TVET Catalogue | 2015

Let learning flourish

PEARSON

Dear Lecturer

At Pearson, our aim is to enable you and your students to flourish through effective learning content, tools and services.

We are proud to present Pearson's Technical and Vocational Education and Training (TVET) Catalogue 2015. We would like to introduce you to our leading-edge digital learning solutions, quality books, and professional development and assessment services that are driving TVET teaching into the future.

In our Digital Learning Solutions section on page 5, we're excited to launch MyLab South Africa. It's a dynamic online learning solution mapped to the local curriculum which has been designed to improve learning through increased student motivation and engagement.
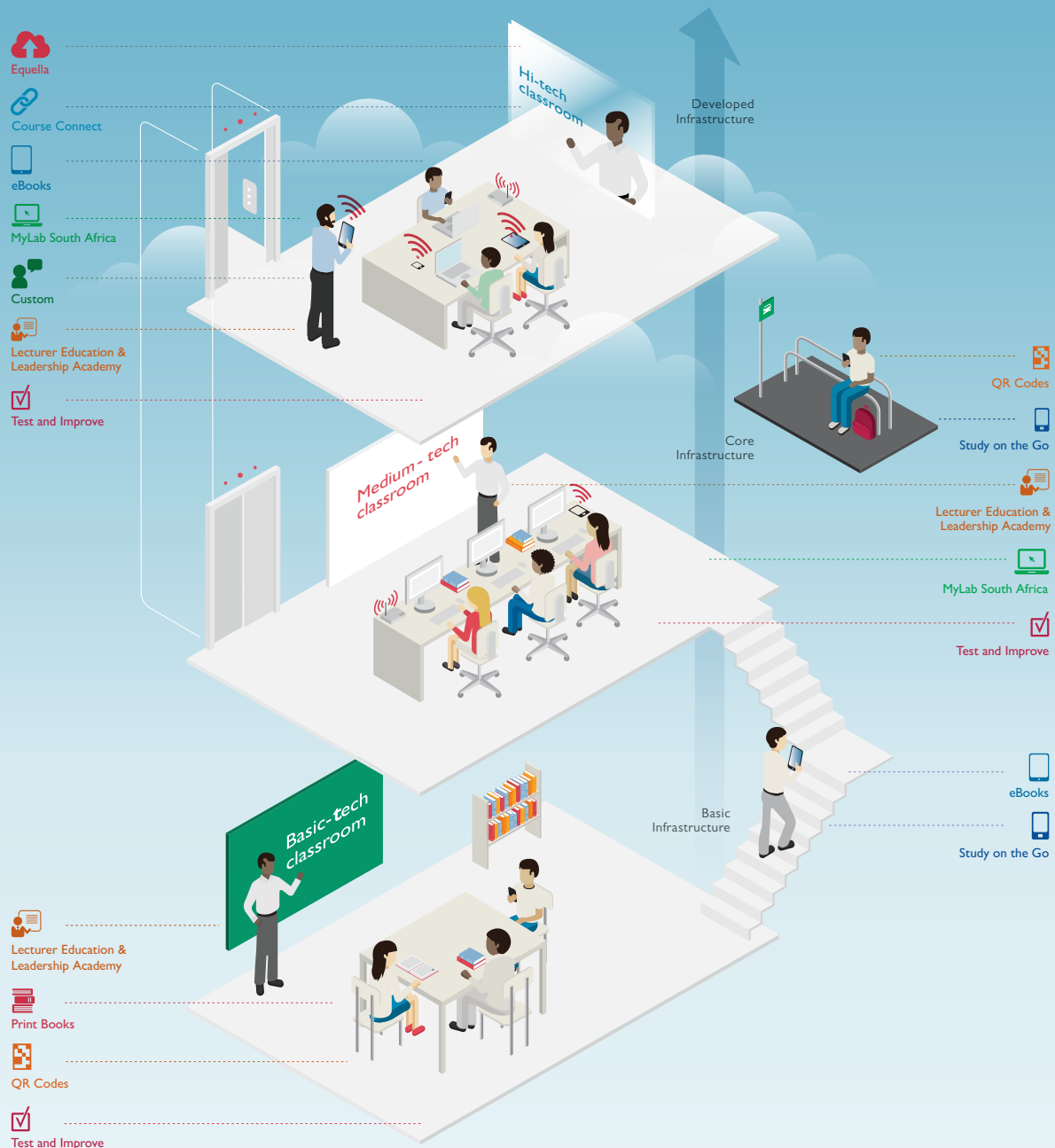
In our Titles section on page 17, you'll find titles from Pearson's two successful series – Pathways and FCS. New titles in both series have been enhanced with the introduction of QR codes and Study on the Go, which allow students to study wherever, whenever via their mobile phones.

And in our Services section on page 33, you'll find out about the Pearson Lecturer Education and Leadership Academy. The Services section also features Test and Improve a diagnostic assessment service designed to improve Maths and English results.

As we look ahead to a digital future, we are focused on making a measurable impact on learning, and supporting every TVET lecturer with the resources and training required to effectively teach in a changing classroom.

Ute Späth
Learning Services Director - Post-School

> " **We support both lecturers and students on their unique path to success, by ensuring that learning is personalised and relevant.** "

Equella

Course Connect

eBooks

MyLab South Africa

Custom

Lecturer Education & Leadership Academy

Test and Improve

Hi-tech classroom

Developed Infrastructure

QR Codes

Study on the Go

Lecturer Education & Leadership Academy

MyLab South Africa

Test and Improve

Medium-tech classroom

Core Infrastructure

Basic Infrastructure

eBooks

Study on the Go

Basic-tech classroom

Lecturer Education & Leadership Academy

Print Books

QR Codes

Test and Improve

Here is a guide to our learning solutions

Our learning solutions guide gives you an overview of our variety of learning solutions including books, digital solutions and services.

We have grouped our learning solutions based upon three levels of infrastructure - basic, core and developed. So, no matter what the level of digital infrastructure at your college, we offer a range of locally relevant solutions to enrich your teaching and engage your students.

One of our Key Account Managers can guide and support you in selecting the best solutions for your college.

Learn more at **www.pearson.co.za**

Contents

We harness our local knowledge and digital expertise to bring you leading-edge solutions that are locally relevant

Section 1:

Digital Learning Solutions

Introducing elearning

Our dynamic digital solutions support personalised learning.

Whether you're in the classroom, at home or on the go, our digital learning solutions are designed to engage, inspire and support you and your students. Take advantage of MyLab South Africa's innovative online homework tutorial program to improve outcomes through blended learning. Enhance your students' foundational skills and improve their results with MyFoundationsLab and MyITLab.

Our mobile learning solutions allow your students to study whenever and wherever via their mobile device. We provide a comprehensive range of eBooks based on the approved NC(V) curriculum by the Department of Higher Education and Training. Our eBooks are designed to effectively support the teaching and learning process.

We understand how important it is to ensure that your digital solutions are implemented effectively. So, our dedicated support team is there to help you get the best out of your chosen solutions.

MyLab | South Africa

Motivate, engage and achieve

Introducing MyLab South Africa

MyLab South Africa is an engaging and flexible online learning solution and homework tutorial system.

Built around content created for the local curriculum from the Department of Higher Education and Training, this dynamic digital resource can be used in the classroom to support teaching and learning.

MyLab South Africa provides engaging videos and animation, bringing subject matter to life in real-world scenarios.

Lecturers save time with prebuilt assessments that are automatically graded and the results fed into the online gradebook.

MyLab South Africa includes an eBook that allows for notetaking and highlighting, and a unique whiteboard feature for classroom sharing.

Why MyLab South Africa?

- MyLab South Africa is based on the MyLab model, which has proven results globally in improving learning outcomes through increased student motivation and engagement.

- Content is delivered in a variety of engaging formats, such as videos, infographics, quizzes and eText, and tools such as the Gradebook help you with automated marking.

- It is brought to you by Pearson, a long-term partner with a true grasp of the subject, excellent content, and eye on the future of education.

Five good reasons to add MyLab South Africa to your learning offering

It's customisable – The flexible design means it offers both self-study and instructor-led modes, allowing for full customisation by lecturers. It's also book independent, so it fits your curriculum even if you're not using a Pearson textbook.

It's engaging – Bringing subject matter to life for the student, ensuring that theoretical knowledge translates into practical understanding and application.

It's comprehensive – Offering a host of learning tools, including lessons, role-plays, exercises, assignments, quizzes and ongoing assessments – all of which work together to improve learning outcomes.

It's convenient – It's a lecturer's dream, reducing administration, cutting down on time spent marking, and offering full student progress information in a single view.

It's affordable – Access costs just R290 per student per course. This is an annual fee per lab and gives the lecturer and student access to all the content within MyLab South Africa.

Learn more at **www.za.mylab-pearson.com**

MyLab South Africa courses available

Fundamentals

MyLab South Africa
Mathematics Level 2
ISBN: 9781775789123

MyLab South Africa
Mathematical Literacy Level 2
ISBN: 9781775789161

MyLab South Africa
English Level 2
ISBN: 9781775789154

MyLab South Africa
Life Orientation Level 2
ISBN: 9781775789147

Primary Health

MyLab South Africa
The South African Health Care System Level 2
ISBN: 9781775788959

MyLab South Africa
Public Health Level 2
ISBN: 9781775788928

MyLab South Africa
The Human Body & Mind Level 2
ISBN: 9781775788935

MyLab South Africa
Community Oriented Primary Care Level 2
ISBN: 9781775788942

MyLab & Mastering
Break through to improving results

MyFoundationsLab and MyITLab are part of the international MyLab & Mastering range of products.

MyLab & Mastering is the world's leading collection of online homework, tutorial and assessment products designed with a single purpose in mind: to improve the results of students, one student at a time.

With input from more than 11 million student users worldwide, MyLab & Mastering creates learning experiences that are truly personalised and continuously adaptive. MyLab & Mastering responds to how students are actually performing, offering data-driven guidance that helps them better absorb course material and understand difficult concepts.

Join the thousands of lecturers who use MyLab & Mastering each year to break through to improving results.

Click this link to watch a short video to see how MyLab and Mastering is helping students break through to improving results.
http://www.youtube.com/watch?v=OjRUOpRkKP0

Learn more at www.pearsonmylabandmastering.com

MyFoundationsLab®

MyFoundationsLab is a complete online mastery-based resource for assessing and remediating college and career-readiness skills in reading, writing and mathematics.

The system offers a rich environment of pre-built or customised assessments, personalised learning plans and highly interactive learning activities that enable students to master skills at their own pace.

Each MyFoundationsLab Learning Path includes competency-based learning "activities" designed to help students build confidence and proficiency in specific skills. Students become actively engaged in their own learning processes and break traditional barriers to learning at their own pace.

Ideal for students of various levels and ages, including continuing education or workforce-readiness programs, MyFoundationsLab provides the skills development students need in order to be successful in college-level courses or careers.

Learn more at www.myfoundationslab.com

MyITLab®

MyITLab is an online training and assessment program for Microsoft Office applications and Computer Concept courses.

MyITLab allows students to train in a simulated Microsoft Office environment, which allows them to complete an activity exactly as it is taught in the textbook or by using multiple methods that the Office applications will accept.

With MyITLab Grader, instructors can assign projects that students will complete live in Microsoft Word, Excel, PowerPoint and Access, and then submit for immediate grading by the MyITLab grading engine.

Learn more at www.myitlab.com

Mobile learning solutions
Study whenever, wherever

QR codes

At Pearson, we use QR codes to enhance our content for today's students.

The QR code, made up of square blocks, is similar to a barcode and can be scanned with a smartphone or tablet camera, using a free app. We have included QR codes at the end of each unit in the Pearson textbooks, enabling students to use their mobile phone or tablet to instantly access a wide variety of additional content.

This content typically includes:

- short video clips
- thought-provoking articles
- case studies
- multiple choice questions

Study on the Go

Pearson's unique mobile solution allows students to study whenever and wherever they wish! Using their mobile devices, students can access Study on the Go content by scanning a QR code in their Pearson textbook using their mobile device or by accessing the link.

The Study on the Go platform provides online content to support learning, such as:

- learning objectives
- PowerPoint slides
- glossary flashcards and more

Learn more at www.pearsonstudyonthego.com/southafrica/

eBooks
Bringing content to life

Pearson provides a comprehensive range of eBooks for you and your students to effectively support the teaching and learning process – and at a reduced price to that of the printed textbook.

We have extensive experience in implementing eBook solutions at educational institutions, which enables us to support you as a trusted partner.

Our eBooks are the full textbook downloaded to your students' computers. Pearson eBooks are downloaded to your students' PC or tablet and are accessible offline and online through the VitalSource Bookshelf app. To help your students get the most out of their Pearson eBook, they need to download the VitalSource Bookshelf to their personal computer, laptop or tablet device.
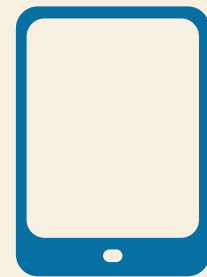
What to consider when purchasing eBooks:

- How will I use the eBook in my classroom?
- Does my eBook provider offer training to help my students and I use eBooks effectively?
- Will I receive dedicated support to assist me with any technical issues I might experience?
- What devices will my students need to access their eBooks?
- Can my students access the eBook when they are not connected to the internet?

Pearson eBooks

- All our NC(V) eBooks are approved by the Department of Higher Education and Training (DHET).
- Our range includes titles from the FCS series and the Pathways (previously Heinemann) series of books at NC(V) Level 2, 3 and 4.
- Our dedicated Implementation and Support Team make it easy to implement eBooks at your college.
- We provide a track record of eBook implementations at educational institutions in South Africa.
- We provide our eBooks in a variety of formats based on the needs of TVET colleges.

Features of our eBooks

- Download and view the entire book offline.
- Highlight important sections, which you can refer to at a later date.
- Create personal notes in your eBook, which you can read and find easily.
- Search for keywords or phrases with ease.

How do I purchase Pearson eBooks?

TVET colleges typically include the cost of the printed textbook in the students' fees, and then purchase textbooks for all their students. Pearson eBooks work in the same way, with two ways to purchase eBooks.

For a full list of our eBooks, see our pricelist from page 60.

- If you are a lecturer or TVET college and you require eBooks for your college, contact your Pearson Key Account Manager or Customer Services, who will assist you in implementing eBooks based on your needs. Find our Customer Services contact details on the front inside cover of this catalogue.

- If you are purchasing eBooks in small quantities, visit the Pearson eStore at http://shop.pearson.co.za On purchasing a Pearson eBook access code, you will receive instructions on how to redeem your code and download your eBook.

Reasons to implement Pearson eBooks at your college

- Our dedicated Implementation and Support Team will advise you of the best way to implement eBooks based on the needs and infrastructure of your college.

- We provide post-implementation support and will assist you with training, if needed, to ensure that you get the most out of your Pearson eBook and to enhance the learning experience.

Visit the Pearson eStore at http://shop.pearson.co.za

EQUELLA®

Create, store and share

Equella is a digital repository that provides one platform to house your teaching and learning, research, media and library content.

So, in effect, it enables you to store your videos, PowerPoints, images and animations in one place. As a powerful digital content repository, it's rapidly changing the way institutions create, store and share content online.

How does Equella work?

Create content once, store in one place, and share with as many users as you want.

Both Pearson and Equella have a proven record of services with their users, and can provide guidance on strategy and implementation, as well as training and hosting services.

View Equella case study examples here: http://www.equella.com/community/client-stories/

Learn more at www.equella.com

Equella is flexible enough to be used in different ways:

- as a teaching and learning repository
- as a research repository
- as a library repository
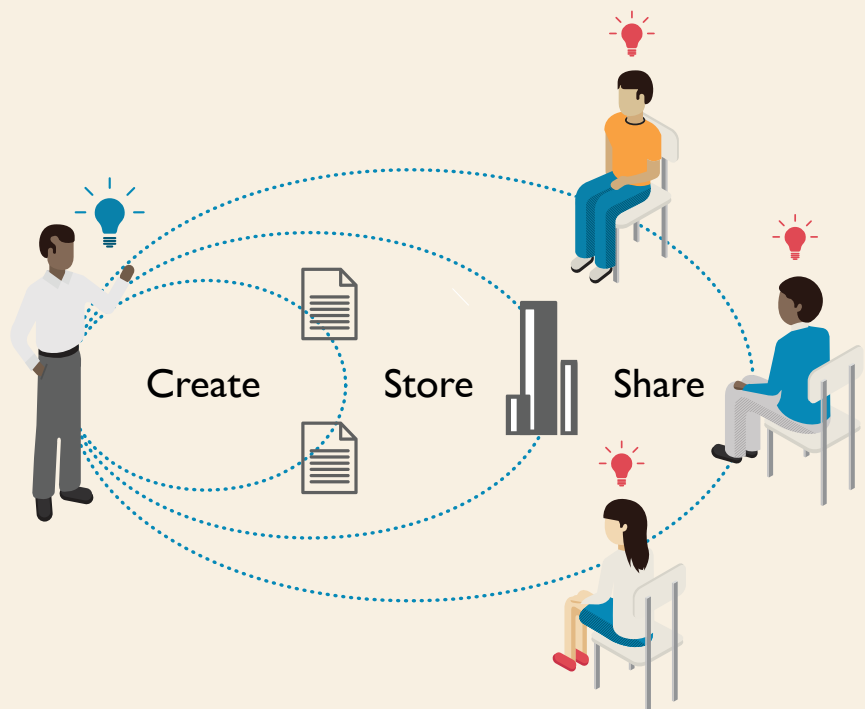- as an administrative document management solution

Create   Store   Share

CourseConnect™
Personalised online courseware

Our award-winning CourseConnect courses are customisable online courses designed for lecturers to deliver blended or online learning.

They allow you to bring your students into a stimulating world of multimedia content and rich imagery, where high engagement is the norm, and retention follows. CourseConnect minimises the time you spend looking for and compiling the best learning assets, so that you can focus on what you do best - teaching.

CourseConnect integrates with any learning management system, is compatible with any tablet, and offers built-in tools, including:

- a library of rich media, including personalised study guides and audio/video elements
- flexible discussion questions, syllabi and assessment content
- an instructor resource guide and rubrics to support facilitation in the online environment

CourseConnect is a CODIE Award-winning suite of software ("Best Post-Secondary Instructional Solution") brought to you by the world's leading learning company.

Click this link to view the CourseConnect brochure and break through to a new world of teaching.
www.pearsonlearningsolutions.com/assets/downloads/pdfs/CourseConnectBrochure.pdf

We're here to help

At Pearson, we provide you with comprehensive support to ensure the effective implementation and use of our digital learning solutions.

Lecturer support

Support and services manager

Our support and services manager will advise you on effective ways of implementing digital solutions at your college. We aim to enable you and your students to make the best use of the product, attend to your needs and solve problems efficiently to enhance the user experience.

Our support and services manager is there to:

- support the lecturer and ensure effective product use
- assess lecturer training needs on an ongoing basis
- provide a range of support options to ensure customer satisfaction, assisting you and your students to gain the most from the Pearson solution
- maintain a healthy customer relationship and encourage an open line of communication to ensure feedback through the ongoing support plan

Training Manager

Our training manager is there to support you to ensure that any training requirements needed by your college are identified and supported. Our training manager is a specialist in teaching and learning, who is available to:

- support the lecturer and ensure that efficient methods are employed in the classroom in order to use Pearson solutions effectively
- provide initial training for the lecturer

Student support

In order to ensure that students get the best user experience of our digital solutions, our implementation team provides short 10-15 - minute student orientation sessions at the start of the implementation.

Your Pearson Key Account Manager is ready to support your students in the effective use of Pearson products.

Implementation support

Pearson Key Account Manager and Pearson Customer Services

Your Pearson Key Account Manager is there to assist you at all times, and can work with you to bring in the lecturer or student support team member you need. To find your Pearson Key Account Manager, contact pearsonza.enquiries@pearson.com. Our Customer Services team is ready to assist with any print book questions, access code and student or lecturer registration requests. Contact Pearson Customer Services on 021 532 6000 /pearsonza.enquiries@pearson.com.

Pearson 24/7 assistance

Pearson 24/7 provides support with any technical problems that you or your students may experience while using our digital products.

For any technical problems, go to http://247pearsoned.custhelp.com to send an e-mail to the support team, access a self-help section for frequently asked questions or use the start-a-chat function for real-time help by a support team member.

We're proud to produce a range of successful titles for the TVET market, designed to meet the needs of the NC(V) curriculum and maximise learning potential

Section 2:

Titles

Pearson titles for TVET

At Pearson, we constantly strive to improve our offering to the market, and every year, our sales, marketing and learning services teams look at ways to do this. Incorporating feedback from the market, we remain true to our founding objectives to develop material that:

- is curriculum-aligned and outcomes-based
- combines educationally sound theory and practice
- includes academic learning and workplace perspectives

We are excited to introduce our new approved NC(V) Level 4 titles that complete our key offering for the Pathways and FCS series.

These new editions complement our existing range, including lecturer guides, fundamentals workbooks and dictionaries.

We also offer custom publishing, which enables you to customise your course materials to increase levels of student engagement.

Our professional benchmark

To produce our books, we consult with industry experts, legal experts, artisans, college lecturers, teachers and professional bodies. These professionals are consulted to:

*   assist with the theory and practical applications
*   source all the national standards and laws
*   source documents from professional bodies
*   compile a relevant textbook

Our levels of refinement

Each title goes through a rigorous process to ensure that it is suitable for students and lecturers. These are the strategies we employ to ensure a quality product:

*   Our books are developed by a team of professionals.
*   Our books are checked by professional lecturers.
*   Content is given to professional writers, who focus on the learning and teaching components to ensure that the product is user-friendly.

As a result, our books come highly recommended by education officials, lecturers and students.

Pearson Vocational titles guide the lecturer and the student on the topics that need to be covered at each level.

Our titles help the student develop critical, creative and independent thinking, and each unit contains content and learning outcomes. These outcomes originate from the curriculum prescribed by the Department of Higher Education and Training for the new curriculum to be implemented in 2015.

- Keywords for important subject terms are highlighted.
- Topic assessments at the end of each topic include questions, tasks and tests. These are very useful for exam revision.
- A curriculum plan shows students which specific outcomes are covered in each topic.
- Contains a glossary of keywords and their meanings.
- QR codes in the textbook give students access to a wide variety of interesting and additional content, which the lecturer may use in the classroom or the student may look at in his or her own time.
- Study on the Go contains study tools for each topic, including quizzes and glossary flashcards which is easily accessibly via a mobile device.

To find out about our eBooks, see page 10

The FCS series

The FCS series

The FCS series equips students with user-friendly, logical and easy-to-understand textbooks that support an enriched learning experience. We have included QR codes at the end of each unit in the textbook, enabling you to use your mobile phone or tablet to instantly access a wide variety of additional content, including articles, videos, quick quizzes, etc.

This series offers students:

- accessible, easy-to-understand language with real-life examples
- a keyword feature for important subject terms, and dictionary feature for difficult words
- reflect-on-how-you-learn features to explore personal learning styles
- workplace-oriented activities
- chapter summaries, useful for exam revision

Benefits for the lecturer include:

- curriculum matrix to link learning activities and topic/module assessments with curriculum outcomes
- topic/module summaries that are cross-referenced
- comprehensive assessment sections, each with an integrated task and a dedicated test
- a lecturer guide with practice exam papers

New approved FCS series titles 2015

Fundamentals

FCS Mathematical Literacy L4

ISBN: 9781775956228
Author: N Sigundla
Price: R207

FCS Life Orientation L4

ISBN: 9781775956242
Author: Carol Dwyer
Price: R207
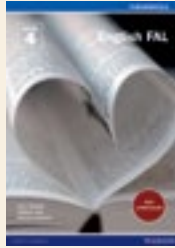
FCS English First Additional Language L4

ISBN: 9781775956211
Author: Kiru Truman
Price: R207

FCS Computer Skills Office 2007 L4

ISBN: 9781775956259
Author: Liesl Nawrattel
Price: R160

FCS Computer Skills Office 2010 L4

ISBN: 9781775956266
Author: Liesl Nawrattel
Price: R160

Electrical Infrastructure Construction

FCS Electrical Principles and Practice L4

ISBN: 9781775956303
Author: Wilfred Fritz
Price: R279

FCS Electrical Systems and Construction L4

ISBN: 9781775956327
Author: Frikkie o'Connell
Price: R279

FCS Electrical Workmanship L4

ISBN: 9781775956402
Author: Frikkie o' Connell
Price: R279

Engineering and Related Design

FCS Automotive Repair and Maintenance L4
(Conditional approval)

ISBN: 9781775956273
Author: Johan van Antwerpen
Price: R297

FCS Welding L4

ISBN: 9781775956297
Author: R Chiradza
Price: R297

FCS Fitting and Turning L4
(Conditional approval)

ISBN: 9781775956280
Author: Robert Cameron
Price: R297

The Pathways series

The Pathways series assists students in achieving the National Certificate (Vocational) qualification. Pathways not only equips students with the required knowledge, understanding and practical skills, but also empowers them to apply this learning with confidence in the classroom and, ultimately, in the workplace.

Benefits of using the Pathways series include:

- each Pathways student book is clearly structured and easy to use
- each topic covers every subject outcome, learning outcome and assessment standard
- accessible, easy-to-understand language that makes learning easy
- clearly defined concepts
- a glossary at the beginning of each topic, which clearly explains important words and terminology
- informative artwork to support the text
- student books accompanied by a lecturer guide

New approved Pathway series titles 2015
Primary Health

The Human Body and Mind L4

ISBN: 9781775956204
Authors: Thokozani Mahlanze
Price: R279

Public Health L4

ISBN: 9781775956181
Authors: Diana Du Plessis
Price: R279

The South African Health Care System L4

ISBN: 9781775956174
Authors: Tshitshi Ngubo
Price: R279

For a full list of titles in this series, see our pricelist from page 42.

Lecturer guides

Our lecturer guides provide support in implementing the new curriculum as well as answers to all exercises and activities from the student book. Content is introduced from easy to difficult, and spread across the qualification in a systematic manner, allowing for progression. The guides' tools and activities help give you access to your students' progress and competence.

Our lecturer guides can be purchased through our Customer Services Department.

FCS lecturer guides

This support tool includes:

- PowerPoint slides or chapter summaries and all illustrative material in the book
- model answers for chapter assessments and the guidelines for learning activities in the book
- additional assessment questions and answers
- checklists and mark allocations for each question
- assessment rubrics for chapter assessments and additional assessment questions and answers
- a curriculum matrix that shows how the chapters of the FCS series match the outcomes in the assessment guidelines
- Department of Education subject and assessment guidelines for the subject and level
- suggested answers for learning activities
- suggested guidelines for the portfolio of evidence (POE)
- information on outcomes-based education

For a full list of our lecturer guides, see our pricelist from page 51.

Pathways lecturer guides

Each Pathways lecturer guide provides:

- support in implementing the curriculum
- answers to all exercises and activities that appear in the corresponding Pathways student book
- guidance in the compilation of the POE in accordance with the Department of Education's requirements
- a comprehensive range of tools and activities to help the lecturer assess the student's progress and competence

Fundamentals workbooks

Our Fundamentals workbooks provide students with the opportunity to work out answers to typical examination questions. Assessments cover the content in the student book and give students a chance to practise important skills in a systematic way.

Workbooks help students track their performance. They are valuable resources because comprehensive exercises provide additional practice, pages can easily be cut out and included in the portfolio of evidence (POE), model answers are provided and the exam practice sections focus specifically on preparing for the examination.

The FCS workbooks give students the opportunity to systematically practise important skills in particular subjects. These workbooks feature the following benefits:

- Key skills from the curriculum are identified and practised.
- Info boxes summarise key concepts and processes.
- Easy fill-in-the-answer layout.
- Exam practice sections help students prepare for specific examination-type questions.

The FCS workbooks help lecturers in that:

- comprehensive exercises provide additional practice for students
- model answers are provided at the back of the book

The FCS workbooks can be used alongside any approved NC(V) textbook in the classroom or bundled with any Pearson textbook.

Fundamentals

FCS Maths Literacy Workbook L2

ISBN: 9781775788645
Authors: A le Roux, C Pretorius

FCS Maths Literacy Workbook L3

ISBN: 9781775951261
Author: A Trollope
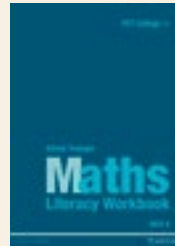
FCS Maths Literacy Workbook L4

ISBN: 9781775957638
Author: A Trollope
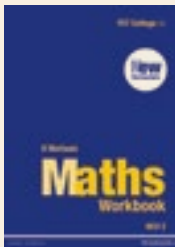
FCS Mathematics Workbook L2

ISBN: 9781770257443
Author: K Morrison

FCS Mathematics Workbook L3

ISBN: 9781775782315
Author: Mathslink
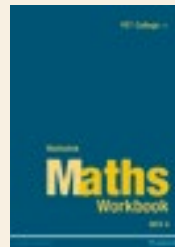
FCS Mathematics Workbook L4

ISBN: 9781775782629
Author: Mathslink

FCS English FAL Workbook L2

ISBN: 9781775788638
Author: E Southey

FCS English FAL Workbook L3 2nd Edition

ISBN: 9781775951254
Author: K Truman

FCS English FAL Workbook L4

ISBN: 9781775957645
Author: K Truman

Longman Dictionaries
Express yourself with confidence

Longman has led the way in English language teaching dictionaries since 1935. We constantly talk to students and lecturers around the world to find out what they need from a student's dictionary. Each new edition uses the latest technology to ensure that it provides every possible support. Our ongoing aim is to get all our users to communicate confidently in English.

Why Longman Dictionaries?

- **Easy to understand:** We write our dictionary definitions based on the Longman defining vocabulary.

- **2 000 of the most common English words** – so Longman definitions are always clear and easy to understand.

- **Real English:** Longman dictionaries are compiled using the Longman Corpus Network – a huge database of 330 million words from a wide range of real-life sources - so you only see real English, as it is really used.

- **Natural phrases and collocations:** One of the main benefits of working with the Longman Corpus Network is that we can give full coverage of thousands of natural word combinations or collocations.

- **Difference between speaking and writing:** By using the pioneering Longman Spoken Corpus – a collection of recordings of over 3 000 English speakers – we are able to provide helpful information on the difference between spoken and written English.

- **Avoid common mistakes:** Longman dictionaries are written specially for learners, and we make sure that they get all the help they need to avoid common mistakes.
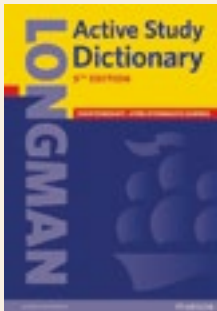
Longman Active Study Dictionary 5th Edition

Paperback with CD-ROM ISBN: 9781408232361
Paperback ISBN: 9781408218327
TVET Level 2 – 4

- Fully updated and redesigned, the Longman Active Study Dictionary now comes with cutting-edge software to build vocabulary even faster. What's more, by highlighting 3 000 common words, this dictionary helps students target the words they really need to know.

- The perfect tool for students who need to improve their English and increase their vocabulary.

- Free one-year online access to the Longman Dictionaries Online website, with regular updates and access to the very latest language support.

- Go mobile with the Longman Vocabulary Trainer, which can be downloaded to your tablet or mobile phone!

Learn more at www.pearson.co.za/dictionaries-TVET

Longman Dictionary of Contemporary English 5th Edition

Paperback with DVD ISBN: 9781408215333
Paperback ISBN: 9781408202975
TVET Level 2 – 4

- Whether in print, on DVD-ROM, online or via a tablet or mobile phone, with the Longman Dictionary of Contemporary English you can access the best language support whenever and wherever you want. Simply no other student's dictionary compares.

- The most comprehensive dictionary and DVD-ROM ever.

- Fully updated and with a brand-new, user-friendly design, this edition is full of exciting new features to help students become fluent in English, including cutting-edge software to build vocabulary faster.

- Provides the ultimate active learning tool – and is available in a format to suit everyone.

- The Longman Vocabulary Trainer tests your knowledge of a word – its meaning, grammar, collocation and usage – and then remembers how well you know that word. The word is then recycled and retested at different intervals, so it is never forgotten.

- Download the Longman Vocabulary Trainer to your mobile phone to make the most of learning on the go!

Custom Publishing
Customise your course

Pearson Custom Publishing gives you the freedom to design your course materials based on exactly what and how you want to teach.

By creating just one book from several, using only the material covered in class, students can benefit from significant cost savings. Lecturers using our bespoke learning materials have reported increased levels of student engagement and, ultimately, success in their courses.

Custom Publishing enables you to:

- select specific content from different books and have it produced as either a print book or eBook created for your course
- create a book that combines content from Pearson books with your own course material
- include other relevant reports, articles and case studies
- allow students to access customised online material through a single website/portal created specifically for them
- integrate specific engaging digital content with your students' learning experience
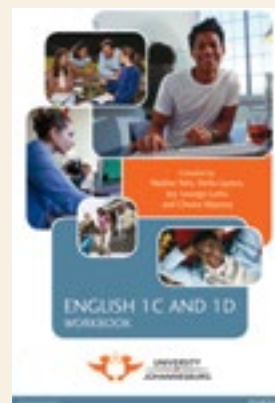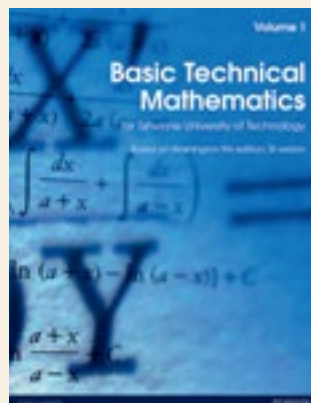
Personalisation

Create your own cover from our high-quality modern designs, or provide your own image to create a completely bespoke cover.

- Add your own name, course and college logo to the cover.
- Write your own preface.
- Adapt the table of contents to match your lectures.
- Tailor online resources to reflect your institution's needs.
- Choose to receive your book in print or e-format.

The service you will receive

From deciding that a customised product is right for your course, Pearson supports you every step of the way. A dedicated acquisitions editor is assigned to you and your project.

The editor will:

- meet you in person to discuss your project in detail
- help you select and source content
- advise you on how best to structure your text or online resource
- guide you through the options for content delivery
- provide you with a range of cover options
- check with you to see how your customised product is working, and talk you through options for a further edition

Pearson's custom programme is supported by a dedicated editorial and production team to ensure that your project is published to the highest standards.

Our services equip lecturers with the skills necessary to promote your professional development and help your students succeed

Section 3:

Services

At Pearson, we offer a range of services to help you help your students succeed.

We created the Pearson **Lecturer Education & Leadership Academy** to support the professional development of lecturers and ensure that you have the tools and resources to improve effectiveness in teaching. The courses offered by the Lecturer Academy include *ICT in Education* and *Accessing the Language of Learning and Teaching using the SIOP® model*.

We also offer diagnostic assessment services to help you identify and diagnose gaps in your students' knowledge. Trained psychometrists and subject specialists create our tests to ensure relevant and effective solutions. **Test and Improve** is Pearson's diagnostic and assessment service for Maths and English at NC(V) levels 2, 3 and 4

Lecturer Education & Leadership Academy

Professional development for South African TVET lecturers

Established to help drive the professional development of South African educators, the Pearson Lecturer Education & Leadership Academy provides effective, research-based training programmes designed to transform the culture of teaching and learning in TVET colleges. Pearson's Lecturer Education & Leadership Academy focuses on equipping lecturers with practical knowledge and skills, with the ultimate aim of helping students to flourish. Our featured courses are *ICT in Education* and *Accessing the Language of Learning and Teaching using the SIOP® model.*

Learn more at www.pearsonlectureracademy.co.za
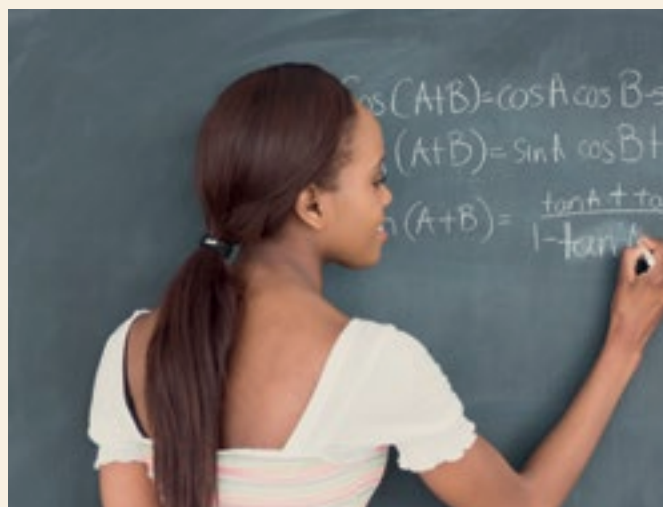
ICT in Education

Pearson's *ICT in Education* professional development programme equips you to use technology to inspire, motivate and engage students in order to enhance their learning experience.

Our courses are designed to enable you to effectively integrate technology with the classroom, thereby engaging with all types of students and matching course material to their individual needs.

The *ICT in Education* programme has been developed by our local team for the South African market, and provides world-class practical ICT insights. It is structured as two courses, consisting of six modules each. For course details, please see page 36 and 37.

Five key reasons to undergo ICT training:

- Improves the effectiveness of teaching through appropriate use of technology in the classroom.
- Caters for different learning styles to allow lecturers to use technology to tailor learning according to student needs and abilities.
- Practical course material offers hands-on tools that can be immediately applied in the classroom.
- Offers valuable technology tools that can simplify and enhance student assessments.
- Modular course structure means it can be tailored to each lecturer's needs and knowledge level.

Learn more at www.pearsonlectureracademy.co.za

" Attending this course has taught me that there are technologies I have within my reach that I can incorporate in the classroom. **"**

Mokoena Kedibone - Lecturer at South West Gauteng College

ICT in Education course details

Course 1 ICT in Education (Introduction)

Module 1: Introduction to technology as a teaching and learning tool

Session 1: Why is technology important to the 21st-century classroom?
Session 2: Basic computer tools and their use in the classroom
Session 3: Other computer tools
Session 4: When to use technology in the classroom
Session 5: How to use technology in the classroom

Module 2: Word-processing software as a teaching and learning tool

Session 1: What is word-processing software?
Session 2: Why use word-processing software?
Session 3: Drafting with word-processing software: The basics
Session 4: Revising with word-processing software: Tools and extras
Session 5: Editing and publishing with word-processing software

Module 3: Presentation software as a teaching and learning tool

Session 1: What is presentation software?
Session 2: Visual learning tools (graphic organisers)
Session 3: Planning a presentation
Session 4: Creating a presentation
Session 5: Presenting a lesson

Module 4: Spreadsheet and drawing software as a teaching and learning tool

Session 1: What is spreadsheet software? Why use it?
Session 2: How to use spreadsheet software: The basics
Session 3: What else? Spreadsheet tools and extras
Session 4: What are drawing tools? The basics
Session 5: How to use drawing tools and create graphic organisers

Module 5: The internet as a teaching and learning tool

Session 1: Why use the internet in the classroom?
Session 2: What resources does the internet offer?
Session 3: How to use the internet: Search basics
Session 4: When to consider internet safety and ethics
Session 5: Where to go on the internet: The WebQuest activity model

Module 6: Managing a classroom that includes technology

Session 1: Organising your classroom to incorporate computers
Session 2: Preparing for lessons that incorporate computers
Session 3: Managing groups for computer work
Session 4: Technology tools for managing classroom resources

Course 2 ICT in Education (Advanced)

Module 1: The internet as a collaborative teaching and learning tool

Session 1: Why collaborate with the internet?
Session 2: How do internet tools support project-based learning?
Session 3: Google Drive and Google Docs: essential collaborative internet tools
Session 4: Other collaborative internet tools
Session 5: Collaborate in your classroom

Module 2: Online professional resources for teaching and learning

Session 1: How can I get more from the internet?
Session 2: Why do I need a professional learning network?
Session 3: How do I find resources online and stay current?
Session 4: How do I connect to other teachers?
Session 5: What is my PLN?

Module 3: Wikis as a collaborative teaching and learning tool

Session 1: Why collaborate with Wikis?
Session 2: The wonders of Wikis: Getting started
Session 3: More Wiki features
Session 4: Blended and asynchronous Wiki activities

Module 4: Using audio and video technology to enhance teaching and learning

Session 1: What is audio and video technology? Why use it?
Session 2: How to use audio-recording and editing software: The basics
Session 3: What else? Web-based audio tools
Session 4: How to use video-recording technology: The basics
Session 5: How to design and record an audio or video-based project

Module 5: Leveraging technology tools to improve student assessment

Session 1: The role of technology in assessment and evaluation
Session 2: Electronic gradebooks
Session 3: Blogs as assessment tools
Session 4: Electronic rubrics
Session 5: Using electronic surveys and game markers

Module 6: Using tablets to enhance teaching and learning

Session 1: Integrating tablets to support creativity in learning and classroom activities
Session 2: Android and iOS comparison (tablet or iPad)
Session 3: Selecting and integrating apps with classroom activities
Session 4: Using tablets to create media-rich content
Session 5: Planning pedagogically sound interactive learning activities
Session 6: Using tablets to enhance communication

Accessing the Language of Learning and Teaching using the SIOP® model

Professional Development for South African TVET lecturers

We have successfully trained more than 2 500 teachers and lecturers across South Africa to use the SIOP model to break through the language barriers in their class.

We understand that TVET lecturers, who teach content subjects to students whose first language is not the language of instruction, could save time and be more efficient by learning the skills necessary to help these students succeed.

That's why, based on 15 years of research, Pearson created the Sheltered Instruction Observation Protocol, or the SIOP® lecturer training model, to assist lecturers in breaking through the language barrier and enable students to flourish.

Our course, *Accessing the Language of Learning and Teaching using the SIOP® model*, provides lecturers with the training and support needed to teach content to students while developing the students' language skills (reading, writing, listening and speaking) in the language of instruction.

Accessing the Language of Learning and Teaching using the SIOP® model is offered through Pearson's Lecturer Education & Leadership Academy.

Our course is divided into eight modules covered over five days:

Module 1: **Lesson preparation**
Module 2: **Building background**
Module 3: **Comprehensible input**
Module 4: **Interaction**
Module 5: **Strategies**
Module 6: **Practice and application**
Module 7: **Lesson delivery**
Module 8: **Review and assessment**

Five key reasons to follow the SIOP course

- Lecturers gain motivation and knowledge to teach additional-language learners, and a deeper understanding of research supporting the teaching approach to meet the needs of these students.

- Lecturers gain a greater understanding of what good teaching practice entails and requires of them.

- Lecturers transfer knowledge into practice.

- Lecturers learn how to use the observation protocol to observe, assess and review lessons as well as language outcomes in their lessons.

- Lesson plans can be continuously improved to develop the most robust lesson for the classroom. Plans can be discussed and shared among educators so that curriculum area instruction can be improved.

For prices, see our pricelist from page 64

.test and improve

Test and Improve is a diagnostic assessment programme for NC(V) Levels 2, 3 and 4 that will reveal your students' development areas to improve Maths and English results.

It is designed to test students' curriculum knowledge and skills, diagnose their development areas, and identify the sub-skills that require intervention in order to improve results.

At Pearson, we understand that if students have gaps in their knowledge from previous years, it affects their ability to perform well in their current studies.

Identifying these skills gaps is affected by:

- students having a wide range of ability levels and varying foundational skills
- demands on lecturer time and an increase in student numbers
- a lack of effective diagnostic assessments on a campus-wide level

How does Test and Improve work?

Test and Improve enables you to test your students' curriculum knowledge and skills, and identify your students' development areas, so that students can improve their end-of-year exam results at NC(V) Levels 2, 3 and 4.

This is what our effective diagnostic assessment process looks like:

1 Test
Students write paper-based tests.

2 Diagnose
Tests are processed using psychometric software.

3 Identify
Rich diagnostic reports are generated that identify students knowledge and skills.

4 Improve
The reports help lecturers, tutors, students and parents understand the gaps and misconceptions in order to improve results.
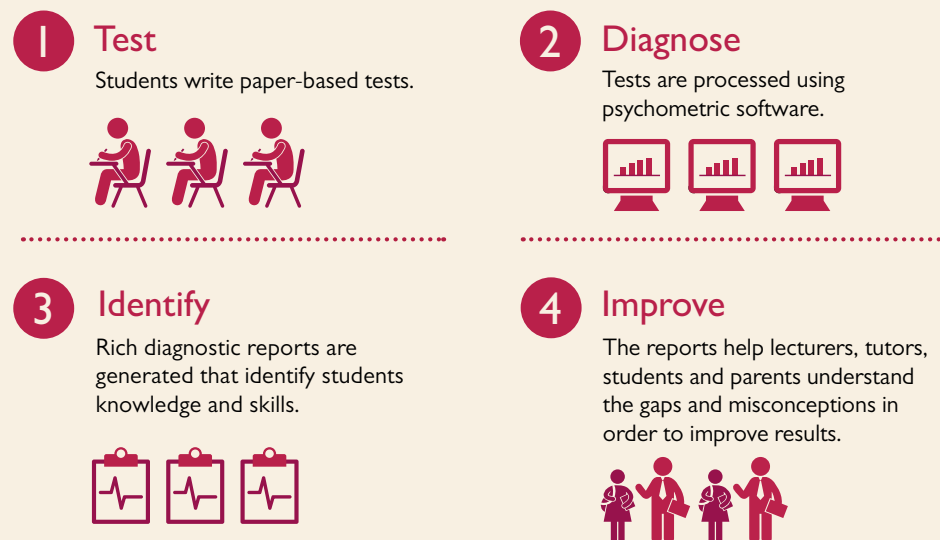
The Test and Improve exam questions are deconstructed to diagnose the gaps in each student's skills and knowledge from previous grades.

Ideally, the same group of students should be tested twice per year:

- Test at the start of the year to do a baseline diagnostic in order to design an intervention programme.
- Test near the end of the year to measure improvement, the effectiveness of the intervention, and to highlight new problem areas to be addressed.

The structure of the test enables you to:

- diagnose conceptual gaps in Mathematics and English so that learning plans can be drawn up to address the gaps
- provide detailed reports to management regarding student performance
- give detailed feedback to students on their own performance

Tests available:

English
NC(V) Level 2
NC(V) Level 3
NC(V) Level 4

Mathematics
NC(V) Level 2
NC(V) Level 3
NC(V) Level 4

Numeracy Ability
NC(V) Level 2

Why use Test and Improve at your TVET college?

As the world's leading learning company, Pearson provides testing and assessment services in South Africa and around the world. Our tests are created specifically for the local TVET curriculum. We can successfully test and assess on a large scale.

Test and Improve gives early objective information, which enables you to intervene at a student level, class level or campus level. It allows you to know with confidence exactly what each of your students needs to succeed.

For prices, see our pricelist from page 64

Section 4:
Pricelist

NC(V) student books

ISBN	Title	Series	Price
Civil Engineering & Building Construction (student book)			
9781770256026	Carpentry and Roofwork L2	FCS	R 277
9781770256842	Carpentry and Roofwork L3	FCS	R 287
9781770258624	Carpentry and Roofwork L4	FCS	R 297
9781770256033	Concrete Structures L2	FCS	R 277
9781770256897	Concrete Structures L3	FCS	R 287
9781770258648	Concrete Structures L4	FCS	R 297
9781770255692	Construction Planning L2	FCS	R 277
9781770256910	Construction Planning L3	FCS	R 287
9781770258587	Construction Planning L4	FCS	R 297
9780796227195	Construction Planning L2	Pathways	R 277
9780796230201	Construction Planning L3	Pathways	R 287
9781770259911	Construction Planning L4	Pathways	R 297
9781770253483	Construction Supervision L4	FCS	R 297
9781770256040	Masonry L2	FCS	R 277
9781770256859	Masonry L3	FCS	R 287
9781770258662	Masonry L4	FCS	R 297
9781770256095	Materials L2	FCS	R 277
9781770256958	Materials L3	FCS	R 287
9781770258600	Materials L4	FCS	R 297
9781775781196	Materials L2	Pathways	R 277
9781775781202	Materials L3	Pathways	R 287
9781868917723	Physical Science L2	FCS	R 277
9781770250796	Physical Science L3	FCS	R 287
9780796220912	Physical Science L2	Pathways	R 277
9780796224057	Physical Science L3	Pathways	R 287
9780796226174	Physical Science L4	Pathways	R 297
9781770256071	Plant and Equipment L2	FCS	R 277
9781770256934	Plant and Equipment L3	FCS	R 287
9781770255944	Plumbing L2	FCS	R 277
9781770256835	Plumbing L3	FCS	R 287
9781770258761	Plumbing L4	FCS	R 297

TBA - To be announced   *NYP - Not Yet Published*

ISBN	Title	Series	Price
Drawing Office Practice (student book)			
9781770250956	Engineering Graphics and Design Cad L3	FCS	R 275
9781770259959	Architectural Graph and Tech L2	Pathways	R 290
9781775782322	Architectural Graph and Tech L3	Pathways	R 275
9781775786382	Architectural Graph and Tech L4	Pathways	R 260
9781770259966	Civil and Structural Steel Work Detailing L2	Pathways	R 290
9781775782339	Civil and Structural Steel Work Detailing L3	Pathways	R 275
9781775786399	Civil and Structural Steel Work Detailing L4	Pathways	R 275
9781770259973	Drawing Office Proc and Tech L2	Pathways	R 275
9781775782346	Drawing Office Proc and Tech L3	Pathways	R 260
9781775786412	Drawing Office Proc and Tech L4	Pathways	R 260
9780796223975	Engineering Graphics and Design L3	Pathways	R 275
9781770259942	Engineering Graphics and Technology L2	Pathways	R 275
9781775786405	Mechanical Draughting and Technology L4	Pathways	R 260
Education and Development (student book)			
9780796230249	Early Childhood Development L2	Pathways	R 290
9780796230256	Early Childhood Development L3	Pathways	R 290
Electrical Infrastructure Construction (student book)			
9781775786481	Electrical Principles and Practice L2	Pathways	R 262
9781775951223	Electrical Principles and Practice L3	FCS	R 273
9781775956303	Electrical Principles and Practice L4 (New)	FCS	R 279
9781775786535	Electrical Systems and Construction L2	FCS	R 262
9781775951230	Electrical Systems and Construction L3	FCS	R 273
9781775956327	Electrical Systems and Construction L4 (New)	FCS	R 279
9781775951148	Electrical Workmanship L3	FCS	R 269
9781775956402	Electrical Workmanship L4 (New)	FCS	R 279
9781775786498	Electronic Control and Digital Electronics L2	FCS	R 262
9781775951216	Electronic Control and Digital Electronics L3	FCS	R 273
9781775786504	Electronic Control and Digital Electronics L2	Pathways	R 262
9781775786511	Workshop Practice L2	FCS	R 262
9781775786528	Workshop Practice L2	Pathways	R 262

ISBN	Title	Series	Price
Engineering and Related Design (student book)			
9781770254565	Applied Engineering and Technology L4	FCS	R 297
9780796226112	Applied Engineering Technology L4	Pathways	R 297
9781775951209	Automotive Repair and Maintenance L3	FCS	R 287
9781775956273	Automotive Repair and Maintenance L4	FCS	R 297
9781775786542	Automotive Repair and Maintenance L2	Pathways	R 277
9781770252240	Engineering Fabrication and Boilermaking L3	FCS	R 287
9781770253742	Engineering Fabrication and Boilermaking L4	FCS	R 297
9781770251090	Engineering Fabrication and Sheet Metal Work L3	FCS	R 287
9781770253766	Engineering Fabrication and Sheet Metal Work L4	FCS	R 297
9781868917631	Engineering Fabrication L2	FCS	R 277
9780796219732	Engineering Fabrication L2	Pathways	R 277
9781770255937	Engineering Fundamentals L2 Rev Ed	FCS	R 277
9780796220974	Engineering Fundamentals L2	Pathways	R 277
9781770250956	Engineering Graphics and Design Cad L3	FCS	R 287
9780796223975	Engineering Graphics and Design L3	Pathways	R 287
9781770250918	Engineering Practices and Maintanance L3	FCS	R 287
9780796223937	Engineering Practice and Maintenance L3	Pathways	R 287
9781770253780	Engineering Processes L4	FCS	R 297
9780796226136	Engineering Processes L4	Pathways	R 297
9781770256392	Engineering Systems L2	FCS	R 277
9780796220981	Engineering Systems L2	Pathways	R 277
9781770255920	Engineering Technology L2	FCS	R 277
9780796221001	Engineering Technology L2	Pathways	R 277
9781775786436	Fitting and Turning L2	FCS	R 277
9781775951100	Fitting and Turning L3	FCS	R 287
9781775786443	Fitting and Turning L2	Pathways	R 277
9781775956280	Fitting and Turning L4 (New)	FCS	R 297
9781770250932	Materials Technology L3	FCS	R 287
9780796223951	Materials Technology L3	Pathways	R 287
9781770254206	Professional Engineering Practice L4	FCS	R 297
9780796226150	Professional Engineering Practice L4	Pathways	R 297

ISBN	Title	Series	Price
9781775786450	Welding L2	FCS	R 277
9781775951131	Welding L3	FCS	R 287
9781775956297	Welding L4 (New)	FCS	R 297
9781775786467	Welding L2	Pathways	R 277
9780796227171	Refrigeration Principles L2	Pathways	R 277
Finance, Economics and Accounting (student book)			
9781770256439	Applied Accounting L2	FCS	R 149
9781770254886	Applied Accounting L3	FCS	R 159
9780796219435	Applied Accounting L2	Pathways	R 149
9781868917358	Economic Environment L2	FCS	R 149
9781770250871	Economic Environment L3	FCS	R 159
9781868917457	Financial Management L2	FCS	R 149
9781770250840	Financial Management L3	FCS	R 159
9780796219367	Financial Management L2	Pathways	R 149
9780796223593	Financial Management L3	Pathways	R 159
9780796226457	Financial Management L4	Pathways	R 169
9781868919758	Financial Management Workbook L2	FCS	R 119
9781770251069	New Venture Creation L2	FCS	R 149
9781770250895	New Venture Creation L3	FCS	R 159
9780796219442	Economic Environment L2	Pathways	R 149
Fundamentals (student book)			
9781775786320	Computer Skills Office 2007 L2	FCS	R 150
9781775951155	Computer Skills Office 2007 L3	FCS	R 150
9781775956259	Computer Skills Office 2007 L4 (New)	FCS	R 160
9781775786337	Computer Skills Office 2010 L2	FCS	R 150
9781775951162	Computer Skills Office 2010 L3	FCS	R 150
9781775956266	Computer Skills Office 2010 L4 (New)	FCS	R 160
9781775786276	English FAL L2	Pathways	R 169
9781775951247	English FAL L3	FCS	R 195
9781775956211	English FAL L4 (New)	FCS	R 207
9781775788638	English FAL Workbook L2	FCS	R 119
9781775951254	English FAL Workbook L3	FCS	R 139

ISBN	Title	Series	Price
9781775957645	English FAL Workbook L4	FCS	R 149
TBA	English FAL Workbook and Pack L4		R 249
9781775786306	Life Orientation L2	FCS	R 169
9781775951117	Life Orientation L3	FCS	R 189
9781775956242	Life Orientation L4 (New)	FCS	R 207
9781775786283	Mathematical Literacy L2	FCS	R 169
9781775951179	Mathematical Literacy L3	FCS	R 189
9781775956228	Mathematical Literacy L4 (New)	FCS	R 207
9781775788645	Mathematical Literacy Workbook L2	FCS	R 119
9781775951261	Mathematical Literacy Workbook L3	FCS	R 139
9781775957638	Mathematical Literacy Workbook L4	FCS	R 149
9781775786290	Mathematical Literacy L2	Pathways	R 169
9781775951193	Mathematical Literacy L3	Pathways	R 189
9781775783756	Mathematical Literacy L3 and Maths Lit workbook (pack)	FCS	R 220
TBA	Mathematical Literacy L4 Workbook Pack	FCS	R 249
9781775780793	Mathematics L2	FCS	R 169
9781775782308	Mathematics L3	FCS	R 189
9780627029363	Mathematics NQF L2	Pearson	R 169
9781775782698	Mathematics L3	Pearson	R 189
9781775780786	Mathematics L2	Pathways	R 169
9781775782292	Mathematics L3	Pathways	R 189
9781775786368	Mathematics L4	Pathways	R 207
9781775781141	Mathematics L2 and Maths Workbook (Pack)	FCS	R 219
9781770257443	Mathematics L2 workbook	FCS	R119
9781775782315	Mathematics L3 workbook	FCS	R139
9781775782629	Mathematics L4 workbook	FCS	R149
9781775783817	Mathematics L3 and Maths workbook (pack)	FCS	R239
9781775783787	Mathematics L2 and Maths workbook (pack)	Pathways	R219
9781775783794	Mathematics L3 and Maths workbook (pack)	Pathways	R239
Hospitality (student book)			
9781770251311	Client Services and Human Relations L2 2007	FCS	R 149
9781770251397	Client Services and Human Relations L3	FCS	R 159

ISBN	Title	Series	Price
9781868918249	Food Preparation L2	FCS	R 149
9781770251359	Food Preparation L3	FCS	R 159
9781868918225	Hospitality Generics L2	FCS	R 149
9781770251335	Hospitality Generics L3	FCS	R 159
9781868918256	Hospitality Services L2	FCS	R 149
9781770251373	Hospitality Services L3	FCS	R 159
Information Technology and Computer Science (student book)			
9781770250659	Computer Hardware and Software L3	FCS	R 254
9780796223753	Computer Hardware and Software L3	Pathways	R 295
9781770253445	Computer Programming L4	FCS	R 280
9781868917433	Contact Centre Operations L2	FCS	R 235
9781770250697	Contact Centre Operations L3	FCS	R 254
9781770253605	Data Communication and Networking L4	FCS	R 280
9780796226235	Data Communication and Networking L4	Pathways	R 280
9781868918263	Electronics L2	FCS	R 235
9780796217295	Electronics L2	Pathways	R 295
9781770256057	Intro To Information Systems L2	FCS	R 254
9780796220844	Intro To Information Systems L2	Pathways	R 295
9781770255982	Intro To Systems Development L2	FCS	R 254
9781770250673	Principles of Computer Programming L3	FCS	R254
9781770250635	Systems Analysis and Design L3	FCS	R254
9781770254282	Systems Analysis and Design L4	FCS	R280
Management (student book)			
9781868917440	Entrepreneurship L2	FCS	R 230
9781868917389	Management Practice L2	FCS	R 235
9781770250499	Management Practice L3	FCS	R 254
9781868917426	Operations Management L2	FCS	R 235
9781770250512	Operations Management L3	FCS	R 254
9781770250536	Project Management L3	FCS	R 254
9780796219381	Entrepreneurship L2	Pathways	R 249
9780796219350	Management Practice L2	Pathways	R 254
9780796223579	Management Practice L3	Pathways	R 280

ISBN	Title	Series	Price
9780796226358	Management Practice L4	Pathways	R 290
9780796223616	Project Management L3	Pathways	R 280
9780796226211	Project Management L4	Pathways	R 280
Marketing (student book)			
9781868917334	Advertising and Promotions L2	FCS	R 254
9781770250598	Advertising and Promotions L3	FCS	R 254
9781770253261	Advertising and Promotions L4	FCS	R 295
9780796219404	Advertising and Promotions L2	Pathways	R 254
9781868917341	Consumer Behaviour L2	FCS	R 235
9781770250611	Consumer Behaviour L3	FCS	R 254
9780796219428	Consumer Behaviour L2	Pathways	R 254
9781868917402	Marketing Communication L2	FCS	R 235
9781770250574	Marketing Communication L3	FCS	R 254
9781770254022	Marketing Communication L4	FCS	R 265
9780796219411	Marketing Communication L2	Pathways	R 254
9781868917396	Marketing L2	FCS	R 235
9781770250550	Marketing L3	FCS	R 254
9781770254008	Marketing L4	FCS	R 280
9780796219398	Marketing L2	Pathways	R 254
Mechatronics (student book)			
9781770259881	Computer Integrated Manufacturing L4	Pathways	R 297
9780796230119	Electrotechnology L2	Pathways	R 277
9780796230126	Electrotechnology L3	Pathways	R 287
9781770259928	Electrotechnology L4	Pathways	R 297
9780796230096	Introduction To Computers L2	Pathways	R 277
9780796230089	Machine Manufacturing L3	Pathways	R 287
9780796227218	Manual Manufacturing L2	Pathways	R 277
9780796230133	Mechatronic Systems L2	Pathways	R 277
9780796230140	Mechatronic Systems L3	Pathways	R 287
9781770259935	Mechatronic Systems L4	Pathways	R 297
9780796230102	Stored Programme Systems L3	Pathways	R 287
9781770259904	Stored Programme Systems L4	Pathways	R 297

ISBN	Title	Series	Price
Office Administration (student book)			
9781868917242	Business Practice L2	FCS	R 149
9781770251250	Business Practice L3	FCS	R 159
9781770254107	Office Data Processing L4	FCS	R 169
9780796226754	Office Data Processing L4	Pathways	R 169
9781868917068	Office Practice L2	FCS	R 149
9781770251274	Office Practice L3	FCS	R 159
9781770254169	Personal Assistance L4	FCS	R 169
Primary Agriculture (student book)			
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