethical marketing and marketing metrics. Addresses the constantly changing marketing environment from a South African perspective. Aimed at undergraduate marketing students as well as any student or professional who requires an understanding of marketing.

Contents include the following:

- Segmentation, targeting and positioning
- Developing products and making product decisions
- Pricing decisions
- The marketing mix: advertising, public relations and sales promotions
- The promotions mix: personal selling, direct marketing and sponsorship
- Brand decisions
- Business marketing



LECTURER RESOURCES

INTRODUCTION TO TOURISM PLANNING AND DEVELOPMENT – IGNITING AFRICA'S TOURISM ECONOMY

P.N. Acha-Anyi (Editor)
406 pages; 2018
ISBN: 978 0 627 03631 6
eISBN: 978 0 627 03632 3

An introductory text that explains basic concepts and the unfolding of the tourism phenomenon on the African continent. Uses local examples and case studies to illustrate the implementation of tourism development principles and to capture the essence of the African tourism space. Aimed at tourism students and development stakeholders.

Contents include the following:

- Planning for tourism development
- Alternative tourism products in Africa
- Role of attractions in tourism development
- Accommodation and hospitality
- Role of transport in tourism
- Tourism supply chain management
- Destination management and marketing
- Environmental impacts of tourism
- Tourism, entrepreneurship and small business development

LECTURER RESOURCES

FORTHCOMING

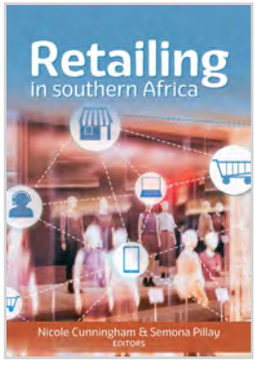
MARKETING RESEARCH

N. Cunningham (Editor)
400 pages (provisional); 2026
ISBN: 978 0 627 04023 8

A comprehensive overview of what marketing research entails. Introduces the marketing research process and how to determine appropriate research designs and methods. Discusses qualitative and quantitative research and what mixed methods entails. Aimed at students (2nd or 3rd year students) or practitioners who are navigating the complexities of conducting marketing research.

Contents include the following:

- Differentiating between academic and industry research
- Research ethics
- Research paradigms and designs
- Defining the research problem, specifying research questions/objectives and propositions
- Developing a research instrument
- Data collection and analysis
- Ensuring rigor in both qualitative (trustworthiness, credibility, dependability and confirmability) and quantitative research (validity, reliability and generalisability)
- Compiling the research report



LECTURER RESOURCES

NEW PUBLICATION

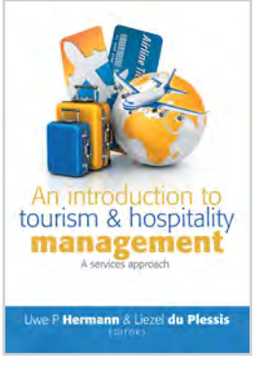
RETAILING IN SOUTH AFRICA

N. Cunningham & S Pillay (Editors)
471 pages; 2025
ISBN: 978 0 627 04185 3
eISBN: 978 0 627 04186 0

A contemporary discussion of the evolving retailing environment in South Africa. Discusses the post-COVID-19 pandemic consumer behavioural shifts, the growth in online retail, innovative store technologies and the rise of informal retailing. Aimed at students who are being introduced to the concept of retailing and the contemporary issues associated with retailing in South Africa.

Contents include the following:

- The retailing environment in South Africa
- Online retailing
- Township retailing
- Store atmosphere and layout
- Merchandising
- Product, place/location and pricing
- Integrated marketing communication
- Stakeholders in retail
- Supplementary retail business functions
- Retail business plans

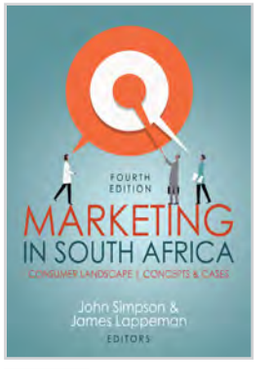


LECTURER RESOURCES

AN INTRODUCTION TO TOURISM AND HOSPITALITY MANAGEMENT – A SERVICES APPROACH

U.P. Hermann & L. du Plessis (Editors)
336 pages; 2016
ISBN: 978 0 627 03419 0

An essential insight into planning, organising, leading and control as it would be applied specifically in the service industry. Offers a practical industry and service perspective by applying theory to contemporary industry case studies and examples. Aimed at students, educators and practitioners.



LECTURER RESOURCES

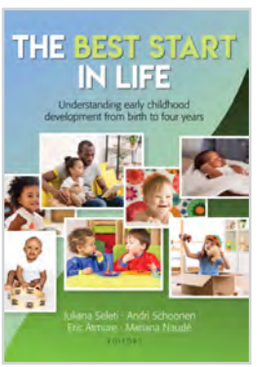
MARKETING IN SOUTH AFRICA – CONSUMER LANDSCAPES: CASES AND CONCEPTS

Fourth edition
J. Simpson & J. Lappeman (Editors)
304 pages; 2017
ISBN: 978 0 627 03137 3
eISBN: 978 0 627 03619 4

A window into the South African consumer landscape. Gives specific details of the UCT Unilever Institute of Strategic Marketing's consumer segmentation model. Includes over 20 case studies, many of which emanate from the UCT Unilever Institute's ongoing research over the last 17 years. Aimed at undergraduate students, postgraduate students and practitioners in the marketing arena.

Education

EARLY CHILDHOOD EDUCATION



LECTURER RESOURCES

NEW PUBLICATION

THE BEST START IN LIFE – UNDERSTANDING EARLY CHILDHOOD DEVELOPMENT FROM BIRTH TO FOUR YEARS

J. Seleti, A. Schoonen, E. Atmore & M. Naudé (Editors)
444 pages; 2025
ISBN: 978 0 627 03924 9

A comprehensive discussion of the physical, cognitive, social, emotional and linguistic aspects of a child's development before the age of five. Offers practical ideas for the first four years of life using the South African education context as well as relevant information, knowledge and practical ideas to foster the child's development. Aimed undergraduate and postgraduate Education students focusing on early childhood education, early childhood education centre managers and parents of young children.

Contents include the following:

- Early childhood development theories and approaches
- Inclusive education in early childhood and disabilities and barriers in the early years
- Wellbeing in early childhood, including identity and belonging, health, safety, nutrition and physical development
- Early communication, language and literacy
- STEAM (science, technology, engineering, art and mathematics)
- Curriculum, pedagogy and assessment
- Leadership, management and administration
- Building partnerships with families and communities

LECTURER RESOURCES

GELETTERDHEID IN DIE GRONDSLAGFASE

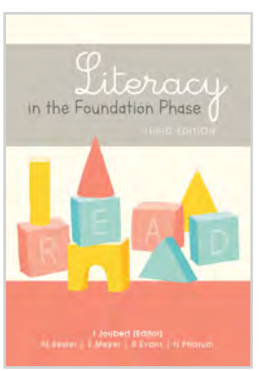
Derde uitgawe
I. Joubert (Redakteur)
376 bladsye; 2019
ISBN: 978 0 627 03637 8
eISBN: 978 0 627 03638 5

'n Omvattende bespreking van die onderrig van Afrikaans as huistaal in Graad 1, 2 en 3 soos beskryf in die Kurrikulum- en Assesseringsbeleidverklaring (KABV) van 2011. Fokus op die onderwyspraktyk en het 'n sterk navorsingsinslag wat die kennis van geletterdheid en die onderrrig daarvan sal versterk. Assessering word by elke taalvaardigheid bespreek saam met voorbeelde. Gemik op opvoeders wat basiese en nuwe idees soek vir die onderrig van Afrikaans as huistaal of addisionele taal in die Grondslagfase, ouers wat tuisonderrig doen en dosente en tersiêre studente in die Grondslagfase.

Inhoud:

- Onderskeie benaderings tot die onderrig van geletterdheid
- Onderrig van luister, praat, lees en kyk, skryf, dink en redeneer
- Taalstruktuur en -gebruik
- Handskrif: drukskrif en lopende skrif
- Klaskamer-aktiwiteite en idees vir assessering
- Benaderings en idees tot die vertel van stories
- Vrae aan die einde van elke hoofstuk vir selfstudie

*Graad 1 handskriftipe voorsien



LECTURER RESOURCES

LITERACY IN THE FOUNDATION PHASE

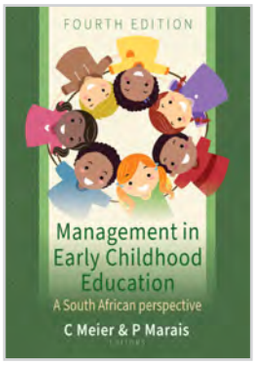
Third edition
I. Joubert (Editor)
364 pages; 2019
ISBN: 978 0 627 03639 2
eISBN: 978 0 627 03640 8

An in-depth discussion of the teaching of English as home language in grades 1, 2 and 3, as described by the Curriculum and Assessment Policy Statement (CAPS) of 2011. Focuses on the practical side, with a strong research foundation that will enhance knowledge of literacy and how to teach it. Includes assessment of each language skill and a wealth of examples. Aimed at educators in search of basic and new ideas for the teaching of English as home language or as first additional language in the Foundation Phase, parents doing home schooling, and lecturers and students of the Foundation Phase at tertiary level.

Contents include the following:

- Diverse approaches to teaching literacy
- Teaching of listening, speaking, reading and viewing, writing, thinking and reasoning
- Language structure and use
- Handwriting: print and cursive
- Classroom activities and ideas for assessment
- Storytelling methods and ideas
- End-of-chapter questions for self-study

*Grade 1 font supplied



LECTURER RESOURCES

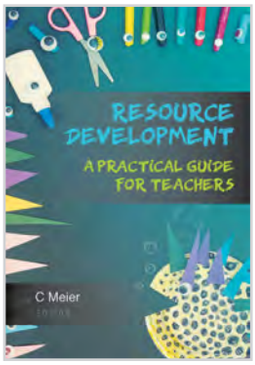
MANAGEMENT IN EARLY CHILDHOOD EDUCATION – A SOUTH AFRICAN PERSPECTIVE

Fourth edition
C. Meier & P. Marais (Editors)
400 pages; 2024
ISBN: 978 0 627 04155 6
eISBN: 978 0 627 04156 3

A comprehensive overview of the management of Early Childhood Education (ECE) centres for children from birth to nine years old, focusing especially on the South African context. Includes internet resources, and templates for, among others, inventory control, financial planning, parents' newsletters and agendas of staff meetings. Offers practical applications for the many theoretical frameworks in South African schools. Aimed at student teachers, educators, administrators and child caregivers.

Contents include the following:

- Education management in ECE
- Programmes and institutions for ECE
- ECE and the law
- Managing staff in the education of young children
- Managing learners in ECE
- Managing differences in ECE
- Managing parental participation in ECE
- Management committees in ECE
- Managing the learning environment in ECE centres
- Managing health, safety and equipment in ECE
- Managing finances
- Managing administration in ECE
- Establishing an Early Childhood Development Centre



RESOURCE DEVELOPMENT – A PRACTICAL GUIDE FOR TEACHERS

C. Meier (Editor)
204 pages; 2020
ISBN: 978 0 627 03722 1
eISBN: 978 0 627 03723 8

A practical guide to finding, creating and storing teaching and learning resources that enhance classroom activities. Assists in selecting and making culturally and developmentally appropriate indoor and outdoor resources. Aimed at teachers in schools and preschools as well as parents that need to assist their children with school projects.

Contents include the following:

- Theories to consider
- Skills and techniques for making resources
- The use of materials
- Safety guidelines
- Protecting, storing and caring for resources
- Resource development for mathematics
- Resource development for language teaching
- Resource development for life skills teaching
- Technology as a resource in teaching and learning

RETHINKING LEARNING THROUGH PLAY

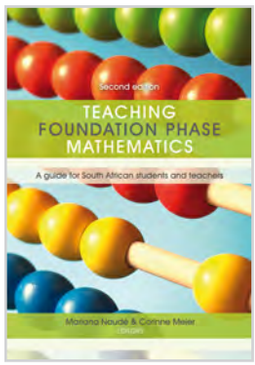
J. van Heerden & A. Veldsman (Editors)
336 pages; 2021
ISBN: 978 0 627 03823 5
eISBN: 978 0 627 03824 2

A look at the role of play in young children in the early years and how it encourages optimal learning. Examines various theories and approaches to play, and explores a range of strategies and techniques to integrate play successfully in the learning environment and daily programme. Aimed at pre-service teachers as well as those who are already working in the field and who value the development and optimal learning of young children.

Contents include the following:

- Facilitating development and learning through sensory play
- Inquiry-based learning through play
- Learning about "myself" and "others" as citizens through play
- Preparing children for life through play
- Creating learning environments that promote play
- Play and indigenous knowledge
- Movement and playful learning
- Re-imagining music experiences in early childhood
- Using art to learn through play
- Using toy libraries to enhance play-based learning

NEW EDITION IN PREPARATION



LECTURER RESOURCES

TEACHING FOUNDATION PHASE MATHEMATICS – A GUIDE FOR SOUTH AFRICAN STUDENTS AND TEACHERS

Second edition
M. Naudé & C. Meier (Editors)
392 pages; 2019
ISBN 978 0 627 03671 2
eISBN: 978 0 627 03672 9

Crucial insights into the basic principles of mathematics that are applied both globally and locally, with an in-depth discussion of the concepts and theories that underlie the teaching of this subject to learners at a young age. Revolves around the physical, social and conceptual knowledge that learners need to acquire and build on in order to comprehend fully and develop their skills. Takes into account the CAPS documents. Aimed at beginner teachers and students.

Contents include the following:

- Basic principles of acquiring mathematical skills and knowledge
- Diversity
- Teaching and learning mathematics in Grade R
- Development of number concepts
- Patterns, functions and algebra
- Teaching and learning about space and shape
- Teaching and learning about measurement
- Handling data
- Assessing mathematics in the child-centred classroom

WISKUNDE-ONDERRIG IN DIE GRONDSLAGFASE – 'N GIDS VIR SUID-AFRIKAANSE STUDENTE EN ONDERWYSERS

Tweede uitgawe
M. Naudé & C. Meier (Redakteurs)
400 bladsye; 2020
ISBN: 978 0 627 03774 0
eISBN: 978 0 627 03788 7

'n Essensiële gids tot die basiese wiskunde beginsels wat internasionaal sowel as nasionaal toegepas word, met 'n indiepte-bespreking van die onderliggende konsepte en teorieë aangaande wiskunde-onderrig aan jong leerders. Die KABV-dokumente wat deur die Departement van Basiese Onderwys in 2012 uitgereik is, word deeglik beskou en die fokus val veral op die fisiese, sosiale en konseptuele kennis wat leerders moet verwerf om hul vaardighede te ontwikkel. Gerig op beginner-onderwysers en studente.

Inhoud:

- Basiese beginsels oor die verwerwing van wiskundige vaardighede en kennis
- Diversiteit in die wiskunde-klaskamer
- Onderrig en leer van wiskunde in Graad R
- Ontwikkeling van getalbegrip
- Patrone, funksies en algebra in die Grondslagfase
- Onderrig en leer van ruimte en vorm
- Onderrig en leer van meting
- Datahantering in die Grondslagfase
- Wiskunde-assessering

LECTURER RESOURCES

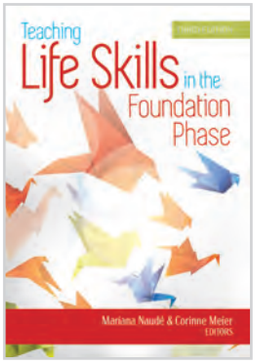
TEACHING IN THE FOUNDATION PHASE – CONTEMPORARY STRATEGIES, CURRICULUM DEVELOPMENT AND ASSESSMENT

C. Meier & N. Ndou (Editors)
341 pages; 2020
ISBN: 978 0 627 03764 1
eISBN: 978 0 627 03765 8

A comprehensive text that introduces everything the Foundation Phase teacher needs: innovative teaching and learning strategies, balanced curriculum development, effective assessment and general classroom management. Aimed at BEd (Foundation Phase) and PGCE (Foundation Phase) students as well as teachers already in practice.

Contents include the following:

- Characteristics, roles and competencies of an effective Foundation Phase teacher
- The role of reflection in teaching
- Professionalisation of teachers
- Africanising the curriculum
- Lesson planning
- Including technology for effective teaching
- Teaching for diversity
- Handling discipline
- Involving parents and volunteers
- Male teachers in the Foundation Phase



LECTURER RESOURCES

NEW EDITION

TEACHING LIFE SKILLS IN THE FOUNDATION PHASE

Third edition
M. Naudé & C. Meier (Editors)
576 pages; 2025
ISBN: 978 0 627 04269 0
eISBN: 978 0 627 04270 6

A transformative handbook that explores the ways in which teachers can structure their inclusive classroom practices in order to support learners' holistic development, both as citizens of South Africa and participants in a global community. Based on sound pedagogical principles and structured according to the CAPS Foundation Phase curriculum. Aimed at teachers, school managers and parents.

Contents include the following:

- Beginning knowledge (the teaching of natural sciences, technology and social sciences)
- Creative arts education (the teaching of visual and performing arts)
- Physical education (movement)
- Personal and social wellbeing (addressing social issues such as sexuality education, health education, violence and abuse)

THE YOUNG CHILD IN CONTEXT – A PSYCHO-SOCIAL PERSPECTIVE

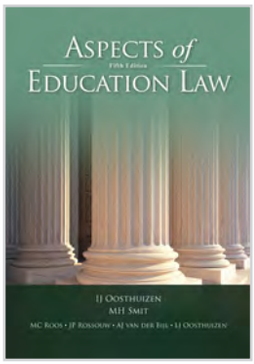
Revised second edition
M.W. de Witt
444 pages; 2021
ISBN: 978 0 627 03829 7
eISBN: 978 0 627 03830 3

An examination of the complex yet clearly defined phases in child development and how best to encourage and assist children through the formative first nine years of their lives. Emphasises how the context of each child is of crucial importance and that stimulation is essential in enabling the child to reach his or her full potential. Aimed at researchers and subject specialists interested in early childhood.

Contents include the following:

- Influence of heredity and the environment
- Progress of language and speech development
- Acquisition of self-identity
- Value and implementation of discipline
- Children's play and the formation of social relationships
- Family and its influence
- Effect of mass media and urban living
- Deprivation, neglect and sexual molestation
- Influence of poverty

EDUCATION MANAGEMENT



LECTURER RESOURCES

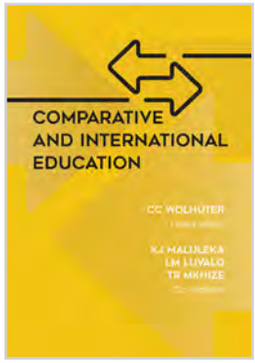
ASPECTS OF EDUCATION LAW

Fifth edition
I.J. Oosthuizen & M.H. Smit (Editors)
458 pages; 2020
ISBN: 978 0 627 03766 5
eISBN: 978 0 627 03767 2

A comprehensive description and analysis of the laws that currently inform, prescribe and influence the activities of educators and education managers. Places emphasis on the legal aspects that pertain to learner misconduct in South African schools, with extended chapters on human rights and school governance. Aimed at educators, lawyers, members of governing boards and parents, and all of those who are interested in ensuring high-quality schooling in South Africa.

Contents include the following:

- The South African constitution, legislation and the common law
- Status of the learner
- Learner discipline
- The educator as a caring supervisor
- Education as a profession
- Employment of educators
- School governance
- Legal requirements for valid meetings
- Post-school education and training
- Foundations of research in education law



NEW PUBLICATION

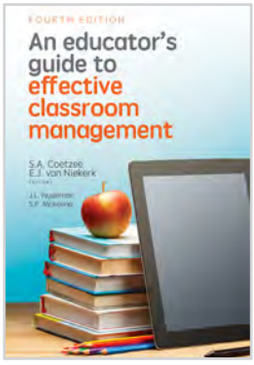
COMPARATIVE AND INTERNATIONAL EDUCATION

C.C. Wolhuter (Head Editor)
241 pages; 2024
ISBN: 978 0 627 04194 5

An introduction to comparative and international education. Covers the theoretical and epistemological foundations of the field, themes currently high on the research agenda as well as national education systems on all continents.

Contents include the following:

- Theoretical foundations
- Area studies
- Thematic studies



LECTURER RESOURCES

NEW EDITION

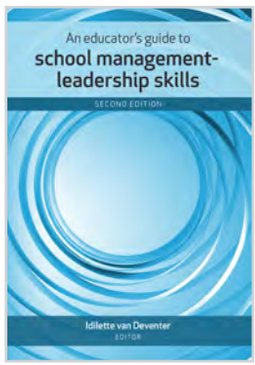
AN EDUCATOR'S GUIDE TO EFFECTIVE CLASSROOM MANAGEMENT

Fourth edition
S.A. Coetzee & E.J. van Niekerk (Editors)
370 pages; 2025
ISBN: 978 0 627 04077 1
eISBN: 978 0 627 04078 8

A clear and concise discussion of classroom management within a present day South African context. Gives educators an opportunity to question and enhance their approach to teaching and to reduce the bureaucracy of their classrooms. Student centred and interactive, includes practical activities and mind maps for clarity as well as opportunities for self-assessment. Aimed at pre-service education students as well as already practising educators who wish to improve their classroom practice.

Contents include the following:

- Understanding and engaging today's learners
- Self-management for the educator
- Planning effective classroom management
- The educator as leader
- Managing the classroom environment
- Establishing your own classroom management plan
- Constitutional provisions regulating classroom management
- Constitutional and education law provisions regulating classroom administration, learner discipline and learner health and safety
- Educators and sexual misconduct
- Educators' social media use and their employment
- Integrated Quality Management Systems (IQMSs)



LECTURER RESOURCES

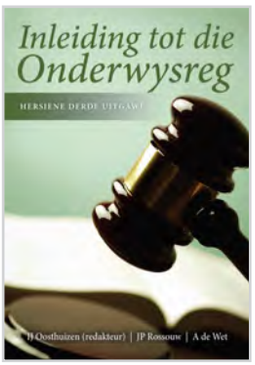
AN EDUCATOR'S GUIDE TO SCHOOL MANAGEMENT-LEADERSHIP SKILLS

Second edition
I. van Deventer (Editor)
528 pages; 2016
ISBN: 978 0 627 03373 5
eISBN: 978 0 627 03374 2

A holistic and integrated approach to school management set against the backdrop of international successes such as Finland's road to education transformation. Focuses on bringing education manager-leaders practical and school-based directives so that they can deliver quality education to their learners. Aimed at students and practitioners in the field of education.

Contents include the following:

- Developing excellence in schools: management leadership discourses in education
- Management-leadership tasks in complex school environments
- Managing and leading human resources: staff, learners and community relationships
- Managing and leading financial, administrative and ICT matters in education



LECTURER RESOURCES

NUWE UITGAWE IN VOORBEREIDING

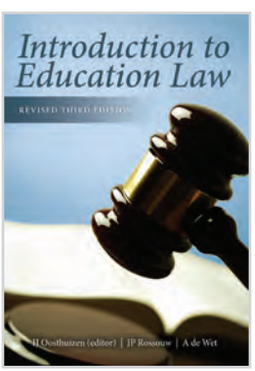
INLEIDING TOT DIE ONDERWYSREG

Hersiene derde uitgawe
I.J. Oosthuizen (Redakteur)
244 bladsye; 2019
ISBN: 978 0 627 03657 6
eISBN: 978 0 627 03658 3

'n Gids tot die arbeidswetgewing wat betrekking het op die onderwysomgewing, insluitend wetswysigings na aanleiding van veranderde omstandighede binne die onderwys en die implikasies daarvan. Gerig op onderwysers, skoolhoofde, skoolbeheerliggame en ander betrokke partye.

Inhoud:

- Die regsomgewing
- Die grondslae vir regstoepassing in die onderwysomgewing
- Die Grondwet as bron van die onderwysreg
- Wetgewing en gemenereg
- Die professionele onderwyser en die werkplek
- Die onderwyser as sorgsame toesighouer
- Leerderdissipline
- Skoolveiligheid



LECTURER RESOURCES

NEW EDITION IN PREPARATION

INTRODUCTION TO EDUCATION LAW

Revised third edition
I.J. Oosthuizen (Editor)
240 pages; 2019
ISBN: 978 0 627 03659 0
eISBN: 978 0 627 03660 6

A guide to labour law applicable to the education environment, including legislative changes that have resulted from altered circumstances in education and the implications of these. Aimed at teachers, principals, school governing bodies and other involved parties.

Contents include the following:

- The legal environment
- The underlying principles of the application of law in the education environment
- The Constitution as source of education law
- International law, legislation and common law as sources of education law
- The professional teacher in the workplace
- The teacher's duty of care
- Learner discipline
- School safety

SCHOOLS AS ORGANISATIONS

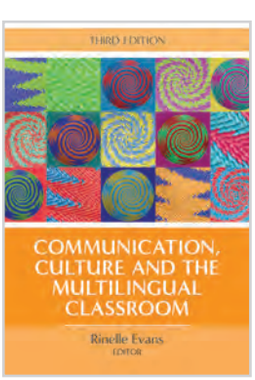
Fifth edition
P.C. van der Westhuizen (Editor)
382 pages; 2021
ISBN: 978 0 627 03876 1
eISBN: 978 0 627 03993 5

A discussion of how the presence of people within a school gives it a unique character of communality and creates certain relationships, requiring that mutual arrangements be made in terms of task distribution and the exercising of authority. Focuses on different perspectives of organisational theory in education. Aimed at postgraduate students in the fields of educational management, leadership and organisational theory in education.

Contents include the following:

- General characteristics of the school as an organisation
- Organisational culture, climate and health, and health-promoting schools
- Organisational development and the quality of working life in schools
- Organisational change and resistance to change
- Total quality management in educational organisations
- A framework for the management of diversity
- Management strategies for the caring role of the educational leader
- School 4.0 in the context of the Fourth Industrial Revolution

EDUCATION STUDIES



NEW EDITION

COMMUNICATION, CULTURE AND THE MULTILINGUAL CLASSROOM

Third edition
R. Evans (Editor)
188 pages; 2025
ISBN: 978 0 627 04297 3
eISBN: 978 0 627 04298 0

A useful and enriching guide that equips the prospective teacher with the necessary communication and classroom literacies to follow a policy of additive multi- or bilingualism that encourages learners to value their own language as well as that of others. Includes useful tips and information on learning and using new words and phrases from specifically Afrikaans, Sepedi, Tswana, Zulu and Xhosa. Aimed at both students and already-qualified teachers.

Contents include the following:

- Theoretical foundation of communication skills for the professional teacher
- Communication skills for the classroom
- Using your voice safely
- Explaining the cultural diversity of the South African classroom
- Explaining the linguistic diversity of the South African classroom
- Understanding social spaces and cultural practices

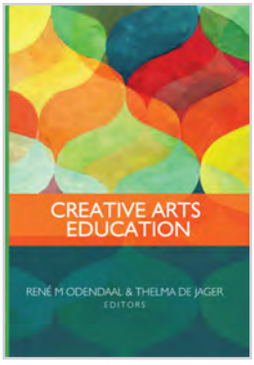
COMMUNITY ENGAGEMENT RESEARCH IN SOUTH AFRICA – HISTORIES, METHODS, THEORIES AND PRACTICE

E.S. van Eeden, I. Eloff & H. Dippenaar (Editors)
555 pages; 2022
ISBN: 978 0 627 03793 1
eISBN: 978 0 627 03794 8

A look at a transformative model for community engagement, in which societal involvement is the driving force behind all research activities of a university. Prepares students to be agents for positive social change in all spheres of life.

Contents include the following:

- Reflections on the process of ethical co-creation of knowledge with community partners
- International collaboration in community intervention programmes
- Inclusive community engagement studies
- On the researcher–researched relationship in educational psychological research with vulnerable populations
- Engagement with mining-affected communities
- Moving community engagement in South Africa from rhetoric to reality through engaged scholarship
- Towards a live project framework for community engagement in South Africa
- The Sustainable Development Goals and community-based collaboration and research



NEW EDITION IN PREPARATION

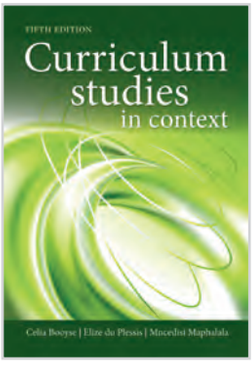
CREATIVE ARTS EDUCATION

R.M. Odendaal & T. de Jager (Editors)
262 pages; 2017
ISBN: 978 0 627 03391 9
eISBN: 978 0 627 03392 6

Guidelines on how to teach dance, drama, visual arts and music in a more animated, vibrant and practical manner so as to allow each child to reach his or her full potential, based on the curricula for grades 7–9. Provides examples and activities to enable creative arts teachers to put theory into practice. Includes a full chapter on inclusive education, learning barriers and how best to accommodate different learning styles and needs of a diverse class of learners. Also offers a section on Africanisation for each art form. Aimed at all prospective and practising teachers.

Contents, for each of the four art forms, include the following:

- Theoretical background
- The curriculum
- Teaching and learning strategies and methods
- Assessment methods
- Lesson plans
- Class activities



LECTURER RESOURCES

NEW EDITION

CURRICULUM STUDIES IN CONTEXT

Fifth edition
C. Booyse, E. du Plessis & M. Maphalala
203 pages; 2025
ISBN: 978 0 627 04301 7
eISBN: 978 0 627 04302 4

Sound, detailed and practical direction, with reference to CAPS, to enhance teaching, learning and assessment. Narrows the gap between the curriculum plan, instructional design and teaching practice, using the views of Tyler, Stenhouse, Freire and various ubuntu theorists as a foundation. Aimed at teachers in the General Education and Training (GET) and Further Education and Training (FET) phases.

Contents include the following:

- Unpacking the concept of curriculum
- Curriculum, context, and the teacher
- South African policy pertaining to teachers
- The characteristics of the Curriculum Assessment Policy Statement
- Key role players in curriculum implementation and innovation at school level
- Teaching strategies and tools to enhance implementation
- Integrating assessment with teaching and learning: a holistic approach
- Assessment adaptation in a digital era: the use of artificial intelligence
- Recording and reporting learner performance

LECTURER RESOURCES

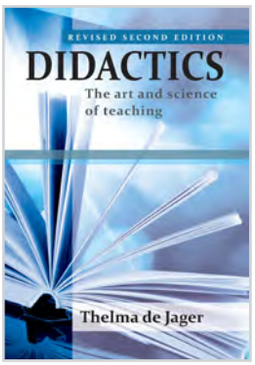
KURRIKULUMSTUDIES IN KONTEKS

Tweede uitgawe
C. Booyse, E. du Plessis & M. Maphalala
W Bron (Vertaler)
182 bladsye; 2023
ISBN: 978 0 627 04140 2
eISBN: 978 0 627 04141 9

Deeglik gefundeerde, gedetailleerde en praktiese leiding, met verwysing na die KABV, vir die verryking van onderrig, leer en assessering. Dit vernou die gaping tussen die kurrikulumplan, onderrigontwerp en onderwyspraktyk. Die boek is gerig op leerkragte in die Algemene Onderwys en Opleiding (AOO-) en die Verdere Onderwys en Opleiding (VOO-) fases.

Inhoud

- Teoretiese raamwerke vir kurrikulumontwikkeling
- Die verstaan van die kurrikulum binne konteks
- Die rol van ubuntu-beginsels by kurrikulumontwerp en innovering
- Inagneming van beleid by die interpretasie en implementering van ’n kurrikulum
- Praktiese riglyne vir kurrikulum-innovasie om doeltreffende onderrig, leer en assessering te bevorder



NEW EDITION

DIDACTICS – THE ART AND SCIENCE OF TEACHING

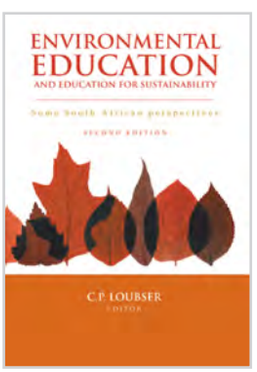
(PREVIOUSLY PUBLISHED AS *GENERAL SUBJECT DIDACTICS*)

Revised second edition
T. de Jager
184 pages; 2024
ISBN: 978 0 627 04295 9
eISBN: 978 0 627 04296 6

Practical guidance on how to teach effectively in the challenging South African education system, ultimately contributing to diverse and quality education. Aimed at all prospective and practising teachers who need to acquaint themselves with the basic competency requirements for effective and quality teaching in any South African classroom.

Contents include the following:

- Concepts of general subject didactics versus specific subject didactics
- Roles and characteristics of competent teachers
- Theoretical models of learning
- Development of curricula
- Teaching methods and strategies
- Learning barriers and learner support
- Methods, techniques and tools of assessment
- Communication, media and technology in the classroom, including hints for teaching coding and robotics using offline activities and games



LECTURER RESOURCES

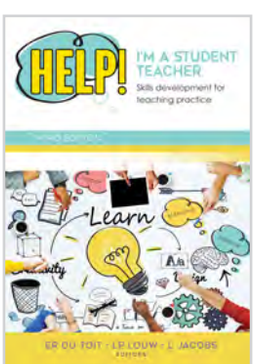
ENVIRONMENTAL EDUCATION AND EDUCATION FOR SUSTAINABILITY – SOME SOUTH AFRICAN PERSPECTIVES

Second edition
C.P. Loubser (Editor)
245 pages; 2014
ISBN: 978 0 627 03016 1
eISBN: 978 0 627 03220 2

An introductory text to environmental education. Raises a variety of interesting issues related to the teaching of this subject, which involves concerns and risks such as loss of biodiversity, pollution, deforestation and urbanisation. No comparable book exists in South Africa. Aimed at tertiary students in education.

Contents include the following:

- History of environmental education, internationally and in South Africa
- How value assumptions and even religious convictions affect attitudes towards environmental issues
- The meaning of "education for sustainability"
- Curriculum development
- Environmental education in the non-formal sector
- Environmental education and training in industry
- An introduction to research in environmental education



HELP! I'M A STUDENT TEACHER – SKILLS DEVELOPMENT FOR TEACHING PRACTICE

Third edition
E.R. du Toit, L.P. Louw & L. Jacobs (Editors)
272 pages; 2021
ISBN: 978 0 627 03807 5
eISBN: 978 0 627 03808 2

A guide to navigating curricula, relevant legislation, discipline and diversity in South African classrooms. Endeavours to enhance social and cognitive skills within an ethos of value-driven education. Includes activities for practical application. Aimed at student teachers as well as teachers in practice who want to refresh their knowledge and skills.

Contents include the following:

- Value-driven schools
- The student teacher and the teaching context
- Development of facilitation skills
- Development of the critical thinker
- Effective implementation of educational media
- Integrating information and communication technologies in teaching
- School administration management systems
- Classroom assessment
- Lesson planning
- Discipline in the classroom and beyond
- The student educator and the law

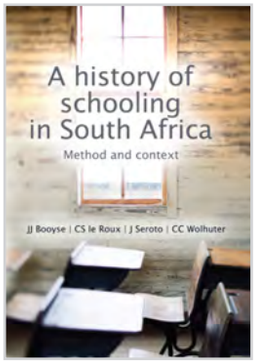
HELP! EK IS 'N STUDENTE-ONDERWYSER

E.R. du Toit, L.P. Louw & L. Jacobs (Redakteurs)
286 bladsye; 2023
ISBN: 978 0 627 04089 4
eISBN: 978 0 627 04090 0

'n Gids tot kurrikula, relevante wetgewing, dissipline en diversiteit in Suid-Afrikaanse klaskamers. Het ten doel om sosiale, kognitiewe en IKT-vaardighede binne 'n opset van waardegedrewe onderwys te verbeter. Sluit aktiwiteite in vir praktiese toepassing. Gerig op studente-onderwysers asook onderwysers in die praktyk wat hul kennis en vaardighede wil opskerp.

Inhoud:

- Waardegedrewe skole
- Die studente-onderwyser en die onderwyskonteks
- Ontwikkeling van fasiliteringsvaardighede
- Ontwikkeling van die kritiese denker
- Doeltreffende implementering van opvoedkundige media
- Integrasie van inligtings- en kommunikasietegnologie in jou onderrig
- Skooladministrasie-bestuurstelsel
- Klaskamerassessering
- Beplanning van jou les
- Dissipline in en om die klaskamer
- Die studente-opvoeder en die reg



NEW EDITION IN PREPARATION

A HISTORY OF SCHOOLING IN SOUTH AFRICA – METHOD AND CONTEXT

J.J. Booyse, C.S. le Roux, J. Seroto & C.C. Wolhuter
320 pages; 2011
ISBN: 978 0 627 02797 0
eISBN: 978 0 627 03454 1

An introduction to South African educational history and historiography which contextualises each period of time covered, describes the education policies that characterised that time, and examines the action, reaction and counteraction to these policies. Aimed at BEd and BEd Hons students and also a useful reference for master's and doctoral students.

Contents include the following:

- Three paradigms in the historiography of South African education: Christian-nationalism, liberalism and liberation socialism
- Developments in history of education internationally
- Indigenous education in the pre-colonial era
- Colonist settlement, cultural sentiment and intergroup relations

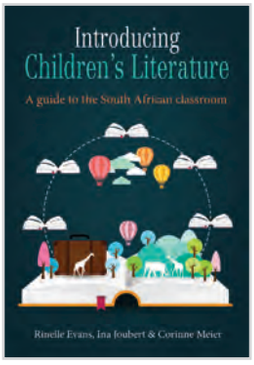
'N INLEIDENDE PERSPEKTIEF OP KURRIKULUMSTUDIES

C. Le Hanie & S. Bester (Redakteurs)
210 bladsye; 2024
ISBN: 978 0 627 04137 2
eISBN: 978 0 627 04138 9

'n Gids tot Kurrikulumstudies. Voorbeelde word gebruik sodat teorie nie abstrak beskou word nie en beter begryp kan word deur die teikengroep. Gerig op onderwysstudente asook kurrikulumontwikkelaars, onderwysbeplanners en gehalteversekeringbeamptes.

Inhoud:

- Kurrikulumteorie
- Kontemporêre tendense in Kurrikulumstudies
- Kurrikulumontwikkeling op makro-, meso-, en mikrovlak
- Voorbeeld van kurrikulumontwikkeling
- Vergelykende Kurrikulumstudies
- Integrering van digitale tegnologieë
- Onderrig en leer vir 21ste eeu-vaardighede, sonder tegnologie
- Assessering: teoretiese grondslae en praktiese toepassings
- Institusionele navorsing
- Herkurrikulering op tersiêre vlak
- Gehalteversekering



NEW EDITION

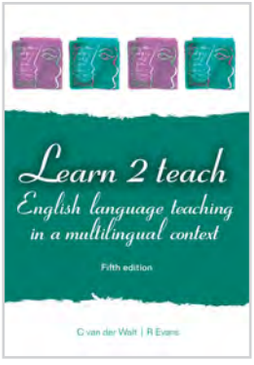
INTRODUCING CHILDREN'S LITERATURE – A GUIDE TO THE SOUTH AFRICAN CLASSROOM

Second edition
R. Evans, I. Joubert & C. Meier (Editors)
287 pages; 2025
ISBN: 978 0 627 04305 5
eISBN: 978 0 627 04306 2

A strong theoretical introduction to children's literature detailing how children can be encouraged to become enthusiastic readers. Features Afrocentric theories of development, new literacy studies, artificial intelligence, translation of children's literature and the effect of colonialism on the production of children's literature. Aimed at students as well as practising teachers.

Contents include the following:

- What is children's literature?
- Who is the young child?
- What is a book?
- A short historical overview of children's literature
- Types of children's literature
- Introducing children's storybooks to beginner readers
- Children's literature and the advanced reader
- Creating confident readers: the role of the adult
- Children's literature and the hidden curriculum
- Developing dispositions for teaching children's literature



LEARN 2 TEACH – ENGLISH LANGUAGE TEACHING IN A MULTILINGUAL CONTEXT

Fifth edition
C. van der Walt & R. Evans
383 pages; 2019
ISBN: 978 0 627 03661 3
eISBN: 978 0 627 03662 0

A focus on the theories, practices and principles of teaching and learning English as a first or additional language within the context of the multilingual South African classroom. Makes special reference to the communicative approach which promotes basic interpersonal oral–aural skills while integrating the expressive and receptive skills needed to develop cognitive academic language proficiency. Incorporates the CAPS documents as well as techniques, apps and social media platforms that can be exploited for English language teaching. Aimed at teachers working in any phase.

Contents include the following:

- Effective lesson design and delivery
- Criteria for successful grammar teaching
- Testing listening comprehension
- Place of literature in the syllabus
- Stages of the writing process
- Principles and practicalities related to effective assessment

LECTURER RESOURCES

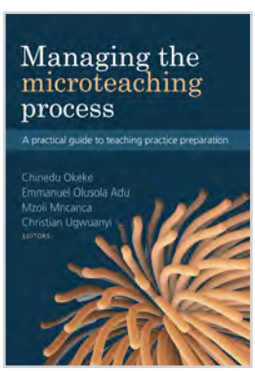
LIFE ORIENTATION FOR SOUTH AFRICAN TEACHERS

Third edition
M. Nel (Editor)
520 pages; 2024
ISBN: 978 0 627 04128 0
eISBN: 978 0 627 04129 7

A comprehensive textbook on the subject of life orientation as stated in the curriculum policy documents. Provides educators with in-depth knowledge as well as teaching skills to deal with the wide variety of themes within the subject, guiding them in helping their learners to become fully functional individuals and responsible citizens of a democratic society, able to cope with life and all its challenges. Aimed at pre-service teachers as well as those already in service in South African schools.

Contents include the following:

- Cooperative learning
- Assessment
- Teaching–learning for democracy and human rights
- Religion
- Cultural diversity
- Personal life skills
- Healthy living
- Physical education
- Relationships and sexuality education
- Aggression, violence and bullying
- Child abuse
- Lay counselling
- The role of school-based support teams
- Self-care for teachers



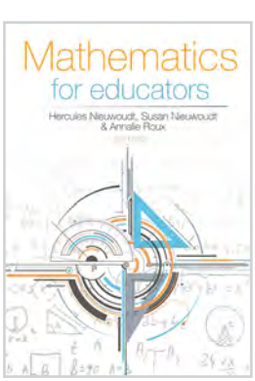
MANAGING THE MICROTEACHING PROCESS – A PRACTICAL GUIDE TO TEACHING PRACTICE PREPARATION

C.I.O. Okeke, E.O. Adu, M. Mncanca & C.S. Ugwuanyi (Editors)
267 pages ; 2023
ISBN: 978 0 627 04049 8
eISBN: 978 0 627 04050 4

A resource developed to support the teaching practice module of pre-service teaching programmes offered at tertiary institutions in South Africa and other African countries. Provides lecturers and students, in both face-to-face and open distance learning environments, with the opportunity to participate in simple, carefully planned teacher training tasks. Develops teaching knowledge and skills through practising in a controlled environment. Aimed at pre-service teachers.

Contents include the following:

- Entry behavioural skills
- Lesson induction
- Skills of explanation
- Planning and presenting a lesson
- Receiving feedback
- Teacher and learner activities
- Skills of assessment
- e-Portfolios



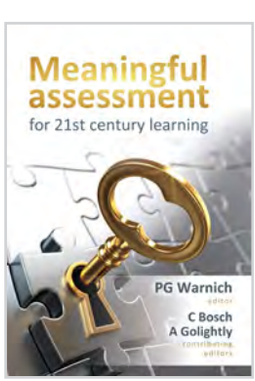
MATHEMATICS FOR EDUCATORS

H. Niewoudt, S. Niewoudt & A. Roux (Editors)
256 pages; 2021
ISBN: 978 0 627 03498 5

A comprehensive yet user-friendly guide to mathematics content with a South African focus, using problem solving as a theoretical framework. Brings together practical insight and mathematical knowledge and skills. Aimed at Foundation Phase and Intermediate Phase student teachers and all primary school teachers, including those not teaching mathematics as a subject.

Contents include the following:

- Mathematical thinking
- Whole numbers
- Fractions
- Universal number concepts
- Ratios, proportions and percentages
- Geometry and measurements
- Positive and negative numbers
- Algebra
- Handling data and probability



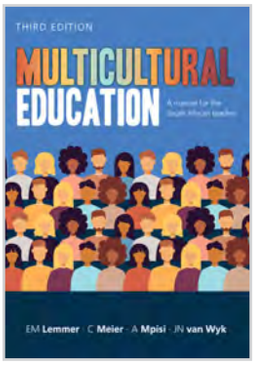
MEANINGFUL ASSESSMENT FOR 21ST CENTURY LEARNING

P.G. Warnich, C. Bosch & A. Golightly (Editors)
304 pages; 2022
ISBN: 978 0 627 03693 4
eISBN: 978 0 627 03694 1

An exploration of how education theory, methodologies and approaches influence assessment practices in the 21st century. Provides scholarly and scientific perspectives, covering topics such as blended learning, inclusive education, problem-based learning, cooperative learning, and early childhood and adult learning. Aimed at the broader educational community of scholars engaged in meaningful and effective educational assessment to promote 21st century skills.

Contents include the following:

- Assessment and the 21st century teaching and learning expectations
- The centrality of assessment to learning
- Assessment within the South African curriculum context
- Stakeholders involved in the planning of meaningful and sustainable assessment
- Meaningful, challenging and engaging assessment in practice
- Meaningful assessment for problem-based learning, cooperative learning and blended learning
- Assessment in an inclusive education environment
- Assessment in early childhood and adult learning
- Making meaning of and using assessment results



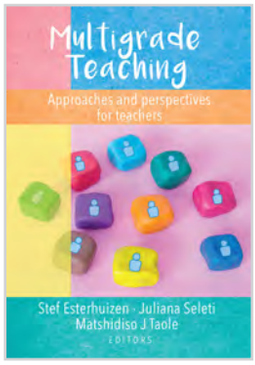
MULTICULTURAL EDUCATION – A MANUAL FOR THE SOUTH AFRICAN TEACHER

Third edition
E.M. Lemmer, C. Meier, A. Mpisi & J.N. van Wyk
216 pages; 2024
ISBN: 978 0 627 04175 4
eISBN: 978 0 627 04176 1

An introduction to teaching and managing learners of cultures, languages and backgrounds unfamiliar to the teacher. Discusses the implications of differences and similarities among South African learners, and provides effective, low-cost classroom strategies which teachers can implement in culturally diverse schools. Includes activities for critical reflection at the end of each chapter. Aimed at teachers, members of school management teams, school governing bodies and interested parents.

Contents include the following:

- Theoretical background to multicultural education
- Understanding diversity and culture
- Social justice, democracy and equity
- Cross-cultural communication
- Multilingual teaching
- Teaching and learning styles
- Teacher expectations
- Curriculum development for multicultural education
- Discipline in the multicultural classroom
- Parent involvement in multicultural education



LECTURER RESOURCES

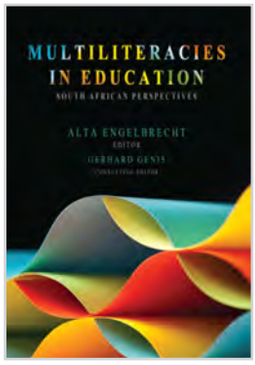
MULTIGRADE TEACHING – APPROACHES AND PERSPECTIVES FOR TEACHERS

S. Esterhuizen, J. Seleti & M.J. Taole (Editors)
181 pages; 2019
ISBN: 978 0 627 03695 8
eISBN: 978 0 627 03696 5

A guide to adapting the curriculum and teaching approaches to accommodate different learners and to meet the challenges of the multigrade classroom. Discusses theoretical and global underpinnings in a clear style and contains many examples and tips. Aimed at both student teachers and in-service teachers.

Contents include the following:

- Different types of mixed grades
- Use of information and communication technologies (ICT)
- An international overview of multigrade teaching
- Multigrade teaching and the curriculum
- Classroom management
- Teaching effectively in a multigrade environment
- Integration of early childhood education subjects
- Assessment and learning support



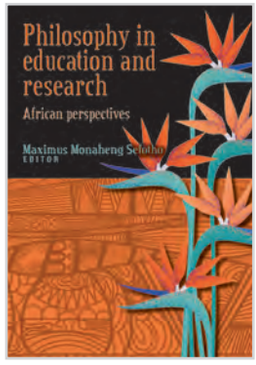
MULTILITERACIES IN EDUCATION – SOUTH AFRICAN PERSPECTIVES

A. Engelbrecht (Editor)
212 pages; 2019
ISBN: 978 0 627 03620 0
eISBN: 978 0 627 03621 7

A pedagogical framework to weave multiliteracies into the fabric of the South African classroom. Takes the approach that knowledge is contextually situated, rapidly changing and diverse, which calls for new skills and flexibility, and the ability to work in teams. Sequences chapters according to the four pillars of the multiliteracies framework: overt instruction, situated practice, critical framing and transformed practice. Aimed at student teachers as well as in-service educators.

Contents include the following:

- The evolution of literacy to literacies
- Decolonisation and Africanisation
- Developing cultural literacy
- Multimodal literacy in practice
- Technological literacy
- Historical literacy
- Visual culture literacy
- Meaning-making in design
- Linking multiple intelligence and thinking preferences



LECTURER RESOURCES

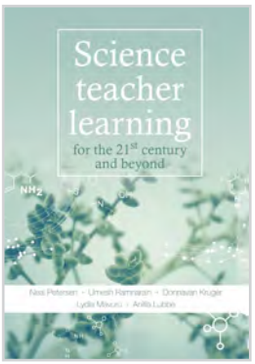
PHILOSOPHY IN EDUCATION AND RESEARCH – AFRICAN PERSPECTIVES

M.M. Sefotho (Editor)
192 pages; 2018
ISBN: 978 0 627 03500 5
eISBN: 978 0 627 03501 2

An explanation of the relationship between philosophy and research with the objective of advancing critical thinking skills. Takes a practical, problem-solving approach to demystifying philosophy for education students at all levels of study. Sets out terminology and the origin of theories in the education curriculum within the context of South Africa's history and societal change. Aimed at students and researchers across disciplines who want to understand the philosophical underpinnings of education and research.

Contents include the following:

- Paradigms, theoretical frameworks and conceptual frameworks in educational research
- An Afrocentric paradigm in education and research
- Comparative perspectives in philosophy of education in Africa
- Sociological imperatives for education and the theory of change
- Philosophy of disability: African perspectives
- Distance education and the use of information and communication technologies (ICTs)
- Quality assurance in distance education and ethical imperatives
- Supporting students' transition through the academic journey



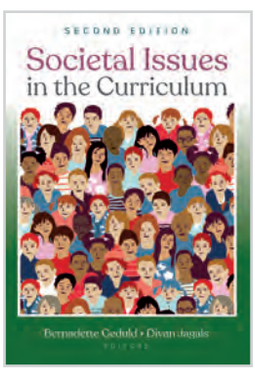
SCIENCE TEACHER LEARNING FOR THE 21ST CENTURY AND BEYOND

N. Petersen, U. Ramnarain, L. Mavuru, D. Kruger & A. Lubbe
288 pages; 2023
ISBN: 978 0 627 04011 5
eISBN: 978 0 627 04012 2

Comprehensive coverage of conceptual and pedagogical tools as well as advanced and contemporary approaches to learning and teaching in science. Focuses on the Senior and Further Education and Training (FET) phases of the school curriculum, and provides stimulating content for teaching natural science, physical science and life science. Aimed at pre-service and in-service science teachers.

Contents include the following:

- Teaching the nature of science
- Linking theory to practice: a sociocultural perspective on science teaching and learning
- Responsible talk in science
- Lesson planning and microteaching
- Science teacher pedagogical content knowledge
- Assessment for 21st century science learning
- Learning progressions in science
- Talking, reading and writing in the science classroom
- The affordances of indigenous knowledge in addressing diversity and inclusion in the science classroom
- Advanced learning technologies in science teaching
- Improvisation in the science classroom
- STEAM integrated practices: infusing the arts in STEM education
- Integrating science education and environmental education through active learning
- The science teacher as a reflective practitioner and action researcher



NEW EDITION

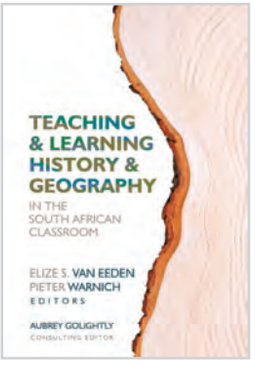
SOCIETAL ISSUES IN THE CURRICULUM

Second edition
B. Geduld & D. Jagals (Editors)
208 pages; 2025
ISBN: 978 0 627 04345 1
eISBN: 978 0 627 04346 8

An exploration of problems and trends in the South African context that have the potential to influence the planning, design and implementation of the curriculum at micro level, and how they emerge from everyday experiences. Includes updated research and examples as well as two new chapters Aimed at student teachers as well as teachers in practice.

Contents include the following:

- World-views: dealing with conflict through dialogue
- Sustainable education as a discourse to contemporary education
- Self-regulated learning to develop 21st-century skills
- Practising multicultural education in the classroom
- Parental involvement to enhance learner performance
- School decline: causes, effects and ways of minimising the effects
- Gender and education
- A mutual education: interreligious dialogue as a pedagogical model
- Violence and bullying in schools
- The societal influence of educational technology
- An introduction to trafficking in persons: what teachers should know



LECTURER RESOURCES

NEW EDITION IN PREPARATION

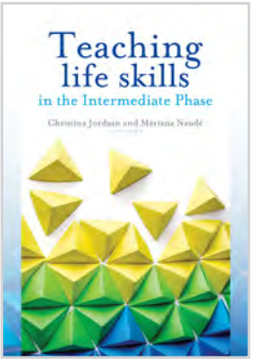
TEACHING AND LEARNING HISTORY AND GEOGRAPHY IN THE SOUTH AFRICAN CLASSROOM

E.S. van Eeden & P. Warnich (Editors)
520 pages; 2018
ISBN: 978 0 627 03502 9
eISBN: 978 0 627 03503 6

The first textbook to consider history and geography as interconnected disciplines in the South African education context. Guides readers through developments in the history and geography fields, new focus areas and some refreshed teaching and learning possibilities unlocked by technology. Aimed at educators and prospective educators in the social sciences, history and geography programmes.

Contents include the following:

- Teaching controversial issues in history
- Decolonising history in South Africa through local and regional histories
- Mapping and maps (including the use of Google maps, GIS and GPS in the geography classroom)
- Education for sustainable development
- Teaching and learning possibilities, styles and strategies
- Indigenous knowledge systems and Africanisation
- Fieldwork excursions
- Classroom-based performance assessment



LECTURER RESOURCES

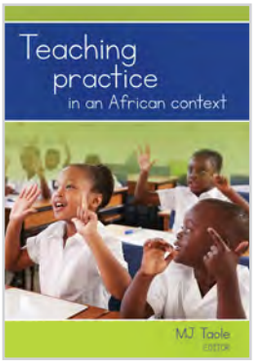
TEACHING LIFE SKILLS IN THE INTERMEDIATE PHASE

C. Jordaan & M. Naudé (Editors)
400 pages; 2018
ISBN: 978 0 627 03624 8
eISBN: 978 0 627 03625 5

A guide to preparing and coaching learners to reach their ultimate potential and fulfil their aspirations while they mature into responsible citizens. Consists of three parts according to the study areas of life skills: personal and social wellbeing, physical education and creative arts. Aimed at pre-service and current life skills teachers.

Contents include the following:

- Foundational knowledge and theoretical frameworks for the development of the self
- Social responsibility, social justice and democratic values
- Teaching strategies and classroom activities
- Health and environmental education
- Health and physical wellbeing
- Teaching drama, music, dance and visual arts



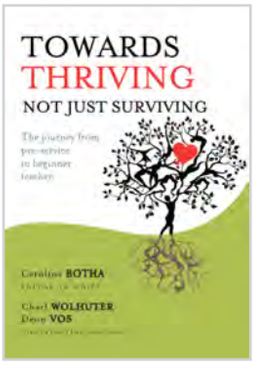
TEACHING PRACTICE IN AN AFRICAN CONTEXT

M.J. Taole (Editor)
128 pages; 2020
ISBN: 978 0627 03754 2
eISBN: 978 0 627 03755 9

An essential guide to teaching practice, providing the insight and skills needed to navigate South African classrooms. Informed by the principles of Africanisation and ubuntu, and written in a clear, conversational style. Encourages reflection on the various practical aspects of teaching, leading to better education practice and thus improving performance. Aimed at undergraduate education students as well as qualified teachers already in practice.

Contents include the following:

- Requirements for being a competent teacher
- Approaches to diversity in the classroom
- Team teaching
- Integration of information and communication technology
- Mentoring and coaching skills from an African perspective
- Assessment



TOWARDS THRIVING, NOT JUST SURVIVING – THE JOURNEY FROM PRE-SERVICE TO BEGINNER TEACHER

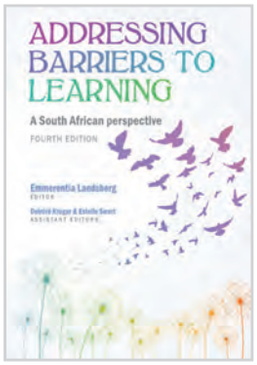
C. Botha, C. Wolhuter & D. Vos (Editors)
196 pages; 2020
ISBN: 978 0627 03770 2
eISBN: 978 0 627 03771 9

A comprehensive guide to becoming a capable and self-assured teacher who is adept at navigating different school contexts and who continues to grow. Assists in developing beginner teachers' confidence and competence to know what to do and how to do it, so that they can realise an empowered, inspired, motivated and grounded personal and professional identity. Aimed at beginner and student teachers.

Contents include the following:

- Ethics
- Lifelong learning
- Mentorship
- Navigating job interviews
- Types of learners
- How to deal with parents, learners and colleagues
- Assertiveness
- Stress and burnout
- Caring for others and yourself
- Classroom management
- Diversity
- Administrative skills
- Time management

EDUCATION PSYCHOLOGY



LECTURER RESOURCES

NEW EDITION IN PREPARATION

ADDRESSING BARRIERS TO LEARNING – A SOUTH AFRICAN PERSPECTIVE

Fourth edition
E. Landsberg, D. Krüger & E. Swart (Editors)
624 pages; 2019
ISBN: 978 0 627 03649 1
eISBN: 978 0 627 03650 7

A relevant and comprehensive source of knowledge to prepare educators to teach all the learners in their class groups to the best of their ability. Covers the complete continuum of barriers to learning as reflected in Education White Paper 6. Also includes a new section on discrimination and sociocultural injustice towards LGBTQI (lesbian, gay, bisexual, transgender, queer, questioning and intersex) learners. Aimed at both prospective and current educators and other support professionals, including psychologists and therapists.

Contents include the following:

- Legal and ethical considerations
- Identification and assessment of barriers to learning
- Early childhood development and intervention
- Challenges in spoken language, reading, writing and spelling
- Augmentative and alternative communication
- Mathematical literacy and numeracy
- Xenophobia
- Disability, including cerebral palsy, epilepsy and autism
- Health impairments and conditions in children
- Challenging behaviour in the classroom
- Giftedness

LECTURER RESOURCES

BELIEVE THAT ALL CAN ACHIEVE – INCREASING CLASSROOM PARTICIPATION IN LEARNERS WITH SPECIAL SUPPORT NEEDS

Third edition
J. Bornman
360 pages; 2021
ISBN: 978 0 627 03791 7
eISBN: 978 0 627 03792 4

A comprehensive look at inclusion as the foundation for education in an attempt to celebrate diversity in the classroom, capitalise on the strengths each learner brings to the learning–teaching dyad, and welcome every family member as part of the broader classroom community. Embraces the core values of the South African Constitution – freedom, dignity and equality. Aimed at students and teachers in the field of inclusive education.

Contents include the following:

- Changing paradigms
- Participation
- Assessment approaches in the school setting
- Teaching practices
- Differentiated teaching
- Early childhood development (ECD)
- Understanding learners with challenging behaviour
- Understanding learners with intellectual, learning, physical and sensory disabilities
- Understanding learners with autism spectrum disorder and chronic medical conditions
- Integrating disability and support

LECTURER RESOURCES

GUIDELINES FOR ASSESSMENT ACCOMMODATIONS

(PREVIOUSLY PUBLISHED AS *GUIDELINES FOR ASSESSMENT ADAPTATION*)

Second edition
J. Fourie (Editor)
132 pages; 2022
ISBN: 978 0 627 03934 8
eISBN: 978 0 627 03935 5

A focus on assessment adaptations and methods of assessment accommodation for learners who experience reading and writing challenges that prevent them from giving a true reflection of their acquired knowledge and skills in classroom tests and examinations. Provides a general and useful framework for assessment practices in an inclusive environment. Aimed at all educators facing the challenge of assessing learners with disabilities and learning difficulties fairly and consistently.

Contents include the following:

- Principles of assessment
- Specific learning difficulties
- Curriculum adaptation
- Identifying barriers to assessment
- Description of assessment accommodations
- Administrative procedures for assessment accommodations
- Collaborating with the school-based support team

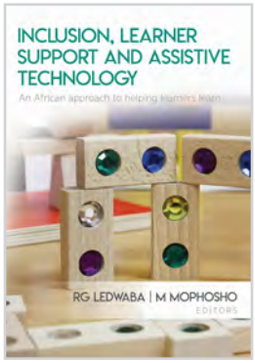
HOW TO SUPPORT ENGLISH SECOND LANGUAGE LEARNERS

Second edition
M. Nel (Editor)
134 pages; 2024
ISBN: 978 0 627 04134 1
eISBN: 978 0 627 04135 8

A guide to practical support strategies for English Second Language (ESL) learners, particularly in the Foundation and Intermediate phases, who experience barriers to learning with regard to reading, writing, listening and speaking. Provides a background to the language-in-education scenario in South African as well as related theoretical issues on learning in a second language. The new edition includes a chapter on phonological processing and new content on codeswitching and translanguaging, administering a fluency measure and analysing and interpreting Grade 4 ESL learners' performance on a spelling assessment. Aimed at both pre-service teachers as well as those already practising in South African schools.

Contents include the following:

- Learning in a second language: theoretical background
- Support strategies and activities for BICS and CALP
- Phonological processing
- Using assessment to inform instruction



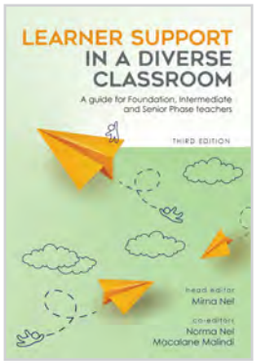
INCLUSION, LEARNER SUPPORT AND ASSISTIVE TECHNOLOGY – AN AFRICAN APPROACH TO HELPING LEARNERS LEARN

R.G. Ledwaba & M. Mophosho (Editors)
268 pages; 2022
ISBN: 978 0 627 03811 2

A rights-based approach to education that seeks to achieve educational equality, social justice and learning success or achievements to all learners in early childhood education settings, including special, full-service and mainstream schools. Aimed at postgraduate education students in inclusive education.

Contents include the following:

- Understanding diversity of learner populations in schools
- International and national policies that mandate inclusive education
- The models underpinning inclusive education
- Implementation of inclusive education in South Africa
- Inclusive education in early childhood development
- Support and assistive technology for learners with hearing and speech impairments
- Supporting students with visual impairments
- Assistive technology for learners with physical and learning disabilities



LEARNER SUPPORT IN A DIVERSE CLASSROOM – A GUIDE FOR FOUNDATION, INTERMEDIATE AND SENIOR PHASE TEACHERS OF LANGUAGE AND MATHEMATICS

Third edition
M. Nel, N. Nel & M.J. Malindi (Editors)
464 pages; 2022
ISBN: 978 0 627 03932 4
eISBN: 978 0 627 03933 1

A manual offering creative insight and a solid foundation to any teacher wishing to bring out the best in learners, especially those who experience special challenges in today's inclusive environment. Provides a good balance between theoretical knowledge and the hands-on provision of assessment and support. Aimed at all teachers and student teachers, and will also be of great use to parents.

Contents include the following:

- Learning in an inclusive education environment
- Assessment and learner support
- Understanding language in learning
- Learner support through differentiated teaching and learning
- Perceptual skills
- School readiness
- Enhancing resilience among learners experiencing academic anxiety
- Using information and communication technology (ICT) to support learners with reading difficulties in the Foundation Phase
- Language and literacy assessment and support

LECTURER RESOURCES

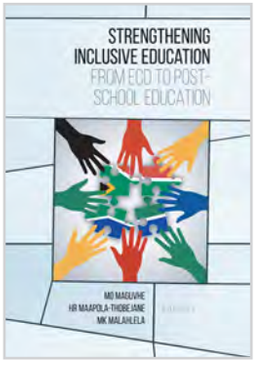
RESPONDING TO THE CHALLENGES OF INCLUSIVE EDUCATION IN SOUTHERN AFRICA

Second edition
P. Engelbrecht & L. Green (Editors)
272 pages; 2018
ISBN: 978 0 627 03526 5
eISBN: 978 0 627 03527 2

The successes and concerns associated with the introduction of inclusive education in southern Africa (Botswana, Lesotho, Namibia, South Africa and Zimbabwe) and the strategies that have been shown to increase the likelihood of success.

Contents include the following:

- Responding to the challenges of inclusive education: an introduction
- Changing public and professional discourse
- Understanding and working with change
- Understanding the curriculum as a challenge
- Training teachers to become inclusive professionals
- Thinking differently about education support
- Creating collaborative partnerships in inclusive schools
- Increasing parental recognition and involvement



LECTURER RESOURCES

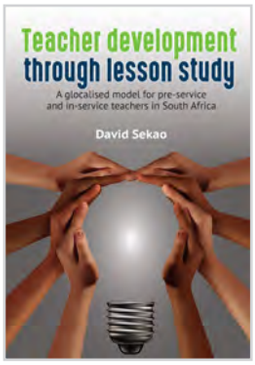
STRENGTHENING INCLUSIVE EDUCATION FROM ECD TO POST-SCHOOL EDUCATION

M.O. Maguvhe, H.R. Maapola-Thobejane &
M.K. Malahlela (Editors)
304 pages; 2021
ISBN: 978 0 627 03825 9
eISBN: 978 0 627 03826 6

An overview of the inequalities still prevalent in many countries, and how to overcome them. Takes the view that diversity is not a problem but rather an opportunity to learn. Analyses, assesses and critiques many of the current issues surrounding inclusive education, and provides suggestions for better practice in order to mitigate them. Aimed at education students as well as researchers, policy makers, practitioners and families.

Contents include the following:

- The role of government
- Effective strategies to combat stereotypes, prejudices and harmful practices
- Widening participation and encouraging lifelong learning
- Fostering respect for the rights and dignity of people with disabilities
- Capabilities and contributions of people with disabilities
- Empowering students through the use of technology
- Teacher training
- The inclusion of indigenous knowledge
- Facilitating peer support and mentoring



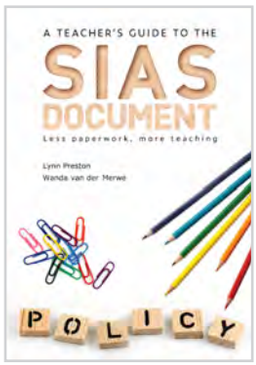
TEACHER DEVELOPMENT THROUGH LESSON STUDY – A GLOCALISED MODEL FOR PRE-SERVICE AND IN-SERVICE TEACHERS IN SOUTH AFRICA

D. Sekao
123 pages; 2023
ISBN: 978 0 627 03908 9
eISBN: 978 0 627 03909 6

An approach to teaching as a collaborative enterprise which involves planning, delivering, reflecting on and improving a lesson. Introduces the theoretical perspectives of Lesson Study and then guides the reader through its application to learning activities in the classroom. Aimed at pre-service and in-service teachers.

Contents include the following:

- Introducing the Lesson Study model for teacher professional development: origin, purpose and glocalisation
- Identifying the goal of the research lesson: diagnostic assessment and analysis
- Collaborative research lesson planning
- Lesson presentation
- Lesson observation
- Reflective practice: a professional introspection for professional growth
- Affordances, constraints and misconceptions of Lesson Study: key considerations for improved implementation



A TEACHER'S GUIDE TO THE SIAS DOCUMENT – LESS PAPERWORK, MORE TEACHING

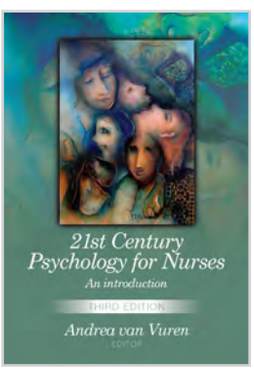
L. Preston & W. van der Merwe
112 pages; 2021
ISBN: 978 0 627 03837 2
eISBN: 978 0 627 03838 9

An interactive and informative guide to using the South African policy document on screening, intervention, assessment and support (SIAS). Aimed at the emerging teacher, but also at more seasoned educators as it highlights alternative actions and resources that tend to be forgotten, overlooked or simply ignored.

Contents include the following:

- Stakeholder role, functions and responsibilities
- Policy on SIAS in addressing barriers to learning
- Shifting the focus of support: the range, nature and level of support
- Stages of the SIAS process
- Completing the SNA 1: support needs assessment
- Completing the SNA 2: assessment and intervention by the school-based support team
- Reporting child abuse and neglect in the South African school system

Health Sciences



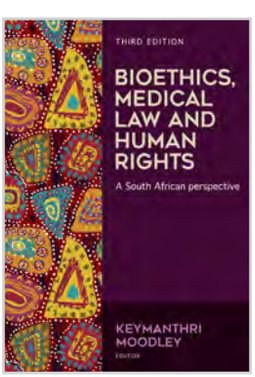
21ST CENTURY PSYCHOLOGY FOR NURSES – AN INTRODUCTION

Third edition
A. van Vuren (Editor)
264 pages; 2024
ISBN: 978 0 627 04179 2
eISBN: 978 0 627 04180 8

An introduction to the skills essential to understanding, educating and supporting patients and clients through painful and unpleasant health situations. Introduces six important perspectives in psychology which influence how people respond to their circumstances: behavioural, psychoanalytic, humanistic, neurobiological, cognitive and sociocultural. Aimed at student nurses and caregivers as well as educators.

Contents include the following:

- The nature of psychology
- Biological foundations of psychology
- Personality
- Developmental psychology
- Memory and forgetting
- Motivation and emotion
- Learning
- Health, stress and coping
- Positive psychology
- Culture and health
- AIDS and HIV – a challenge to the counsellor and caregiver
- On death and dying



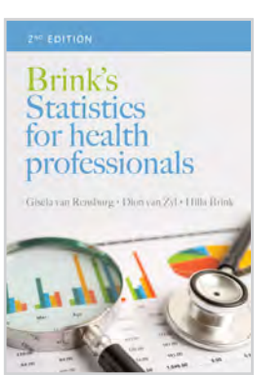
BIOETHICS, MEDICAL LAW AND HUMAN RIGHTS – A SOUTH AFRICAN PERSPECTIVE

Third edition
K. Moodley (Editor)
390 pages; 2023
ISBN: 978 0 627 04131 0
eISBN: 978 0 627 04132 7

An overview of the conceptual background and analytic skills necessary to assist with the resolution of ethical dilemmas encountered in the South African health care environment. Assists health care teams to identify and analyse ethical, moral and value concepts, and to apply these concepts to scenarios that they may encounter on a daily basis. Aimed at health science, law and philosophy students as well as practising health care professionals.

Contents include the following:

- Theories and principles of ethics (including African philosophy), medical law, health and human rights, and the transition from theory to practice
- Specific topics in health care that raise challenges from an ethics perspective – HIV/AIDS, organ transplantation, mental health care, euthanasia, human reproduction, genetics and considerations when working with children
- Important contemporary issues such as emerging biotechnologies (including genomics), big data and artificial intelligence, pandemic ethics and climate change



BRINK'S STATISTICS FOR HEALTH PROFESSIONALS

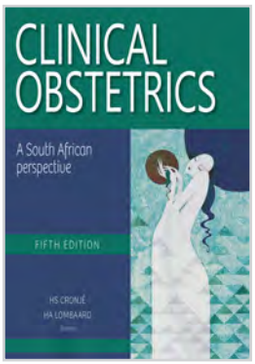
(PREVIOUSLY PUBLISHED AS *STATISTICS FOR NURSES*)

H. Brink, G. van Rensburg & D. van Zyl
181 pages; 2023
ISBN: 978 0 627 03752 8
eISBN: 978 0 627 03753 5

A practical guide to fundamental statistics and techniques used by researchers in the health sciences. Provides emerging researchers with a foundation for applying basic descriptive and inferential statistical techniques to real-life questions in any health sciences context.

Contents include the following:

- Using sampling and estimation in health research and practice
- Uses and misuses of statistics
- Grouping of data (frequency distributions)
- Measures of central tendency
- Measures of variation or dispersion
- The normal distribution curve and standard scores
- Visual presentation of data
- Elementary probability
- Bivariate correlation
- Hypothesis testing with nominal-level data, ordinal-level data and interval-level data
- Reliability and validity



CLINICAL OBSTETRICS – A SOUTH AFRICAN PERSPECTIVE

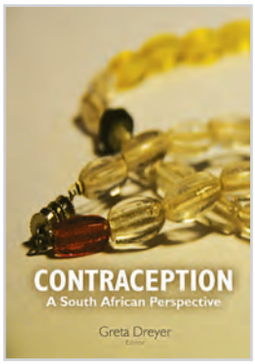
Fifth edition
H.S. Cronjé & H. Lombaard (Editors)
888 pages; 2023
ISBN: 978 0 627 03780 1
eISBN: 978 0 627 03781 8

An authoritative and up-to-date textbook dealing with current obstetric practice, focusing specifically on conditions and problems prevailing in South Africa. Covers a wide range of topics from physiological adaptations, diagnosis and management of normal pregnancy and delivery, to teratogenesis, red cell allo-immunisation, congenital abnormalities and preterm labour.

Contents include the following:

- Scientific foundation of obstetrics
- Normal obstetrics
- Abnormal obstetrics
- Medical and surgical conditions
- Diagnostic procedures in obstetrics
- Critical care obstetrics
- General topics

NEW EDITION IN PREPARATION



LECTURER RESOURCES

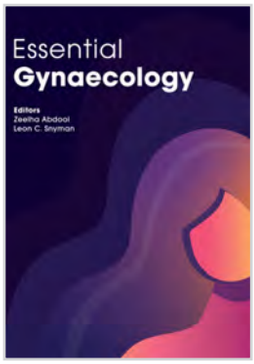
CONTRACEPTION – A SOUTH AFRICAN PERSPECTIVE

G. Dreyer (Editor)
180 pages; 2012
ISBN: 978 0 627 02776 5
eISBN: 978 0 627 03034 5

A locally relevant textbook on fertility control and the prevention of pregnancy. Includes a chapter on natural and traditional contraception. Addresses the contraceptive needs of women with HIV infection. Aimed at a wide audience of medical and nursing students, medical practitioners and other health care workers and volunteers.

Contents include the following:

- Oral hormonal and injectable contraception
- Intrauterine contraception
- Natural and traditional contraception
- Male contraception and sterilisation
- Female sterilisation
- Termination of pregnancy
- Contraception for women with a medical disease



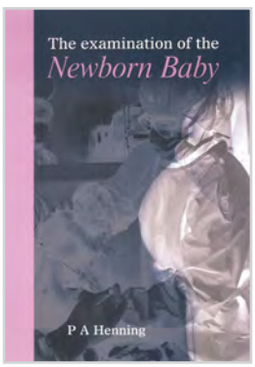
ESSENTIAL GYNAECOLOGY

Z. Abdool & L. Snyman (Editors)
316 pages; 2022
ISBN: 978 0 627 03906 5
eISBN: 978 0 627 03907 2

An in-depth presentation of core knowledge aligned with clinical application for the treatment of relevant gynaecological conditions. Offers fundamental information for the MBChB programme in gynaecology and responds to a need for a defined focus area. Aimed at medical students, medical officers, associate clinicians, interns, medical practitioners and OB-GYN registrars.

Contents include the following:

- Gynaecological history and examination
- Contraception
- Abnormal uterine bleeding
- Gynaecological infections
- Benign and malignant gynaecological conditions
- Infertility
- Female urinary incontinence and pelvic organ prolapse
- Menopause
- Sexual violence against females
- Termination of pregnancy



THE EXAMINATION OF THE NEWBORN BABY

P.A. Henning
154 pages; 2002
ISBN: 978 0 627 02523 5

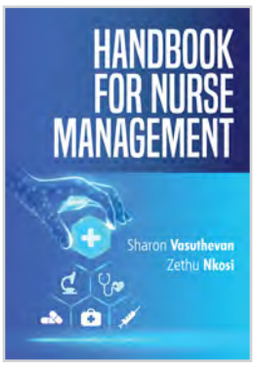
A comprehensive, clear and well-illustrated approach to the examination of a newborn infant. Provides both the range of normal findings as well as detailed descriptions of abnormalities within a logical, structured and systematic framework. Aimed at doctors, nurses, and medical and nursing students.

Contents include the following:

- The first examination
- Special categories of baby
- General principles
- Examination of the skull, face and neck
- Examination of the chest and respiratory system
- Examination of the abdomen
- Examination of the nappy area
- Examination of the limbs and back
- The neurological system
- Determining gestational age

*Also available in Afrikaans:

DIE ONDERSOEK VAN DIE PASGEBORE BABA
P.A. Henning
176 pages; 1993
ISBN: 978 0 8687 4467 4



FORTHCOMING

HANDBOOK FOR NURSE MANAGEMENT

S. Vasuthevan & Z. Nkosi (Editors)
160 pages (provisional); 2026
ISBN: 978 0 627 04171 6

A guide to the administrative competencies required of nurse managers, built round the South African Nursing Council competency framework and incorporating contributions from public and private nursing institutions.

Contents include the following:

- Health care services of South Africa
- The role of the nurse in health care delivery
- Finance for nursing managers (non-financial managers)
- Staffing models and management
- Staff management and engagement
- Clinical leadership and coordination
- Quality of care
- Efficient use of resources
- Managing teaching and learning
- Nursing of the future

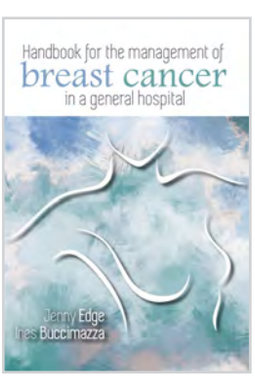
THE HAND BOOK – A PRACTICAL APPROACH TO COMMON HAND PROBLEMS

Third edition
U. Mennen & C. van Velze (Editors)
354 pages; 2008
ISBN: 978 0 627 02687 4
eISBN: 978 0 627 02910 3

A practical, concise and illustrative discussion of universal hand conditions. Extensively edited, rewritten and updated by an experienced hand surgeon and hand therapist. Aimed at medical students and practising health professionals.

Contents include the following:

- Structural anatomy
- Clinical evaluation of the hand and arm
- Fractures and joint injuries
- Flexor and extensor tendon surgery
- Peripheral nerve injuries and pain
- Infections
- Skin and scarring
- Nerve compression syndromes
- Tumours and other tumour-like conditions
- Rheumatoid arthritis
- Osteoarthritis and other degenerative conditions
- Congenital deformities
- Wrist, shoulder and elbow



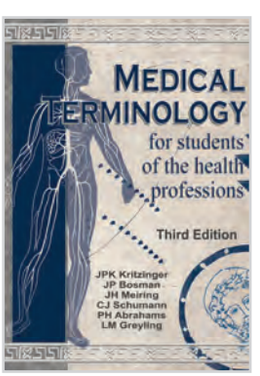
HANDBOOK FOR THE MANAGEMENT OF BREAST CANCER IN A GENERAL HOSPITAL

J. Edge & I. Buccimazza (Editors)
150 pages; 2019
ISBN: 978 0 627 03697 2
eISBN: 978 0 627 03698 9

A useful guide for the day-to-day management of people with breast cancer. Covers the journey from diagnosis to post-treatment comprehensive care, explaining when and why different treatment modalities are used, what the complications of both the disease and treatments are, and how to manage both of these. Aimed at students and health personnel working in a general hospital.

Contents include the following:

- Clinical evaluation of the breast
- Developing algorithms and referral pathways
- Principles of treatment
- Surgery, systemic therapy and radiotherapy
- Metastatic breast cancer
- Familial breast cancer
- Ductal carcinoma in situ
- Palliative care
- Communication skills and managing psychosocial distress
- Lymphoedema



LECTURER RESOURCES

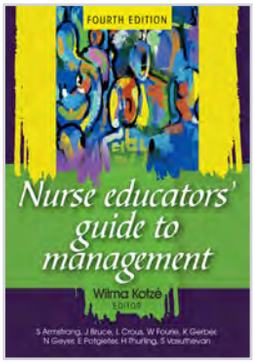
MEDICAL TERMINOLOGY FOR STUDENTS OF THE HEALTH PROFESSIONS

Third edition
J.P.K. Kritzinger, J.P. Bosman, J.H. Meiring, C.J. Schumann, P.H. Abrahams & L.M. Greyling
376 pages; 2018
ISBN: 978 0 627 03595 1
eISBN: 978 0 627 03596 8

A systematic approach to explaining terminology of the health sciences, including medicine, dentistry, nursing, dietetics, occupational therapy, radiography, human movement sciences, speech–language pathology and audiology, and veterinary sciences. Focuses on terms and study texts with clinical relevance that are commonly used in health and veterinary sciences practice. Aimed at entry-level students.

Contents include the following:

- Vocabulary
- Systems of the body
- Veterinary science terminology
- Medical terms in context
- Eponyms, term parts (with both their English and Afrikaans meanings) and abbreviations (used in pharmaceutical prescriptions)
- Comprehensive list of medical terms



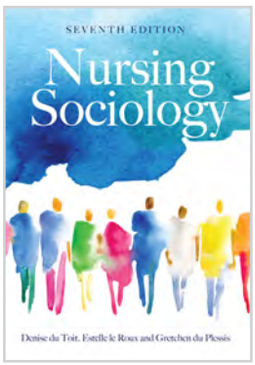
NURSE EDUCATORS' GUIDE TO MANAGEMENT

Fourth edition
W. Kotzé (Editor)
368 pages; 2021
ISBN: 978 0 627 03835 8
eISBN: 978 0 627 03836 5

A comprehensive guide to the philosophical, professional, ethical, leadership and quality challenges that a nursing school has to face. Includes school excellence and its relationship to empowerment, not only in terms of students and educators but also through alliances and networking. Aimed at educators, managers of nursing schools and students preparing themselves for a career in nursing education.

Contents include the following:

- Philosophical considerations
- The professional environment and its challenges
- The health and health care environment
- The formal education and training environment
- The professional regulatory environment
- The nursing school environments
- Financial management
- The curriculum and its management
- The technological environment
- Monitoring quality in a nursing education institution
- Managing physical and financial resources
- Managing human resources
- Professional development and career advancement



LECTURER RESOURCES

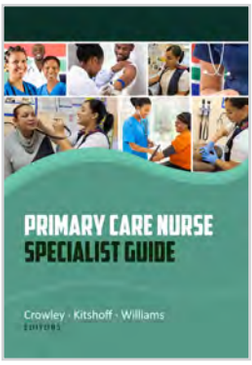
NURSING SOCIOLOGY

Seventh edition
D. du Toit, E. le Roux & G. du Plessis
350 pages; 2024
ISBN: 978 0 627 04177 8
eISBN: 978 0 627 04178 5

An in-depth discussion of society and how individuals function within it, within the health sector and specifically within the current nursing scenario, as a basis to providing more holistic patient care. Includes contemporary debates on the social determinants of health and the contrast between biomedical and social models. Also touches on the impact of population growth and changes, with a specific focus on urbanisation. Presents a multicultural perspective, reflecting on South Africa's diversity and explaining complex sociological ideas in a way that is easy to follow. Aimed at nursing students.

Contents include the following:

- An introduction to sociology for the nursing profession
- Culture
- Socialisation
- Social interaction, social structure and social relationships
- Social stratification and mobility
- Social groups
- Group dynamics
- Family and domestic life
- Institutions and organisations
- Social change and social movements
- Social issues



NEW PUBLICATION

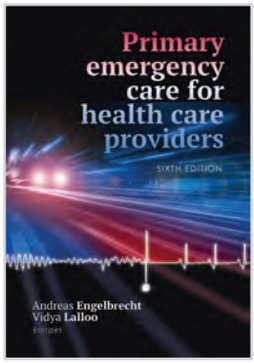
PRIMARY CARE NURSE SPECIALIST GUIDE

T. Crowley, D. Kitshoff & M. Williams (Editors)
460 pages; 2025
ISBN: 978 0 627 04017 7

A comprehensive, up-to-date guide for primary health care specialists based on the South African Nursing Council and International Nursing Council competencies. Focuses on the aspects of assessment, diagnosis, treatment and care that are the most important in clinical practice, integrating multidisciplinary and multisectoral approaches where relevant.

Contents include the following:

- Assessment, physical examination and diagnosis of common conditions
- Management of key conditions according to the burden of disease
- Health promotion and behavioural change
- Professional, ethical and legal practice in primary care
- Management and leadership
- Health informatics and research



NEW PUBLICATION

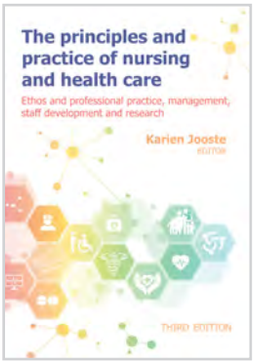
PRIMARY EMERGENCY CARE FOR HEALTH CARE PROVIDERS

A. Engelbrecht & V. Lalloo (Editors)
384 pages; 2025
ISBN: 978 0 627 04341 3

The first complete South African textbook on the field to become available since the introduction of EM as a medical speciality and the professionalisation of EM in South Africa. Covers a wide range of topics in EM, starting off with the classical A-B-C approach of chapters on airway, breathing and circulation, before delving into the nuances of cardiovascular emergencies, neurological conditions, toxicology and more. Aimed at emergency nurses, clinical associates, doctors preparing for the Diploma in Primary Emergency Care, and registrars in emergency medicine, critical care and other disciplines.

Contents include the following:

- Oxygenation and ventilation
- Vascular access
- Metabolic and endocrine emergencies
- Poisoning and overdose
- Gynaecological and obstetric emergencies
- Burns, musculoskeletal and vascular emergencies
- Infective conditions
- Psychiatry and psychology
- Paediatric emergency medicine
- Disaster medicine



NEW EDITION

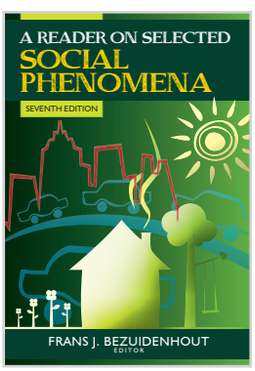
THE PRINCIPLES AND PRACTICE OF NURSING AND HEALTH CARE – ETHOS AND PROFESSIONAL PRACTICE, MANAGEMENT, STAFF DEVELOPMENT AND RESEARCH

Third edition
K. Jooste (Editor)
500 pages; 2025
ISBN: 978 0 627 04173 0
eISBN: 978 0 627 04174 7

A practical reference book and guide to the essential educational needs of nursing students and health care professionals within the context of the most recent guidelines set by the South African Nursing Council. Integrates a wide range of perspectives, giving students a sense of their multiple responsibilities while at the same time demonstrating and reinforcing the values and ethics that must form the foundation of all their duties. Aimed at nursing students and health care professionals.

Contents include the following:

- Professional ethical practice
- Legal rights and responsibilities
- Professional regulation, competencies, responsibilities and accountability
- The management and planning processes
- Financial management
- Organisation and coordination of a health care unit
- Staffing and staff development
- Clinical leadership and supervision
- Control and safety measures
- Overview of the research process



LECTURER RESOURCES

A READER ON SELECTED SOCIAL PHENOMENA

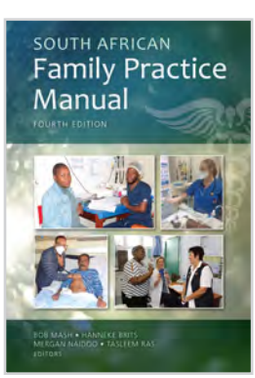
(PREVIOUSLY PUBLISHED AS *A READER ON SELECTED SOCIAL ISSUES*)

Seventh edition
F.J. Bezuidenhout (Editor)
378 pages; 2022
ISBN: 978 0627 03819 8
eISBN: 978 0 627 03820 4

An in-depth discussion of the nature, prevalence, causes and consequences of 17 social phenomena. Places each phenomenon in a specific section (namely marriage and family; childhood and adolescence; health; destructive behaviours; human rights and justice; population and environment) to highlight and contextualise its nature and effect on the individual, family, community and society.

Contents include the following:

- Divorce
- Child maltreatment
- Juvenile offenders
- Substance and non-substance use
- Self-harming
- HIV and AIDS
- Sexual violence
- Trafficking
- Poverty and unemployment



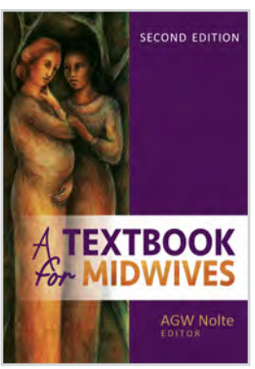
SOUTH AFRICAN FAMILY PRACTICE MANUAL

Fourth edition
B. Mash, H. Brits, M. Naidoo & T.Ras (Editors)
838 pages; 2023
ISBN: 978 0 627 03979 9
eISBN: 978 0 627 03980 5

A practical text that focuses on the "how to" of working in the district health services. Includes the core clinical skills which registrars in family medicine need to acquire during their training as well as additional skills relevant to family practice in different settings. Is also relevant to other clinicians working in district health services, such as medical officers, general practitioners, nurse practitioners and clinical associates, in both primary health care and district hospital environments.

Contents include the following:

- The consultation
- Community-orientated primary care
- Child health
- Women's health
- Adult health
- Mental health
- ENT, eyes and skin
- Orthopaedics
- Surgery
- Anaesthetics
- Emergencies
- Rehabilitation
- Palliative care
- Clinical management and administration
- Clinical training and teaching
- Leadership and clinical governance



A TEXTBOOK FOR MIDWIVES

Second edition
A.G.W. Nolte (Editor)
720 pages; 2023
ISBN: 978 0 627 03897 6

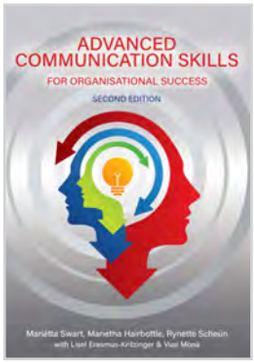
A comprehensive guide to basic midwifery, incorporating the latest maternity (2016) and other relevant South African guidelines as well as updated medication lists and pharmacology protocols. Has been carefully revised by experts in the field to reflect new practices and theory. Aimed at students doing the Advanced Diploma in Midwifery, which is at NQF level 7, and the BNurse qualification.

Contents include the following:

- Introduction to midwifery
- Anatomy and physiology
- Normal pregnancy
- Normal labour
- Normal puerperium
- High-risk pregnancy, labour and puerperium

Human and Social Sciences

COMMUNICATION AND MEDIA STUDIES



LECTURER RESOURCES

ADVANCED COMMUNICATION SKILLS – FOR ORGANISATIONAL SUCCESS

Second edition
M. Swart, M. Hairbottle, R. Scheün, L. Erasmus-Kritzinger & V. Mona
480 pages; 2019
ISBN: 978 0 627 03467 1
eISBN: 978 0 627 03468 8

Essential communication skills and competencies for all aspects of the world of work. Designed to foster workplace communication in order to benefit interpersonal relationships, which in turn leads to personal enrichment, greater job satisfaction and increased productivity. Fully covers the syllabus for Communication N5/N6 at technical and vocational education and training colleges. Aimed at managers, personal assistants, professional secretaries and all those studying towards certificates, diplomas or degrees.

Contents include the following:

- Media communication and advertising
- Presentations
- Multicultural communication
- Language usage in the workplace
- Meeting correspondence
- Letters and reports
- Critical proofreading and editing of auditory, visual and written materials
- Events
- Conflict and stress

LECTURER RESOURCES

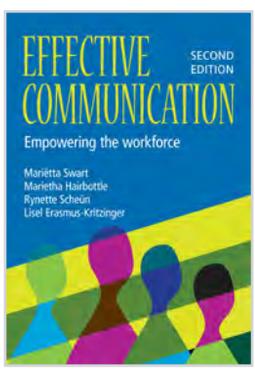
COMMUNICATING @ WORK – BOOSTING YOUR SPOKEN, WRITTEN AND VISUAL IMPACT

Fourth edition
T. Grant & R. Borcherds
304 pages; 2020
ISBN: 978 0 627 03711 5
eISBN: 978 0 627 03712 2

An unpacking of the various and complex communication challenges in today's multicultural and technological working environment. Written in a conversational, accessible style that uses a holistic, practice-based approach to cover a range of communication situations and formats, with a particular focus on new media. Aimed at students as well as professionals already in the workplace.

Contents include the following:

- Global perspectives: multilingual, multimodal and multicultural communications
- Interviewing: active listening, perception and questioning strategies
- Teamwork: conflict handling, decision making and leadership styles
- Reporting: investigation, feasibility, audit and project documents
- Persuading: proposals, business plans and corporate CVs
- Non-verbal modes and body language
- Graphics: visual and graphic communication
- Media: the internet, new media and reputation management



LECTURER RESOURCES

EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE

Second edition
M. Swart, M. Hairbottle, R. Scheün & L. Erasmus-Kritzinger
440 pages; 2019
ISBN: 978 0 627 03100 7
eISBN: 978 0 627 03707 8

A comprehensive, up-to-date and relevant communication text which engages readers through both a theoretical and an applied lens. Blends technological awareness and ability with basic communication skills and practices. Provides numerous examples as well as video clips. Aimed at students and employees, including those at executive management level.

Contents include the following:

- Communication principles
- Interpersonal relationships
- Interviews
- Advertising
- Meeting procedures and correspondence
- Concise communication/short messages
- Language usage and editing of written materials
- Oral communication

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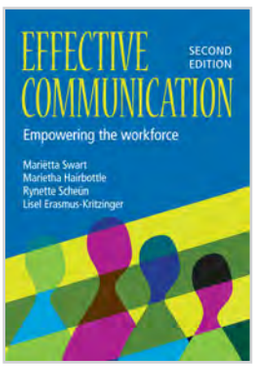


LECTURER RESOURCES

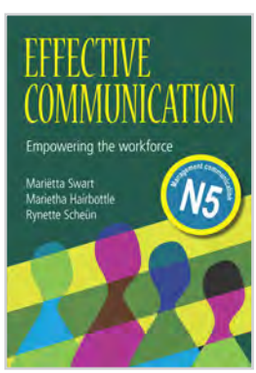
EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N4

Second edition
M. Swart, M. Hairbottle, R. Scheün &
L. Erasmus-Kritzinger
440 pages; 2019
ISBN: 978 0 627 03100 7
eISBN: 978 0 627 03707 8

A comprehensive, up-to-date and relevant communication text which engages readers through both a theoretical and an applied lens. Blends technological awareness and ability with basic communication skills and practices. Provides numerous examples as well as video clips. Aimed at students and employees, including those at executive management level.

Contents include the following:

- Communication principles
- Interpersonal relationships
- Interviews
- Advertising
- Meeting procedures and correspondence
- Concise communication/short messages
- Language usage and editing of written materials
- Oral communication



LECTURER RESOURCES

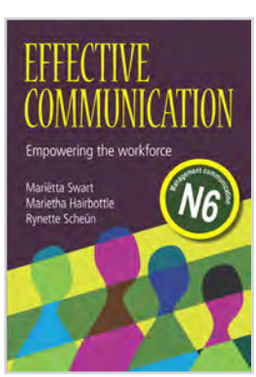
EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N5

M. Swart, M. Hairbottle & R. Scheün
446 pages; 2021
ISBN: 978 0 627 03799 3

A focus on essential and core communication skills in the context of today's ever-changing global multicultural and digital environments. Aimed at students, but can also be used by employees and those at executive management level.

Contents include the following:

- Social and mass media communication and advertising
- Presentation communication
- Multicultural communication
- Language usage in the workplace
- Writing letters in the workplace
- Meeting correspondence
- Reports
- Critical proofreading and editing
- Critical evaluation of auditive and oral communication



LECTURER RESOURCES

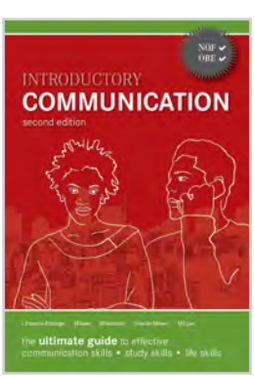
EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N6

M. Swart, M. Hairbottle & R. Scheün
342 pages; 2022
ISBN: 978 0 627 03801 3
eISBN: 978 0 627 03802 0

A guide to developing a solid strategy toward keeping employees informed and engaged; avoiding communication silos and overload; building interpersonal relations, and encouraging a productive and conducive work environment. Aimed at students, employees and those at executive management level.

Contents include the following:

- Motivation
- Problem solving and decision making
- Coping with conflict and stress
- Interviews
- Language usage in the workplace
- Concise communication
- Letters of the workplace
- Meeting correspondence and reports
- Critical proofreading and editing of written and visual material



INTRODUCTORY COMMUNICATION – THE ULTIMATE GUIDE TO EFFECTIVE COMMUNICATION SKILLS, STUDY SKILLS AND LIFE SKILLS

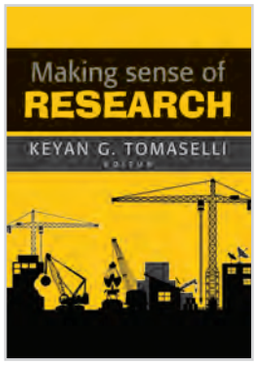
Second edition
L. Erasmus-Kritzinger, M. Swart, M. Hairbottle,
H. van der Merwe & M. Louw
320 pages; 2007
ISBN: 978 1 770 04815 7

Guidelines for effective study and learning success for both first and second language users. Covers all the important aspects of communication skills needed to study better, be confident and productive in a study environment, and improve qualifications. Includes case studies and practical applications. Aimed at students intending to further their studies, improve their qualifications or simply communicate more effectively.

Contents include the following:

- Staying motivated, having a good self-image and keeping a positive attitude
- Studying more effectively
- Listening skills
- Reading different text types
- Compiling basic business correspondence

Other titles in the series: *Effective communication* and *Advanced communication skills*



LECTURER RESOURCES

MAKING SENSE OF RESEARCH

K.G. Tomaselli (Editor)
480 pages; 2018
ISBN: 978 0 627 03601 9
eISBN: 978 0 627 03602 6

The unpacking of research as a technical and methodical process which starts with framing interesting questions and culminates in credible findings. Designed to take students beyond the messy experiential realm into what actually happens when getting registered, writing proposals, being examined and eventually crossing the stage to be capped. Aimed at all research students.

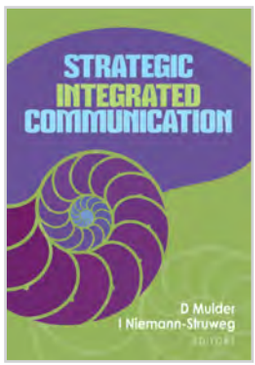
Contents include the following:

- Academic architecture and why history matters
- How to do it (research)
- Thematic techniques
- Ethnographic, reception, visual and textual methods
- Getting published
- Some words on deconstructing deconstruction
- Getting technically oriented
- Getting conceptually orientated

NEW MEDIA IN THE INFORMATION SOCIETY

Z. Lesame, B. Mbatha & S. Sindane (Editors)
229 pages; 2012
ISBN: 978 0 627 02997 4
eISBN: 978 0 627 03010 9

A guide through the world of new media from the earliest history to modern-day theories and applications. Large-scale issues such as e-government, cyber crime and internet policy are explored, although the focus remains on the impact of new media on the individual. Revision questions are provided for each chapter.



LECTURER RESOURCES

STRATEGIC INTEGRATED COMMUNICATION

D. Mulder & I. Niemann- Struweg (Editors)
248 pages; 2015
ISBN: 978 0 627 03293 6
eISBN: 978 0 627 03358 2

A discussion of the complexities of integrated communication (IC) processes, with proposed solutions to some of the more prominent obstacles faced during implementation. Provides a detailed analysis of IC and contextualises a number of communication challenges within an integrated communication environment. Aimed at both senior undergraduate and postgraduate students.

LANGUAGES

LECTURER RESOURCES

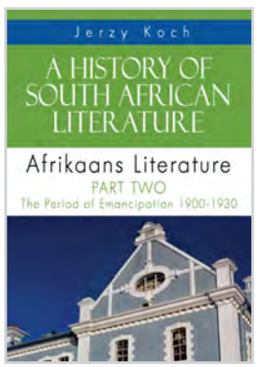
FONETIEK

Vyfde uitgawe
A.E. Coetzee
176 bladsye; 2018
ISBN: 978 0 627 03584 5
eISBN: 978 0 627 03585 2

'n Verbeterde en bygewerkte uitgawe. Praktykgerig en bied insig in die klanke en die klanksisteem van Afrikaans, asook in die belangrikste verskille met dié van Engels en ander Suid-Afrikaanse tale. Die nut van fonetiese transkripsies by lemmas in woordeboeke word uitgelig. Die belangrikheid van die optekening en beskrywing van werklike uitspraak met behulp van fonetiese tekens kry baie aandag. Gemik op studente in tale en opvoedkunde.

Inhoud:

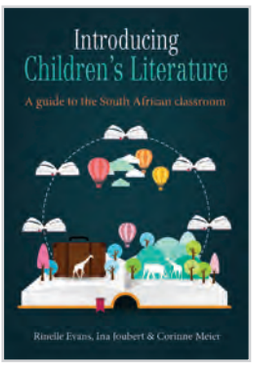
- Wat behels *Fonetiek*?
- Spraakapparaat
- Fonetiese alfabet
- Van teken tot skrif tot fonetiese skrif
- Woordeboeke en uitspraak
- Onderskeidende kenmerke
- Vokale
- Konsonante
- Sillabes, intonasie en klem
- Kategoriale klanksisteme
- Uitspraakvariasie
- Spelreëls en die klanksisteem
- Klanke en klankbeelding
- Transkripsies van literêre werke



A HISTORY OF SOUTH AFRICAN LITERATURE – AFRIKAANS LITERATURE PART 2: THE PERIOD OF EMANCIPATION 1900–1930

J. Koch
528 pages ; 2022
ISBN: 978 0 627 03928 7
eISBN: 978 0 627 03929 4

An extensive and thorough study of the development of Afrikaans literature during the first three decades of the 20th century. Follows Part 1, in which the earlier origins of Afrikaans and Afrikaans literature as well as the local Dutch writings tradition were discussed. The book starts with the origin and development of the Afrikaans language during the so-called 'Second Language Movement'. This is followed by the two main parts of the study: a discussion of the literary works of the 'first generation' (Celliers, Totius and Leipoldt) and those of the 'writers of the twenties' (Toon van den Heever, A G Visser, C J Langenhoven and Eugène Marais). More than a literary history about texts and the lives of their authors, this study integrates the development of Afrikaans literature with the development of Afrikaner ideology and identity.



LECTURER RESOURCES

NEW EDITION

INTRODUCING CHILDREN'S LITERATURE – A GUIDE TO THE SOUTH AFRICAN CLASSROOM

Second edition
R. Evans, I. Joubert & C. Meier
287 pages; 2025
ISBN: 978 0 627 04305 5
eISBN: 978 0 627 04306 2

A strong theoretical introduction to children's literature detailing how children can be encouraged to become enthusiastic readers. Features Afrocentric theories of development, new literacy studies, artificial intelligence, translation of children's literature and coloniality in the production of children's literature. Aimed at students as well as practising teachers.

Contents include the following:

- What is children's literature?
- Who is the young child?
- What is a book?
- A short historical overview of children's literature
- Types of children's literature
- Introducing children's storybooks to beginner readers
- Children's literature and the advanced reader
- Creating confident readers: the role of the adult
- Children's literature and the hidden curriculum
- Developing dispositions for teaching children's literature

LECTURER RESOURCES

NUWE UITGAWE

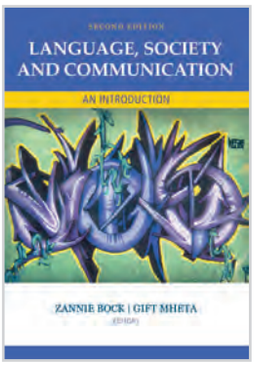
KONTEMPORÊRE AFRIKAANSE TAALKUNDE

Derde uitgawe
W.A.M. Carstens, N. Bosman & A. Breed (Redakteurs)
627 bladsye; 2025
ISBN: 978 0 627 04267 6
eISBN: 978 0 627 04268 3

Inhoud en konsepte strek van die ontstaan en aard van die Afrikaanse taal tot taalverwerwing en normatiewe en toegepaste taalkunde. Al die bestaande hoofstukke is op datum gebring, en daar is nou twee hoofstukke oor sintaksis. Bydraes deur spesialiste in die onderskeie velde bied die nuutste navorsing op nasionale en internasionale gebied. Gemik op studente in die Afrikaanse Taalkunde, onderwysers, akademici en taalpraktisyns.

Inhoud:

- Die Afrikaanse taalkunde van toeka tot nou
- Die eksterne geskiedenis van Afrikaans
- Taalverandering in Afrikaans
- Fonetiek, Fonologie en Morfologie
- Basiese Afrikaanse sintaksis
- Afrikaanse sintaksis, funksioneel benader
- Leksikale semantiek
- Pragmatiek en Sosiolinguistiek
- Normatiewe taalkunde
- Leksikografie en Dokumentontwerp
- Taalverwerwing en taalonderrig
- Toegepaste taalkunde



LECTURER RESOURCES

LANGUAGE, SOCIETY AND COMMUNICATION – AN INTRODUCTION

Second edition
Z. Bock & G. Mheta (Editors)
615 pages; 2019
ISBN: 978 0 627 03641 5
eISBN: 978 0 627 03642 2

An exploration of how language is intricately bound up with issues of power, status and identity. Introduces established and new linguistic concepts and theories, and links these to contemporary issues in society and the media (including social media), with a particular focus on southern Africa. Aimed at undergraduate students studying linguistics, language and communication, and related fields such as language education.

Contents include the following:

- Introduction to semiotics
- Phonetics, phonology and morphology
- Syntax: from words to sentences
- First and second language acquisition
- Language attrition
- Language families and typologies
- Linguistic diversity and its discontents
- Language and identity
- Language study and the professions

NORME VIR AFRIKAANS – MODERNE STANDAARDAFRIKAANS

Sesde uitgawe
W.A.M. Carstens
550 bladsye; 2018
ISBN: 978 0 627 03609 5
eISBN: 978 0 627 03610 1

'n Naslaanbron met 'n fokus op die norme wat in gedagte gehou word by die praktiese gebruik van Afrikaans. Daar word rekening gehou met die geleidelike herstandaardisering van Afrikaans. Die riglyne van die elfde uitgawe van die Afrikaanse woordelys en spelreëls (2017) is volledig in hierdie uitgawe vervat.

Inhoud:

- Taalnorme: 'n algemene perspektief
- Universele norme
- Interne norme van Afrikaans: sintaksis en morfologie
- Interne norm van Afrikaans: semantiek
- Eksterne norm: die norm van spelling en interpunksie
- Eksterne norm: die norm van die standaardtaal
- Eksterne norm: die norm van taalsuiwerheid
- Eksterne norm: die norm van styl
- Eksterne norm: die norm van naslaanbronne en woordeboeke
- Konvensies by die skryf van korrespondensiestukke in Afrikaans

OM TE SKRYF

Tweede uitgawe
625 bladsye; 2022
ISBN: 978 0 627 03950 8

Hoe leer mens skryf? Die vinnigste manier is om mooi te kyk na wat die beste ambagsmense doen en dan daardie tegnieke self te begin gebruik. Hierdie boek help jou daarmee. Dit kan beskou word as die Afrikaanse literatuur-handboek vir die moderne era. Die boek het 90 hoofstukke en maak gebruik van plaaslike en wêreldbekende prosastukke met oefeninge wat jou sal aanmoedig om jou eie skryfstyl aan te pas. Twee nuwe hoofstukke belig die werkswyse in 'n digitale nuuskantoor, wenke vir digitale joernalistiek en beproefde skryfformate wat op papier óf aanlyn werk.

Die teikenmark is voor- en nagraadse studente van kreatiewe skryfwerk, Afrikaanse letterkunde, kommunikasie en joernalistiek. Dit is ook gepas vir aanbieders van werkswinkels oor kreatiewe skryfwerk asook vir mense wat hulle eie skryftegniek wil verbeter.

Die boek is saamgestel deur 'n paneel skrywers van regoor die land.

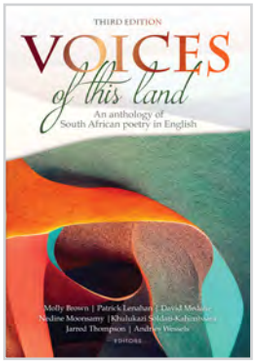
TOEGEPASTE TAALKUNDE IN AFRIKAANS

W.A.M. Carstens & T.J. van Dyk (Redakteurs)
816 bladsye; 2022
ISBN: 978 0 627 03970 6
eISBN: 978 0 627 03971 3

Die eerste omvattende boek oor hierdie onderwerp in Afrikaans. In hierdie opsig is dit 'n baanbrekerswerk wat op die boekrak behoort te wees van veral akademici en vakkundiges, maar ook ander wat in taalkunde in Afrikaans belangstel. Aan die hand van 38 hoofstukke deur 53 skrywers (verteenwoordigend van universiteite in Suid-Afrika, asook 'n aantal buitelandse medewerkers) word met die hulp van Afrikaanse voorbeelde toegelig hoe die toegepaste taalkunde uit 'n Afrikaanse vertrekpunt benader kan word. Die hoofstukke wissel van wat toegepaste taalkunde as terrein inhou (hoofstuk 1) tot hoofstukke oor taaltoetsing, die onderrig van lees en skryf, rekenaargesteunde taalonderrig, taalbeplanning, meertaligheid, SA Gebaretaal, vertaling, tolkwerk, teksredaksie, terminologie, kindertaal, onomastiek tot linguistiese landskap, en andere. Die verskeidenheid is groot.

Die boek is primêr 'n eboek, maar hardekopieë sal ook bestel kan word. 'n Besonder vernuwende eienskap van die eboek is die feit dat hoofstukke afsonderlik aangekoop sal kan word.

Kontak ons vir meer inligting oor afsonderlike hoofstukke as eboeke.



VOICES OF THIS LAND – AN ANTHOLOGY OF SOUTH AFRICAN POETRY IN ENGLISH

Third edition
M. Brown, P. Lenahan, D. Medalie, N. Moonsamy, K. Soldati-Kahimbaara, J. Thompson & A. Wessels (Editors)
288 pages; 2023
ISBN: 978 0 627 04242 3
eISBN: 978 0 627 04243 0

A new and expanded edition of what has become one of the standard collections of South African poetry written in English. Includes poems ranging from the colonial period right up to the present and encourages readers to revel in the power, richness and diversity of South African poetry.

Contents include poems by the following poets:

- Thomas Pringle
- Roy Campbell
- Dennis Brutus
- Douglas Livingstone
- Sipho Sepamla
- Mongane Serote
- Ingrid de Kok
- Gabeba Baderoon
- Finuala Dowling
- Lesego Rampolokeng

The third edition also includes poems by Koleka Putuma, Nick Mulgrew, Nondwe Mpuma and more.

LEGAL STUDIES

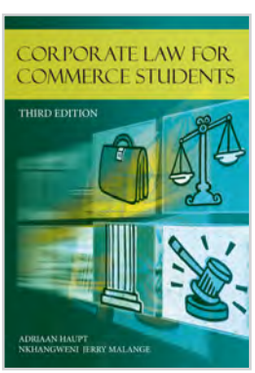
CORPORATE LAW AND CORPORATE GOVERNANCE – AN OVERVIEW OF BUSINESS UNDERTAKINGS IN SOUTH AFRICA

Second edition
T. Mongalo & T. Scott
446 pages; 2023
ISBN: 978 0 627 04013 9
eISBN: 978 0 627 04014 6

An up-to-date textbook dealing with the regulation of different aspects of business organisations (particularly companies) and social enterprises. Demystifies a number of corporate law concepts, ranging from fundamental transactions to takeovers, against the backdrop of the Constitution of the Republic of South Africa, 1996. Provides an extensive interpretation of the King IV™ corporate governance principles and includes a review of the common law origins of partnerships and business trusts. Aimed at students and practitioners in the field of corporate/company law.

Contents include the following:

- Incorporation and legal personality
- Pre-incorporation contracts
- Capitalisation of companies and financial assistance
- Fundamental transactions, takeovers and offers
- Directors
- Corporate governance reforms
- Corporate constitution
- Shareholders and corporate governance
- Remedies
- Insider trading
- Business rescue, compromise and winding-up



LECTURER RESOURCES

CORPORATE LAW FOR COMMERCE STUDENTS

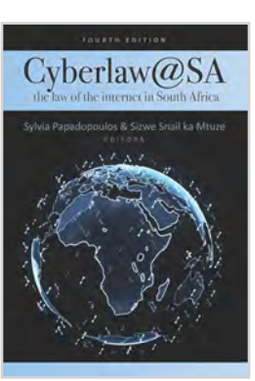
Third edition
A. Haupt & N.J. Malange
488 pages; 2021
ISBN: 978 0 627 03732 0
eISBN: 978 0 627 03733 7

A comprehensive yet basic guide to the structure and fundamentals of the new company dispensation. Provides a brief, clear and especially practical overview of the law of business entities within the framework of the new Companies Act, the common law, recent court judgments and the King IV™ report. Aimed at students studying commercial law, business entities or corporate law subjects as well as practising accountants, auditors, company secretaries and paralegal practitioners.

Contents include the following:

- How to choose the right option for a specific business
- The partnership concept, the business trust and the establishment of legal personality, companies and cooperatives
- Compliance, transparency, accountability and governance
- Securities, debt instruments and public offers
- Directors, shareholders and company meetings, fundamental transactions, takeovers and offers
- Business rescue and compromise with creditors
- Termination and dissolutionw
- Corporate governance: King IV™ report

*Contact your consultant if you are interested in a VirtualBook®



NEW EDITION IN PREPARATION

CYBERLAW@SA – THE LAW OF THE INTERNET IN SOUTH AFRICA

Fourth edition
S. Papadopoulos & S. Snail ka Mtuze (Editors)
544 pages; 2022
ISBN: 978 0 627 03795 5
eISBN: 978 0 627 03796 2

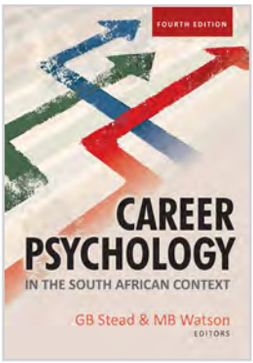
A specialised legal text directed at advancing the principles of digital jurisprudence. Covers a wide range of topics in the field of cyberlaw, from protection of domain names and personal information, to identity theft and privacy. Aimed at students, lawyers as well as other professionals such as auditors, accountants, law enforcement officers, forensic investigators, IT managers and company directors who deal with the use and implications of technology and the law.

Contents include the following:

- ISP liability and take-down notice procedure
- IT risk management, cyber liability and dispute resolution
- Taxation of e-commerce
- Online privacy and data protection
- Cybercrime (procedural and substantive law)
- Information security and the law
- Internet defamation, pornography and hate speech
- Consumer protection
- Protection of personal information
- Social media law

PSYCHOLOGY, FORENSIC AND SOCIAL SCIENCES

NEW EDITION



LECTURER RESOURCES

CAREER PSYCHOLOGY IN THE SOUTH AFRICAN CONTEXT

Fourth edition
G.B. Stead & M.B. Watson (Editors)
260 pages; 2025
ISBN: 978 0 627 03387 2
eISBN: 978 0 627 03388 9

An examination of theories and research in career psychology and career education in the South African and global contexts, focusing on both historical and current practices. Provides descriptive and critical analyses of career theories and contemporary thought on career development. Aimed at undergraduate and postgraduate students as well as career practitioners, psychologists, educationists and teacher-counsellors.

Contents include the following:

- Vocational personalities in work environments: interactions, transactions and processes
- The career development theory of Donald Super
- Career development and systems theory: enhancing our understanding of career
- Life design counselling
- Career counselling practice
- Career choice and poverty
- Assessment in career counselling: a South African perspective
- Women and career development
- Unemployment in South Africa
- Indigenisation of career psychology in South Africa

LECTURER RESOURCES

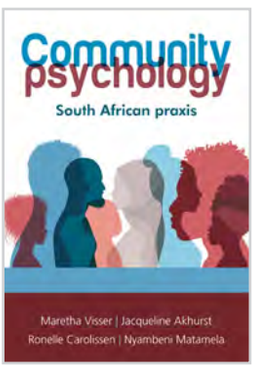
CHILD AND YOUTH MISBEHAVIOUR IN SOUTH AFRICA – A HOLISTIC APPROACH

Fifth edition
C. Bezuidenhout (Editor)
412 pages; 2024
ISBN: 978 0 627 04159 4
eISBN: 978 0 627 04160 0

An in-depth look into the complex and poorly understood phenomenon of youth misbehaviour. Discusses and analyses theories on the nature and causes of deviant behaviour, and assesses them critically with regard to their applicability to South Africa. Also presents relevant legal processes. Aimed at both practitioners and students.

Contents include the following:

- A historical perspective of the child and youth offender
- The nature and extent of child and youth misbehaviour in South Africa
- Risk factors pertaining to youth offenders
- The socio-moral redirection of troubled youth
- Adverse childhood experiences and youth misbehaviour
- Traditional theoretical explanations for youth misbehaviour
- Contemporary theoretical explanations for youth misbehaviour
- A historical overview of approaches to understanding female youth misbehaviour
- Contemporary South African perspectives on young female offending: dismantling risk, rethinking vulnerability
- The prevention and control of youth misbehaviour in South Africa
- Diversion
- Juvenile offenders in South African criminal law
- The Child Justice Act: practice and procedure
- Child trafficking in South Africa
- Child prostitution



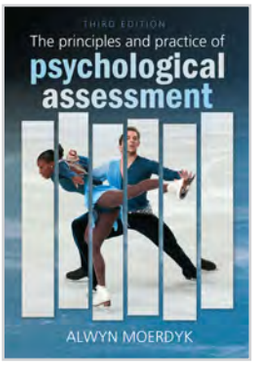
COMMUNITY PSYCHOLOGY – SOUTH AFRICAN PRAXIS

M. Visser, J. Akhurst, R. Carolissen & N. Matamela (Editors)
494 pages; 2022
ISBN: 978 0 627 03997 3
eISBN: 978 0 627 04151 8

An exploration of diversity within South African communities, research strategies as well as theories of community interventions in order to open up a new perspective for meaningful engagement which can lead to social change. Addresses psychosocial problems and how to empower people through community development. Aimed at undergraduate-level students of community psychology.

Contents include the following:

- African-centred community psychology
- Decolonising (community) psychology
- Community social impact assessment
- Peer support groups as community intervention
- Community mobilisation and social change
- HIV/AIDS and community psychology
- Substance abuse
- Gender-based violence and community wellbeing
- Poverty, unemployment and homelessness
- Racism and xenophobia
- Community trauma



LECTURER RESOURCES

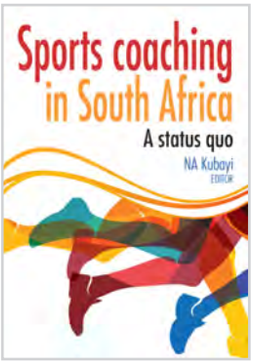
THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0
eISBN: 978 0 627 03931 7

A guide to drawing up, administering and interpreting assessment procedures, and judging whether the techniques used are theoretically and procedurally sound. Takes a special look at assessment from an organisational perspective. Aimed at third-year and honours students of psychology and industrial psychology as well as practitioners.

Contents include the following:

- Developing a psychological measure
- Reliability and validity
- Combining and interpreting assessment results
- Assessing in a multicultural context
- Assessing intelligence and ability
- Assessing competence
- Assessing integrity and honesty in the workplace
- Assessment for career counselling
- Interviewing
- New developments in assessment
- The history and development of psychological testing in South Africa



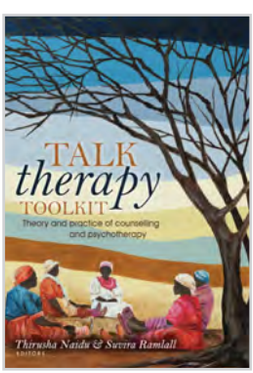
SPORTS COACHING IN SOUTH AFRICA – A STATUS QUO

N.A. Kubayi (Editor)
236 pages; 2024
ISBN: 978 0 627 03999 7

A comprehensive guide to the theory and practice of sports coaching in South Africa, focusing on the important role sports coaches play in developing competence, confidence, social skills and values among young people, and providing positive experiences for millions of South Africans every year. Also includes an overview of the early development of sport in the Dutch and British colonial eras, providing insight into how sport evolved as the country underwent development and several sociopolitical changes. Aimed at practising coaches as well as researchers and students in the fields of sports coaching, human movement science, and sports and exercise science.

Contents include the following:

- The history and development of sports coaching
- Examining sports coaching within the South African context
- The legal responsibilities of sports coaches
- Roles of a sports coach
- Safety issues and interventions in sports coaching
- Competitive intelligence of South African sports coaches
- Coaching special populations
- Support systems for sport teams
- A multidisciplinary and collaborative approach to performance and injury prevention and management
- Monitoring fitness and fatigue for coaches
- The psychology of sports coaching
- Creating a learning environment through the use of performance analysis for generation Z players participating in invasion team sports



LECTURER RESOURCES

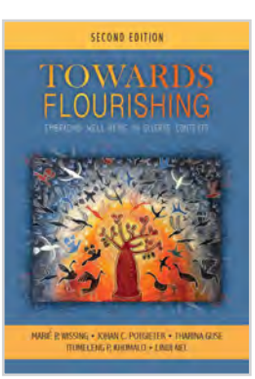
TALK THERAPY TOOLKIT – THEORY AND PRACTICE OF COUNSELLING AND PSYCHOTHERAPY

T. Naidu & S. Ramlall (Editors)
439 pages; 2016
ISBN: 978 0 627 03410 7
eISBN: 978 0 627 03411 4

A practical and accessible introduction to the theory, techniques and practice of counselling and psychotherapy. Includes illustrative case studies and examples from the South African context and practical suggestions on the application of core principles and practices. Aimed at beginner therapists, psychologists, psychiatrists, social workers, counsellors, coaches, nurses and health care professionals working in the South African context.

Contents include the following:

- Basic counselling skills
- Supportive psychotherapy
- Grief, trauma and crisis counselling
- Psychodynamic therapy
- Cognitive behavioural therapy
- Narrative therapy
- Motivational interviewing
- Group therapy
- From mind to brain: the neuroscience of psychotherapy
- From psyche to soul: psychotherapy and spirituality



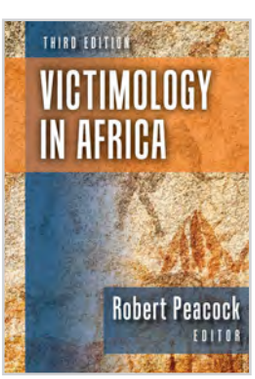
TOWARDS FLOURISHING – EMBRACING WELL-BEING IN DIVERSE CONTEXTS

Second edition
M.P. Wissing, J. Potgieter, T. Guse, T. Khumalo & L. Nel (Editors)
452 pages; 2020
ISBN: 978 0 627 03782 5
eISBN: 978 0 627 03783 2

A unique South African textbook focused on positive psychology. Includes non-Western views and takes multidisciplinary research practices into account for the promotion of wellbeing. The first handbook to describe the characteristics of the newly emerging Third Wave (P3.O). Aimed at undergraduate students in positive psychology, general psychology, industrial/organisation psychology, social work, other social sciences and education.

Contents include the following:

- Pathways to flourishing and recognising the changing landscape of positive psychology
- Feeling good: the hedonic perspective on wellbeing
- Functioning well: the eudaimonic perspective on wellbeing
- The interplay of body and mind in wellbeing
- Theories on character strengths, resilience, hope and self-determination
- Selected theories on functioning well and feeling good
- Positive relationships
- Positive institutions
- Activities and programmes to enhance wellbeing



LECTURER RESOURCES

VICTIMOLOGY IN AFRICA

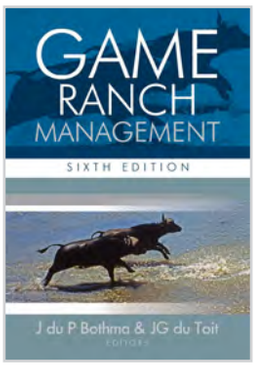
Third edition
R. Peacock (Editor)
423 pages; 2019
ISBN: 978 0 627 03713 9
eISBN: 978 0 627 03714 6

A comprehensive examination of types of victimisation and reactions to it, presented through a critical emancipatory approach that celebrates humanness and universal interconnectedness. Seeks to stimulate further empirical enquiry and theory development, and to inform policy and practice. Aimed at second- and third-year students in criminology and victimology.

Contents include the following:

- Victimology in context: South African law and policies; victim empowerment; restorative justice
- Specific patterns of victimisation: gender-based victimisation; victims of robbery with aggravating circumstances
- Marginalisation and multiple victimisation: street children; child soldiers; military veterans; sexual violence in prisons
- The future of victimology: international financial institutions; indigenous knowledge misappropriation; future challenges

Natural and Agricultural Sciences



NEW EDITION IN PREPARATION

GAME RANCH MANAGEMENT

Sixth edition
J. du P. Bothma & J.G. du Toit (Editors)
1012 pages; 2016
Hard cover
ISBN: 978 0 627 03346 9
eISBN: 978 0 627 03490 9

A comprehensive guide for wildlife ranchers in South Africa. Includes economics of the wildlife industry, marketing, and legislation and codes of conduct. Aimed at undergraduate and postgraduate students, and current and future owners of extensive wildlife production units.

Contents include the following:

- Bacterial, viral and protozoal diseases of wildlife
- Buying and selling of wild animals
- Hunting, keeping and managing large terrestrial carnivores
- Trophy hunting
- Meat production
- Veld management and habitat rehabilitation
- Genetic management
- Medical assistance in the field
- Falconry

WILDPLAASBESTUUR

Vyfde uitgawe
J. du P. Bothma & J.G. du Toit (Redakteurs)
Hardeband
1000 bladsye; 2021
ISBN: 978 0 627 03573 9
eISBN: 978 0 627 03574 6

'n Omvattende gids tot die vestiging en instandhouding van 'n winsgewende wildplaas. 'n Uitstekende algemene inligtingsbron oor wildsoorte in Suid-Afrika. Gemik op voor- en nagraadse studente in natuurlewe- en wildplaasbestuur, en op huidige en toekomstige eienaars van ekstensiewe wildproduksie-eenhede.

Inhoud:

- Wildplaasbeplanning
- Bemarking van 'n wildplaas
- Genetiese bestuur en nadoodse ondersoeke
- Vangs van wilde diere
- Aankoop en verkoop van wild
- Oes en hantering van wildsvleis
- Jag (onder andere boogjag en pylsafari's)
- Habitatbestuur
- Wildproduksie en landelike gemeenskappe

FARM MANAGEMENT – FINANCIAL PLANNING, ANALYSIS AND CONTROL

M.J. van Reenen & A. De K. Marais
225 pages; 1999
ISBN: 978 0 627 01824 4
eISBN: 978 0 627 03353 7

The basic principles of financial farming management, analysis and control, presented in an easy, accessible style with numerous examples. Discusses the impact of rising costs, lower product prices and escalating interest rates on the purchase of farming land and how these factors are forcing farmers to develop their business acumen and managerial skills optimally in order to manage their farming enterprises as economically as possible. Aimed at farmers and students studying farm management.

FARM MANAGEMENT – FINANCING, INVESTMENT AND HUMAN RESOURCES MANAGEMENT

M.J. van Reenen, A. De K. Marais & P.S. Nel
302 pages; 1995
ISBN: 978 0 627 02010 0
eISBN: 978 0 627 03354 4

Guidelines for rational financial and investment decisions and for appropriate management of human resources and labour relations on farms. Aimed at farmers and students studying farm management.

TVET APPROVED

FARMING FINANCIAL MANAGEMENT

The aim of *Farming Financial Management* is to provide farm managers and students with knowledge and understanding of the financial planning process in a farming context, as well as production economy principles and cost concepts. It is important to understand how to prepare and analyse financial statements, and this textbook expertly lays out the fundamental principles of basic accounting.

FARMING FINANCIAL MANAGAMENT N4

M.J. van Reenen, A. De K. Marais & N. Harmse
147 pages; 2023
ISBN: 978 0 627 04071 9
eISBN: 978 0 627 04072 6

Contents include the following:

- Financial management in perspective
- Financial management information system: importance, requirements and auxiliary statements
- Financial management information system: accounting principles and journals
- Financial management information system: double entry principle and an introduction to financial statements

FARMING FINANCIAL MANAGAMENT N5

M.J. van Reenen, A. De K. Marais, N. Harmse & P.S. Nel
186 pages; 2023
ISBN: 978 0 627 04073 3
eISBN: 978 0 627 04074 0

Contents include the following:

- The farm management information system: annual financial statements
- The farm management information system: analysis and interpretation
- Financial management information system: journals and bank reconciliation
- Financial planning: auxiliary budgets
- Capital requirements, forms and sources
- The financing policy of a farming enterprise

FARMING FINANCIAL MANAGAMENT N6

N. Harmse, M.J. van Reenen, A. De K. Marais, & P.S. Nel
165 pages; 2024
ISBN: 978 0 627 04075 7

Contents include the following:

- The farm management information system: analysis and interpretation
- Financial planning: the integrated farm budgeting system
- General principles and the accounting of value-added tax (VAT)
- The right to use land
- Management of farm machinery and buildings
- The investment of funds

FARMING MANAGEMENT

The aim of *Farming management* is to provide a background knowledge of the environment and functions of a farming business and the impact of agriculture on the national economy while managing the factors of production in South African agriculture. A farmer needs a basic understanding of the principles and practices of management in a farming environment, after which the knowledge of and skills in applying the management principles in the role as manager or farmer are developed. These management and business functions need to be integrated within the farming business.

FARMING MANAGEMENT N4

S. von Mollendorf, N. Harmse & V. Uys
214 pages; 2023
ISBN: 978 0 627 04065 8
EISBN: 978 0 627 04066 5

Contents include the following:

- Farming in perspective
- Description of farming management
- Management functions in farming
- Farming as a business
- Macro-agricultural marketing
- Micro-agricultural marketing and agri-processing

FARMING MANAGEMENT N5

S. von Mollendorf, N. Harmse & V. Uys
114 pages; 2023
ISBN: 978 0 627 04067 2
EISBN: 978 0 627 04068 9

Contents include the following:

- The farmer as an entrepreneur
- Farming strategy
- Good Agricultural Practices and technology
- Estate planning
- Insurance

FARMING MANAGEMENT N6

V. Uys, S. von Mollendorf & P.S. Nel
271 pages; 2024
ISBN: 978 0 627 04069 6

Contents include the following:

- Farming strategy
- Plans for production, financial, marketing, administrative, personnel and maintenance management
- Executive summary and future technological application plans for the farm
- Human resource management
- South African labour legislation

Public and Development Management

LECTURER RESOURCES

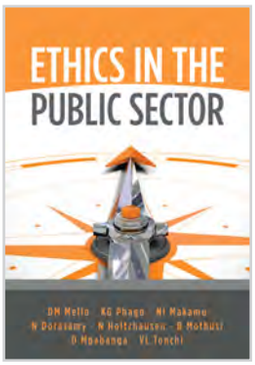
DEVELOPMENT, THE STATE AND CIVIL SOCIETY IN SOUTH AFRICA

Third edition
I. Davids & F. Theron (Editors)
260 pages; 2014
ISBN: 978 0 627 03179 3
eISBN: 978 0 627 04125 9

A holistic, multidisciplinary approach to the fundamentals of development theory, policies, programmes/projects and practices, namely cooperation, participatory planning and public participation. Aimed at undergraduate and postgraduate students doing courses in development studies, social work and public administration.

Contents include the following:

- Poverty in South Africa
- Promoting people-centred development and good governance
- The role of developmental NGOs in South Africa
- The role of trade unions
- Integrated development planning
- Public participation
- Scientific writing skills and research methodology



LECTURER RESOURCES

ETHICS IN THE PUBLIC SECTOR

D.M. Mello (Editor)
166 pages; 2020
ISBN: 978 0 627 03685 9
eISBN: 978 0 627 03686 6

A unique look at the challenging issue of public sector ethics, at a time when South Africa is grappling with startling revelations of conduct by government officials that directly contradicts the provisions of the Constitution of the Republic of South Africa, 1996. Includes discussions of two other African countries, Botswana and Namibia, to provide perspective. Aimed at students, officials and politicians.

Contents include the following:

- Theory and philosophical foundation of public sector ethics
- African context of ethics
- Policy framework for ethics
- Role players in ethics
- Causes of unethical behavior
- Remedies for unethical behaviour

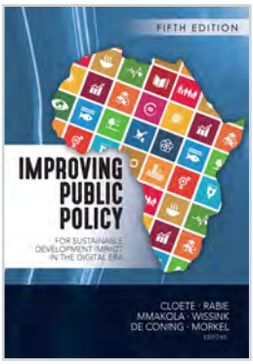
GOVERNMENT AND POLITICS IN SOUTH AFRICA – NEW DAWN?

Sixth edition
C. Landsberg, S. Graham & M. Nagar (Editors)
334 pages; 2023
ISBN: 978 0 627 03 995 9
eISBN: 978 0 627 03 9966

An in-depth look at the concepts, institutions, structures, policies and theories that characterise the South African governance and political landscapes. Incorporates the Cyril Ramaphosa administration's years in office so far as well as the global COVID-19 pandemic, its impact on South Africa's domestic and foreign contexts, and the South African government's responses to it.

Contents include the following:

- The context of South African government and politics
- Parliament
- The executive
- The legal system and the judiciary
- Administering national government
- Provincial government in South Africa
- Local government
- Public policy making in South Africa
- Political parties and elections
- The political economy of South Africa in a global context
- South African foreign-policy agenda and formulation, 1994–2022



LECTURER RESOURCES

IMPROVING PUBLIC POLICY FOR GOOD GOVERNANCE

Fifth edition
F. Cloete, C. de Coning, H. Wissink & B. Rabie (Editors)
484 pages; 2024
ISBN: 978 0 627 04157 0
eISBN: 978 0 627 04158 7

An examination of the complexity of modern Fourth Industrial Era societies, especially in Third World contexts like South Africa, that necessitates specific systematic public policy approaches and strategies to pursue the achievement of sustainable development goals in an ever-advancing digital era and under increasing resource constraints. Explains what public policy is and should be, why and how it is created, and how public policy content, processes, outputs and outcomes can be improved to promote optimal good governance in the most economic, efficient and effective ways. Aimed at students, researchers and practitioners in the field of public policy.

Contents include the following:

- The quest for sustainable development in Africa and South Africa
- Public policy nature and development
- Conceptual approaches to public policy
- Public policy values and ethics
- Agenda setting for policy change
- Policy design
- Policy implementation
- Public policy programme and project management
- Policy evaluation
- Digital public policy governance
- Policy competencies and skills

LECTURER RESOURCES

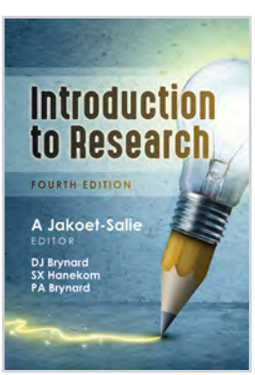
INTERGOVERNMENTAL RELATIONS IN SOUTH AFRICA

Second edition
S. Kahn, S. Madue & R. Kalema
424 pages; 2016
ISBN: 978 0 627 03406 0
eISBN: 978 0 627 03407 7

An examination of the way in which the different spheres of government relate to each other and the South African government's quest to enhance effective and efficient service delivery. Uses four distinct approaches: constitutional/legal; democratic; financial; and normative/operational. Focuses on comparative intergovernmental relations (Botswana, Uganda, Ghana, UK and Germany) and provides practical steps for the promotion of well-grounded intergovernmental relations, sustainable capacity building and trustworthy political accountability. Includes case studies and questions. Aimed at students as well as practitioners.

Contents include the following:

- Concepts and government structures
- Models of intergovernmental relations
- Service delivery in South Africa
- Governmental relations with extragovernmental and international organisations
- Cooperative governance
- Governmental relations in BRICS countries



LECTURER RESOURCES

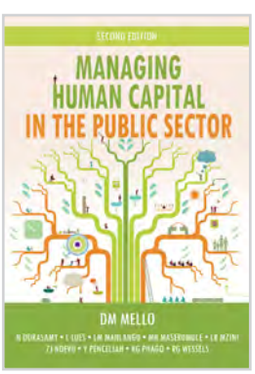
INTRODUCTION TO RESEARCH

Fourth edition
A. Jakoet-Salie (Editor)
125 pages; 2022
ISBN: 978 0 627 03895 2
eISBN: 978 0 627 03896 9

A step-by-step approach to the fundamentals of research. Guides the novice researcher through the research process, including how to choose the appropriate research methodology and how to adhere to the standards for conducting ethical research. Aimed at all students and researchers, across a variety of disciplines.

Contents include the following:

- Ethical practices in research
- Sources for scientific research topics
- Demarcation of the research problem
- Formulating a hypothesis
- Preparing for a literature review and the development of a theoretical framework
- Writing the research proposal
- Preliminary investigation and research techniques
- Data analysis
- Writing the research report



LECTURER RESOURCES

MANAGING HUMAN CAPITAL IN THE PUBLIC SECTOR

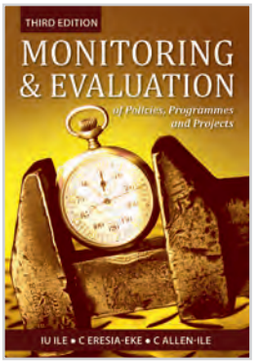
Second edition
D.M. Mello (Editor)
308 pages; 2024
ISBN: 978 0 627 04196 9
eISBN: 978 0 627 04197 6

A fresh perspective on the management of human capital in the public sector, representing a paradigm shift away from human resources toward human capital, and the value employees add to institutions. Supports a problem-based learning approach to prepare graduates for their duties in a human capital environment, with minimal on-the-job training required. Aimed at students at both undergraduate and postgraduate levels, as well as academics, researchers and human capital practitioners in the public sector.

Contents include the following:

- Contextualising human capital management
- Strategic human capital management
- Job analysis, acquisition, and assimilation of employees into the workplace
- Employment equity and managing diversity
- Employee compensation
- Motivating employees
- Performance management and development
- Training and development in the public sector
- Career management
- Talent and retention management
- Employee relations
- Managing employee health and wellness

NEW EDITION



LECTURER RESOURCES

MONITORING AND EVALUATION OF POLICIES, PROGRAMMES AND PROJECTS

Third edition
I. Ile, C. Eresia-Eke & C. Allen-Ile
338 pages; 2025
ISBN: 978 0 627 04271 3
eISBN: 978 0 627 04272 0

An examination of the key concepts and practices involved in performance tracking and evaluation. Carefully balances theory and practice, and begins unpacking the issue of decolonialisation and the emerging area of indigenous monitoring and evaluation (IM&E). Aimed at university students (particularly those in management and public administration) as well as practitioners and decision-makers in public and private sector organisations.

Contents include the following:

- Monitoring and evaluation in the context of public policy
- Practical guide for public policy monitoring and evaluation
- Programmes/projects and the results-based management approach
- Delivering results with developmental interventions
- Executing programme/project monitoring and evaluation
- Human resource aspect of monitoring and evaluation
- Institutionalising policy monitoring and evaluation in the organisation
- Deepening monitoring and evaluation practice through participatory monitoring and evaluation
- Using research in the monitoring and evaluation of policies, programmes and projects
- Decolonising public administration and governance through the indigenisation of monitoring and evaluation

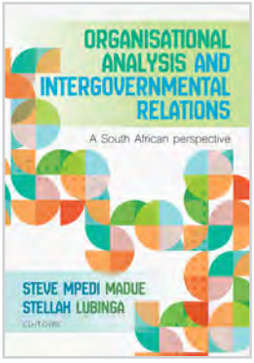
MUNICIPAL FINANCE AND ACCOUNTING

Fourth edition
M. Fourie & L. Opperman
618 pages; 2023
ISBN: 978 0 627 0 4079 5

A holistic look at the key features of municipal finance and accounting, with emphasis on the principles of sound financial governance in municipalities. Includes all new amendments to existing legislation and supporting regulations. Designed for use in tertiary education as well as for regular consultation by accounting officers, financial and non-financial officials and councillors in the performance of their duties.

Contents include the following:

- Legislative framework for local government
- Standard operational cycle in financial administration of municipalities
- Financial management
- Roles of other organs of state and entities in the financial administration of municipalities
- Annual financial statements and related matters



LECTURER RESOURCES

ORGANISATIONAL ANALYSIS AND INTERGOVERNMENTAL RELATIONS – A SOUTH AFRICAN PERSPECTIVE

S. Madue & S. Lubinga (Editors)
165 pages; 2020
ISBN: 978 0 627 03687 3
eISBN: 978 0 627 03688 0

A discussion of how organisations work, how to conduct organisational analysis and how organisations can benefit from the advantages of intergovernmental relations in order to maximise productivity, effectiveness and profitability. Also explores how the relations between the spheres of government are affected by the shifting political environment in South Africa. Aimed at undergraduate students as well as practitioners of organisational analysis in both the private and the public sector.

Contents include the following:

- Organisational theories
- Principles of organising
- The need for organisational structure and the factors that influence it
- Organisational analysis tools and techniques
- Departmental structuring principles in South Africa
- Change management process and models
- The influence of the internal and external environments on the functioning of organisations
- Spheres of government

LECTURER RESOURCES

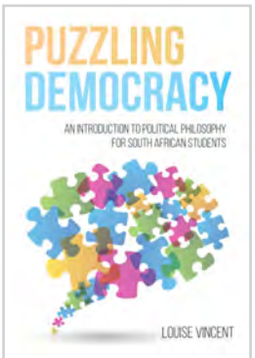
PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

I.M. Ambe & J.A. Badenhorst-Weiss (Editors)
410 pages; 2020
ISBN: 978 0 627 03675 0
eISBN: 978 0 627 03676 7

An in-depth look at procurement and supply chain management (SCM) in the public sector, with special reference to applicability in South Africa. Provides new ideas, concepts, case studies and practical experiences. Aimed at students, government officials, academics, researchers, consultants and other concerned parties.

Contents include the following:

- SCM challenges in the South African public sector
- Legislation governing public SCM
- Demand management
- Acquisition management
- Implementing bid committee systems
- Strategic sourcing and category management
- Managing inventory
- Logistics
- Asset and disposal management
- Risk management
- Contracts
- Electronic systems and e-procurement
- Performance monitoring and evaluation
- Sustainable public procurement
- Ethics



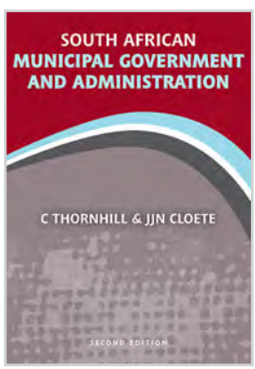
PUZZLING DEMOCRACY – AN INTRODUCTION TO POLITICAL PHILOSOPHY FOR SOUTH AFRICAN STUDENTS

L. Vincent
148 pages; 2021
ISBN: 978 0 627 03817 4
eISBN: 978 0 627 03818 1

An examination of some enduring puzzles that have to do with the most important pillars of democracy: freedom, rights, equality, justice and legitimate authority. Explores complex debates relevant to the South African context in a simple and accessible manner. Aimed at first- and second-year undergraduate students.

Contents include the following:

- Democracy
- Freedom
- Equality
- Justice
- Rights
- Authority
- Final thoughts



LECTURER RESOURCES

SOUTH AFRICAN MUNICIPAL GOVERNMENT AND ADMINISTRATION

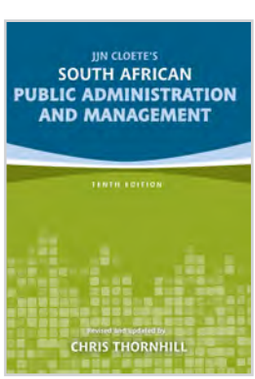
Second edition
C. Thornhill & J.J.N. Cloete
207 pages; 2014
ISBN: 978 0 627 03130 4
eISBN: 978 0 627 03170 0

The powers and functions of the local sphere of government, what services communities are entitled to, and how councillors and officials could be made accountable for non-delivery of these services, under-performance or lack of pride in the quality of work done. Incorporates the most recent developments in this sphere of government and includes various practical examples as well as rulings of the Constitutional Court, policy statements and reports.

Aimed at undergraduate and postgraduate students studying municipal government and administration as well as aspiring and serving municipal councillors.

Contents include the following:

- Origins and characteristics of urban areas
- Functions and powers of municipal councils
- Coordinating structures, composition and objectives of municipal councils
- Municipal planning
- Municipal Finance Management Act (MFMA)
- Human resource administration and management
- Municipal associations and related institutions
- Public relations: functions and objectives



LECTURER RESOURCES

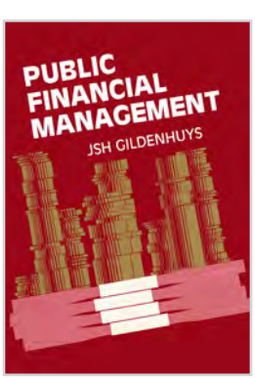
SOUTH AFRICAN PUBLIC ADMINISTRATION AND MANAGEMENT

Tenth edition
J.J.N Cloete & C. Thornhill
352 pages; 2012
ISBN: 978 0 627 02980 6
eISBN: 978 0 627 03263 9

A study of the policies and practices required to give effect to South Africa's constitutional provisions while also acknowledging the international requirements of the world of nations. Compiled in accordance with the new political and administrative system which commenced with the adoption of the Constitution of the Republic of South Africa, 1996. Includes key concepts and self-study questions for each chapter as well as practical examples. Aimed at students and practitioners interested in the way in which the public sector in South Africa operates.

Contents include the following:

- The participants and the activities involved in policy making
- Constructing organisational structures
- Financing public sector activities
- The provision and appointment of human resources
- Establishing work procedures
- Exercising control to ensure that government's stated goals are achieved



PUBLIC FINANCIAL MANAGEMENT

J.S.H. Gildenhuys
690 pages; 1997
ISBN: 978 0 627 01848 0

An authoritative work on the subject of financial management, both at central and local government levels. The approach followed is normative/descriptive, and the content is presented in a universally applicable and generic manner.

Contents include the following:

- Fundamental principles of public finance
- Organisational rules of public financial management
- Public revenue
- Public budgeting
- Financial activities

Research, Reference and Student Support

LECTURER RESOURCES

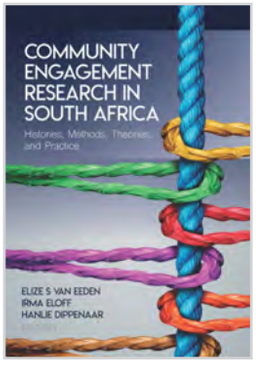
AKADEMIESE GELETTERDHEID – RIGLYNE VIR AKADEMIESE SKRYFWERK

E. Lubbe (Redakteur)
174 bladsye; 2022
ISBN: 978 0 627 03986 7
eISBN: 978 0 627 03987 4

Studente word begelei om die skryf van akademiese tekste op 'n sistematiese wyse te benader; opdragte te ontleed en te beplan; relevante vakinhoud in te samel en met begrip te lees; navorsing, kennis en afleidings op 'n gestruktureerde wyse in goed geformuleerde taal weer te gee sodat dit 'n samehangende geheel vorm; en terugvoer op akademiese tekste te verwerk ten einde as akademiese skrywers te groei.

Inhoud:

- Ontleding van opdraginstruksies en beplanning van 'n akademiese skryfstuk
- Akademiese bronsoektogte en brongebruik
- Akademiese leesstrategieë, en die verwerking van inligting uit bronne
- Titels, inhoudsopgawes en inleidingsparagrawe
- Akademiese paragrawe in akademiese tekste
- Tekseenheid in akademiese tekste
- Struktuur van 'n akademiese slotparagraaf
- Wetenskaplike en akademiese skryfstyl
- Redigering van akademiese werkstukke en verwerking van terugvoer



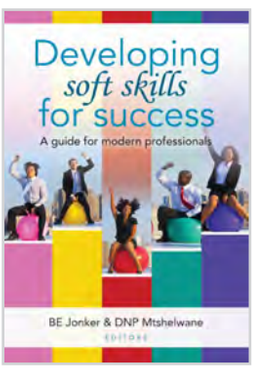
COMMUNITY ENGAGEMENT RESEARCH IN SOUTH AFRICA – HISTORIES, METHODS, THEORIES AND PRACTICE

E.S. van Eeden, I. Eloff & H. Dippenaar (Editors)
555 pages; 2022
ISBN: 978 0 627 03793 1
eISBN: 978 0 627 03794 8

A look at a transformative model for community engagement, in which societal involvement is the driving force behind all research activities of a university. Prepares students to be agents for positive social change in all spheres of life.

Contents include the following:

- Reflections on the process of ethical co-creation of knowledge with community partners
- International collaboration in community intervention programmes
- Inclusive community engagement studies
- On the researcher–researched relationship in educational psychological research with vulnerable populations
- Engagement with mining-affected communities
- Moving community engagement in South Africa from rhetoric to reality through engaged scholarship
- Towards a live project framework for community engagement in South Africa
- The Sustainable Development Goals and community-based collaboration and research



LECTURER RESOURCES

DEVELOPING SOFT SKILLS FOR SUCCESS – A GUIDE FOR MODERN PROFESSIONALS

B.E. Jonker & N.D.P. Mtshelwane (Editors)
216 pages; 2021
ISBN: 978 0 627 03797 9
eISBN: 978 0 627 03798 6

A foundation for cultivating excellence in emerging leaders. Offers fresh, current and applicable content from a southern African perspective, including practical group and individual exercises to facilitate learning in an interactive, challenging and fun way. Aimed at students in higher education as well as practising professionals and managers.

Contents include the following:

- Setting goals for success
- Career self-management skills – employability and graduate attributes
- Career development for professional success
- Personal branding for professional success
- Digital skills development for success
- The art of professional networking for success
- Professional communication for success
- Managing a diverse workforce for success
- Organisational change for success
- Ethics for success

LECTURER RESOURCES

NEW EDITION

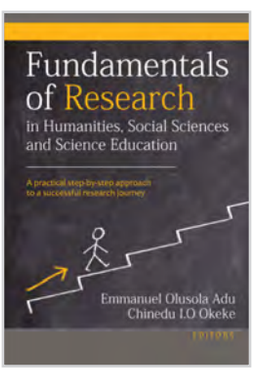
FIRST STEPS IN RESEARCH

Fourth edition
K. Maree
538 pages; 2025
ISBN: 978 0 627 04169 3
eISBN: 978 0 627 04170 9

A practical guide on how to conduct and report on research at undergraduate and postgraduate level. Uses the most current perspectives in the field, both locally and internationally, to facilitate the understanding and application of theories, goals, methods and strategies. Aimed at scholars, academics, researchers, and Master's and doctoral students who are conceptualising and conducting research.

Contents include the following:

- Formulating research questions
- Conceptualising and writing research proposals
- Conducting a preliminary literature review
- Ethical considerations
- Interpreting data
- Sampling methods
- Basic probability rules
- Basic statistical methods and tests/techniques
- Employing online and technical instruments in the areas of literature review, data collection and data analysis
- Mixed-methods (avant garde) frameworks



LECTURER RESOURCES

FUNDAMENTALS OF RESEARCH IN HUMANITIES, SOCIAL SCIENCES AND SCIENCE EDUCATION – A PRACTICAL STEP-BY-STEP APPROACH TO A SUCCESSFUL JOURNEY

E.O. Adu & C.I.O. Okeke (Editors)
284 pages; 2022
ISBN: 978 0 627 03883 9
eISBN: 978 0 627 03884 6

A step-by-step guide to the research endeavour, from the selection and formulation of a research problem, to the writing or reporting, to the publication of research results. Aimed at students and novice researchers.

Contents, among others, include the following:

- Identification and selection of a research topic
- Dynamics of a good research problem statement
- Designing the main and the sub-research questions
- The essence of the literature review
- Research designs: meaning, rationales and types
- The research study site
- Target population, samples and sample selection
- Data collection procedures
- Data analysis and interpretation procedures
- Ethical issues in humanities, social sciences and science education
- Presentation of research results
- Writing a good conclusion to a study
- Avoiding plagiarism and writing good references in research

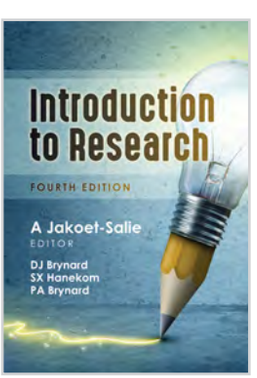
HOW TO SUCCEED IN YOUR MASTER'S AND DOCTORAL STUDIES – A SOUTH AFRICAN GUIDE AND RESOURCE BOOK

Second edition
J. Mouton
254 pages; 2022
ISBN: 978 0 627 03492 3
eISBN: 978 0 627 03831 0

A guide to the management of postgraduate research studies that is essential for every student who embarks on a Master's degree or doctorate, irrespective of the field of study.

Contents include the following:

- Step 1: Getting started
- Step 2: Working with a supervisor
- Step 3: Scanning the field of study
- Step 4: Developing the research proposal
- Step 5: Managing research resources
- Step 6: Undertaking a comprehensive review of the literature
- Step 7: The research process
- Step 8: Organising and writing the thesis



LECTURER RESOURCES

INTRODUCTION TO RESEARCH

Fourth edition
A. Jakoet-Salie (Editor)
125 pages; 2022
ISBN: 978 0 627 03895 2
eISBN: 978 0 627 03896 9

A step-by-step approach to the fundamentals of research. Guides the novice researcher through the research process, including how to choose the appropriate research methodology and how to adhere to the standards for conducting ethical research. Aimed at all students and researchers, across a variety of disciplines.

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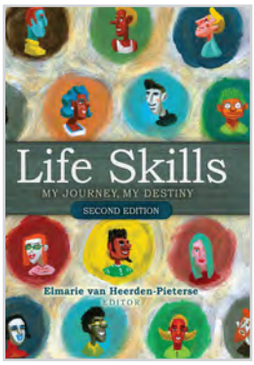
- Ethical practices in research
- Sources for scientific research topics
- Demarcation of the research problem
- Formulating a hypothesis
- Preparing for a literature review and the development of a theoretical framework
- Writing the research proposal
- Preliminary investigation and research techniques
- Data analysis
- Writing the research report



LECTURER RESOURCES

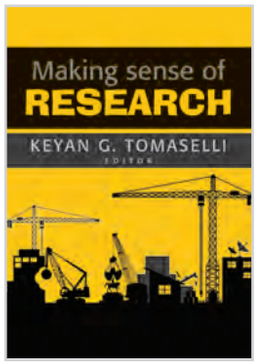
LIFE SKILLS – MY JOURNEY, MY DESTINY

Second edition
E. van Heerden-Pieterse (Editor)
317 pages; 2015
ISBN: 978 0 627 02953 0
eISBN: 978 0 627 03228 8

An essential workbook for everyone wanting to reach their full potential, both personally and professionally. Explains how to manage social, academic and work environments effectively as the key to personal success. Aimed primarily at learners preparing to enter the world of work, and learners who are forming new types of relationships, redefining themselves and beginning to establish their identities as adults and workers.

Contents include the following:

- Student life and adjustment to life on campus, and lecture and study skills
- Self-directed learning, time management, career planning and motivation
- Coping with cultural diversity and change
- Conflict management, problem solving and decision making
- Interpersonal relationships and healthy living (including HIV and AIDS, drug abuse and pregnancy)
- Self-image, assertiveness and stress
- Critical and analytical thinking
- Helping skills, trauma, loss and bereavement
- CVs and portfolios, job searches and interviews
- Ethics and professional behaviour in the workplace



LECTURER RESOURCES

MAKING SENSE OF RESEARCH

K.G. Tomaselli (Editor)
480 pages; 2018
ISBN: 978 0 627 03601 9
eISBN: 978 0 627 03602 6

The unpacking of research as a technical and methodical process which starts with framing interesting questions and culminates in credible findings. Designed to take students beyond the messy experiential realm into what actually happens when getting registered, writing proposals, being examined and eventually crossing the stage to be capped. Aimed at all research students.

Contents include the following:

- Academic architecture and why history matters
- How to do it (research)
- Thematic techniques
- Ethnographic, reception, visual and textual methods
- Getting published
- Some words on deconstructing deconstruction
- Getting technically oriented
- Getting conceptually orientated

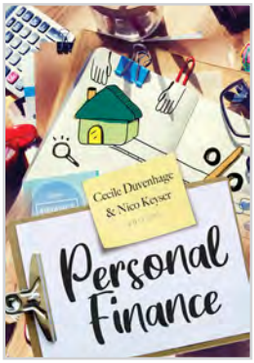
NAVORSING – 'N GIDS VIR DIE BEGINNERNAVORSER

Tweede uitgawe
423 bladsye; 2023
I. Joubert & C. Hartell (Redakteurs)
ISBN: 978 0 627 04084 9
eISBN: 978 0 627 04085 6

Basiese inligting vir die beginnernavorser. Vervat onderwerpe oor selfbestuur, verhoudings met studieleiers en tipes navorsing wat onderneem word. Bydraes van akademici vanuit die wye opvoedkunde spektrum. Verskaf ryk voorbeelde en praktiese benaderings tot navorsing. Spesifiek gerig op voor- en nagraadse onderwysstudente.

Inhoud:

- Deel 1: Algemeen
- Deel 2: Kwalitatiewe navorsing
- Deel 3: Kwantitatiewe navorsing
- Deel 4: Addisionele benaderings tot navorsing
- Deel 5: Verslagdoening



LECTURER RESOURCES

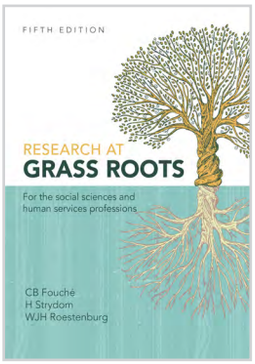
PERSONAL FINANCE

C. Duvenhage & N. Keyser (Editors)
240 pages; 2021
ISBN: 978 0 627 03815 0
eISBN: 978 0 627 03816 7

A guide to good financial decision making that will empower people to manage their money better and so maximise their opportunities and lead more fulfilling lives. Encompasses many areas and core topics such as cash flow management, savings, debt, housing and planning for the future. Aimed at students as well as the average South African on the street needing guidance on managing household financial matters.

Contents include the following:

- The macroeconomic environment, economic variables and personal finance
- Time value of money
- Investments: equity/stocks (shares); fixed equity; listed property; unit trusts/collective investment schemes
- Personal finance: banking services and products
- Managing credit
- Insurance and assurance
- Retirement



LECTURER RESOURCES

RESEARCH AT GRASS ROOTS – FOR THE SOCIAL SCIENCES AND HUMAN SERVICES PROFESSIONS

Fifth edition
C.B Fouché, H. Strydom & W.J.H. Roestenburg (Editors)
550 pages; 2021
ISBN: 978 0 627 03821 1
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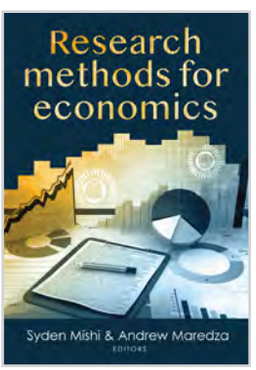

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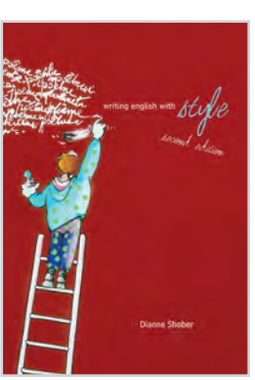

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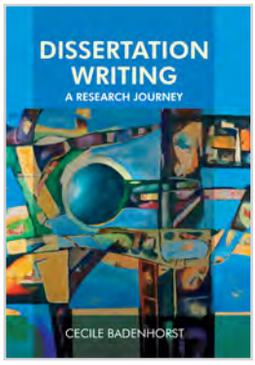

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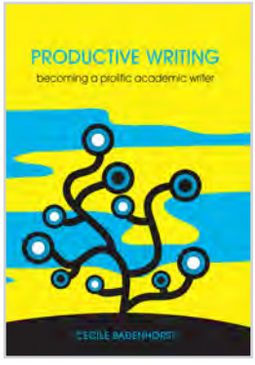

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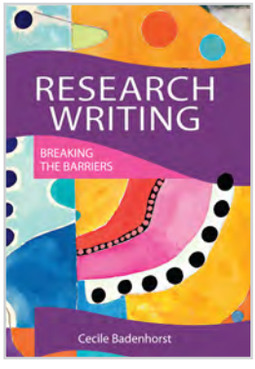

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