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# Operations Management

Global and Southern African Perspectives  
Third Edition



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9781775956600

**Authors:** N Slack,  
A Brandon-Jones,  
R Johnston, H Singh  
and K Pihlela

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**Extent:** 576 pp.

## Contents

### Part 1: Introduction

1. Operations management
2. Operations performance
3. Operations strategy

### Part 2: Design

4. Process design
5. Innovation and design in services and products
6. Supply network design
7. Layout and flow
8. Process technology
9. People, jobs and organisation

### Part 3: Planning and control

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11. Capacity management
12. Inventory planning and control
13. Supply chain management
14. Enterprise resource planning (ERP)
15. Lean synchronisation
16. Project management
17. Quality management

### Part 4: Improvement

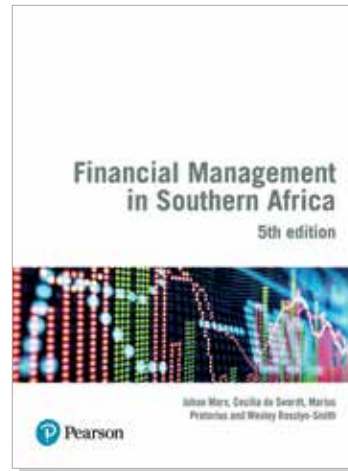
18. Operations improvement
19. Risk management
20. Organising for improvement

### Part 5: The operations challenge

21. Operations and corporate social responsibility (CSR)

# Financial Management in Southern Africa

Fifth Edition



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**Authors:**  
J Marx, C de Swardt,  
M Pretorius and  
W Rosslyn-Smith

**Copyright:** 2017

**Extent:** 512 pp.

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### Part 1: Fundamentals of Financial Management

1. The financial goals of a firm
2. Financial markets, institutions and securities
3. Understanding financial statements
4. Analysing financial statements
5. Business and financial planning
6. Risk and return
7. The time value of money
8. Valuation of shares and debentures

### Part 2: Short-term Financial Management: The management of working capital

9. Net working capital and cash flow management
10. The management of accounts receivable
11. The management of inventory

### Part 3: Long-term financial management: Investments

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13. Capital budgeting techniques
14. Risk adjustments and other refinements to capital budgeting

### Part 4: Long-term financial management: Financing

15. The cost of capital
16. Leverage and capital structure
17. Leasing and convertible securities
18. Dividend policy
19. Business rescue



## Economics

Global and Southern African Perspectives  
Third Edition



### NEW EDITION

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**Authors:**  
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J Bruce-Brand, A Fourie,  
M Kohler, N Mahonye,  
M Mlilo, L Neethling,  
B Rhodes, A Saayman,  
V Schöer, D Scholtz,  
K Thompson, C Smit

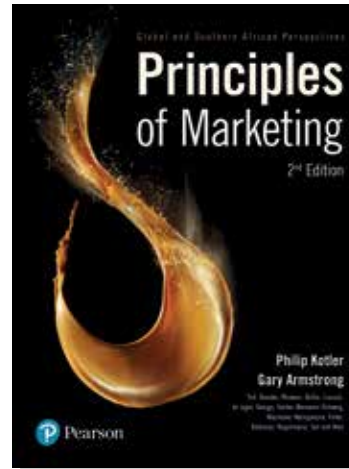
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Understanding our Changing World
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5. Efficiency and Equity
6. Government Actions in Markets
7. Global Markets in Action
8. Utility and Demand
9. Possibilities, Preferences and Choices
10. Organising Production
11. Output and Costs
12. Perfect Competition
13. Monopoly
14. Monopolistic Competition
15. Oligopoly
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29. Aggregate Supply and Aggregate Demand
30. Inflation, Unemployment and the Business Cycle
31. Fiscal Policy
32. Monetary Policy

## Principles of Marketing

Global and Southern African Perspectives  
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G Armstrong, M Tait (editor),  
J Beneke, K Bhowan,  
E Botha, S Cassim, J de Jager,  
R George, C Gerber,  
N Mazibuko, M Mpinganjira,  
I Niemann-Struweg, S Perks,  
C Rootman, R Rugimbana,  
M Tait, J van Zyl and M Wait

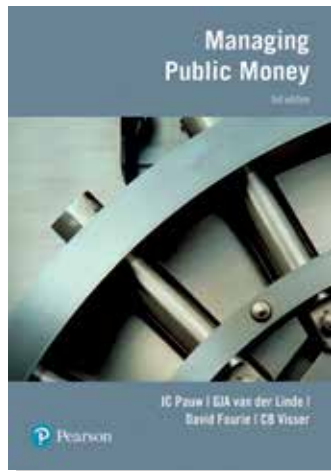
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1. Creating and capturing customer value
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3. Analysing the marketing environment
4. Managing marketing information
5. Consumer markets and consumer buyer behaviour
6. Business markets and business buyer behaviour
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8. Products, branding and services strategy
9. New product development and product  
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10. Pricing: Understanding and capturing customer value
11. Pricing strategies
12. Marketing channels and supply chain management
13. Retailing and wholesaling
14. Communicating customer value: Integrated marketing  
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15. Advertising and public relations: Integrated  
marketing communications
16. Personal selling and sales promotion
17. Direct and online marketing: Building direct  
customer relationships
18. Creating competitive advantage
19. The global marketplace
20. Sustainable marketing

## Managing Public Money

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J Pauw, G van der Linde,  
D Fourie and C Visser

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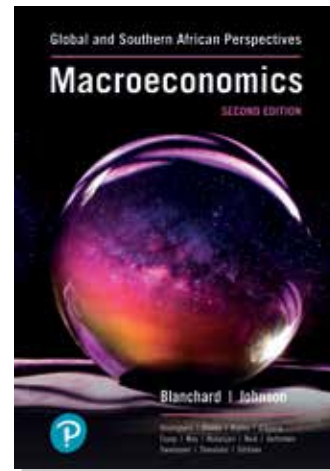
**Extent:** 400 pp.

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Blanchard, Johnson,  
Alsemgeest, Bhoola,  
Biyase, Dikang, Essop, May,  
Mukanjari, Naik, Serfontein,  
Swanepoel, Theoduloz,  
Tshitaka

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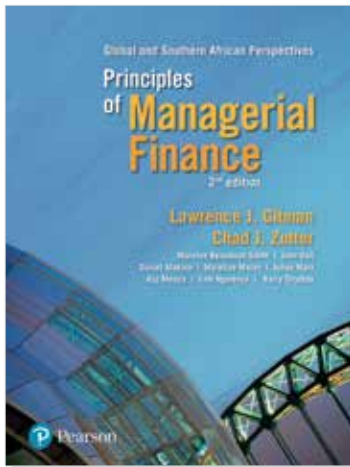
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6. Financial markets: The extended IS-LM model
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11. Saving, capital accumulation and output
12. Technological progress and growth
13. Technological progress: The short, the medium and the long run
14. Financial markets and expectations
15. Expectations, consumption and investment
16. Expectations, output and policy
17. Openness in goods and financial markets
18. The goods market in an open economy
19. Output, the interest rate and the exchange rate
20. Exchange rate regimes
21. Should policymakers be restrained?
22. Fiscal policy: A summing up
23. Monetary policy: A summing up
24. The story of macroeconomics

# Principles of Managerial Finance

Global and Southern African Perspective

Second Edition



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L Gitman, C Zutter,  
M Beaumont Smith, J Hall,  
D Makina, M Malan, J Marx,  
R Mestry, S Ngwenya  
and B Strydom

**Copyright:** 2014

**Extent:** 864 pp.

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1. The role of managerial finance
  2. The financial market environment
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### Part 2: Financial tools

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  7. Share valuation
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### Part 4: Risk and the required rate of return

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  9. The cost of capital
- Integrative Case 4: SA Energy Solutions' new electricity generation possibilities

### Part 5: Long-term investment decisions

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  11. Capital budgeting cash flows
  12. Risk and refinements in capital budgeting
- Integrative Case 5: Lasting Impressions Company

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  14. Payout policy
- Integrative Case 6: Tomlinson Leather Company

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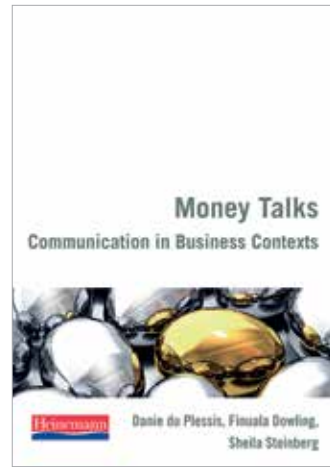
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17. Hybrid and derivative securities
  18. Mergers, LBOs, divestitures and business failure
  19. International managerial finance
- Integrative Case 8: Organic Solutions

# Money Talks

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First Edition



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**Authors:**  
D du Plessis, F Dowling  
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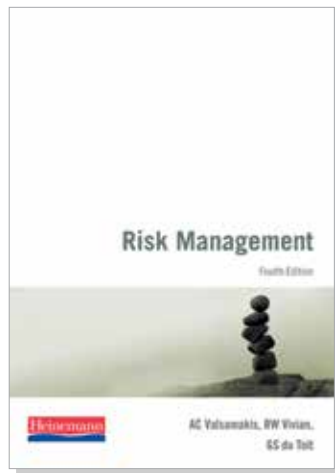
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5. The writing process
6. Persuasive writing
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Fourth Edition



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AC Valsamakis, RW Vivian  
and GS du Toit  
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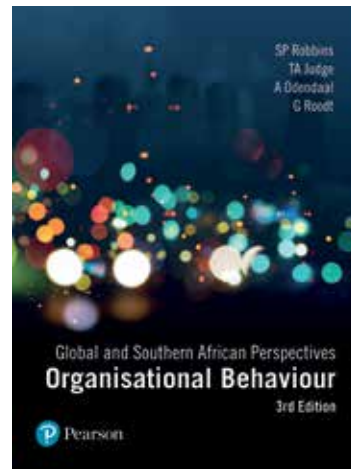
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1. Principles of management applied to managing risk
2. Concept of risk
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4. Corporate governance and enterprise risk management
5. Risk identification
6. Risk evaluation
7. Operational risk management
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10. Risk retention
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15. Composite financing strategies

# Organisational Behaviour

Global and Southern African Perspective

Third Edition



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**Authors:**  
S Robbins and T Judge,  
A Odendaal and G Roodt  
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**Extent:** 758 pp.

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1. What is organisational behaviour?
2. Organisational behaviour in global and diverse contexts

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3. Diversity in organisations
4. Attitudes and job satisfaction
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6. Personality and values
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8. Motivation concepts
9. Motivation: From concepts to applications

### Part 3: The group

10. Foundations of group behaviour
11. Understanding work teams
12. Communication
13. Leadership
14. Power and politics
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16. Foundations of organisation structure

### Part 4: The organisation system

17. Organisational culture
18. Human resource policies and practices
19. Organisational change and stress management

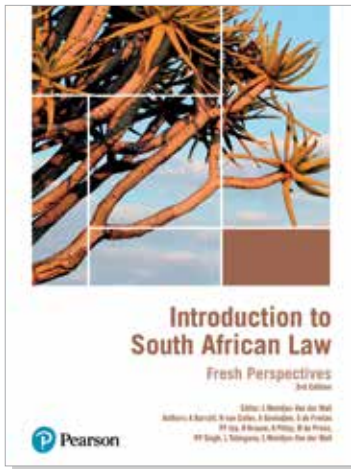
### Part 5: Appendices, glossary and index

- A. Research methodology
- B. Comprehensive cases

## Introduction to South African Law

Fresh Perspectives

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**Authors:**  
P Singh, M du Preez,  
SA de Freitas, K Chinnian,  
A Barratt, A Govindjee,  
P Iya, H Kruuse, L Tshingana  
and H van Coller

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2. History and development of South African law

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4. Legislation
5. Ethics and law
6. Case law
7. Common law
8. Customary law
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11. The legal profession

#### Section 3: The branches of our law

12. Constitutional law and human rights
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20. Civil procedure

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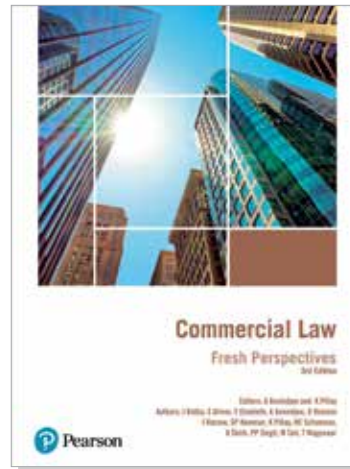
#### Section 5: A changing tree

22. AIDS and the law
23. Thinking about the law: Jurisprudence

## Commercial Law

Fresh Perspectives

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**Authors:**  
J Botha, S Driver,  
V Etsebeth, A Govindjee,  
D Holness, J Katzew,  
S Newman, K Pillay,  
H Schoeman, A Shirk,  
M Tait and T Wagenaar

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1. Background to South African law
2. Branches of the law
3. Interpreting statutes

#### Part 2: General principles of contract

4. Contractual capacity
5. Reaching agreement
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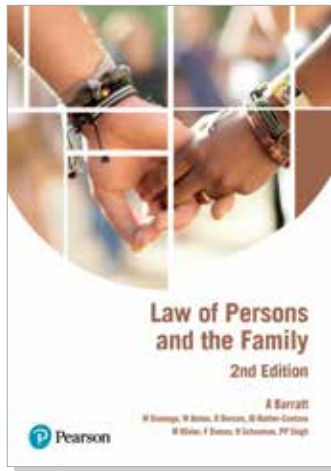
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18. The law of agency
19. Online contracts and e-commerce
20. Methods of payment
21. The law of insolvency
22. The law of succession
23. The law of security
24. Labour law
25. Arbitration
26. Business entities
27. The law of insurance
28. The law of carriage
29. The law of immovable property
30. The law of intellectual property
31. Financial institutions
32. Competition law



## Law of Persons and the Family

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A Barratt, W Domingo,  
W Amien, R Denson,  
JD Mahler-Coetzee, F Osman,  
H Schoeman and PP Singh

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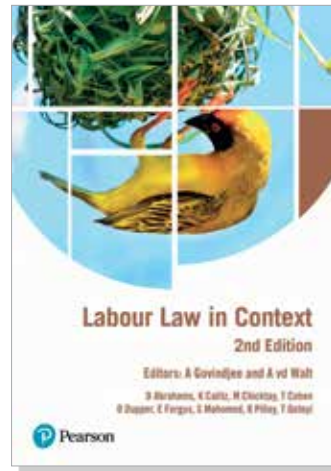
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4. Minority: How age affects status and capacity
5. Sex and gender – Status and capacity
6. Other factors affecting status and capacity
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20. Economic consequences of divorce
21. Children after divorce
22. Customary marriages
23. Religious marriages
24. Civil Union Act
25. Domestic partnerships
26. Domestic violence

## Labour Law in Context

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**Authors:**  
D Abrahams, K Calitz,  
M Chicktay, T Cohen,  
O Dupper, E Fergus,  
S Mahomed, K Pillay  
and T Qotoyi

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2. Labour law and the Constitution

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6. Unfair labour practices
7. Legal position of atypical employees
8. Dismissal
9. Automatically unfair dismissals
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11. Dismissal for incapacity
12. Dismissal for operational requirements
13. Transfer of businesses

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15. Trade unions and organisational rights
16. Collective bargaining
17. Worker participation
18. Strikes, lock-outs and protest action

#### Section D: Labour dispute resolution

19. Labour dispute resolution

#### Section E: Social security at work

20. Social security at work

#### Section F: Public service

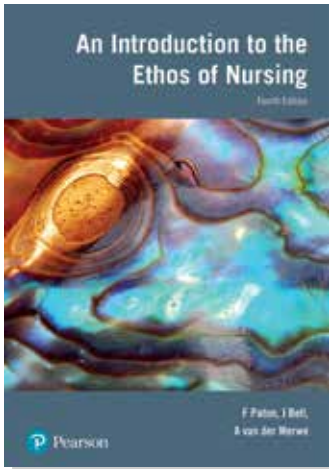
21. Labour law in the public service at national and provincial level
22. Labour law in local government

## An Introduction to the Ethos of Nursing

Fourth Edition

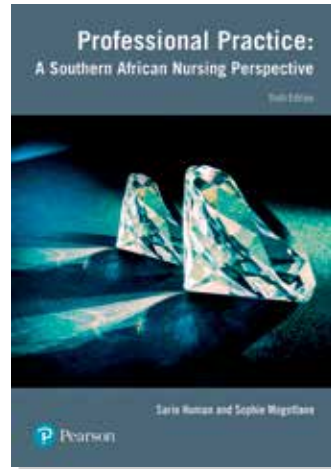
## Professional Practice: A Southern African Nursing Perspective

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F Paton, J Bell  
and A van der Merwe  
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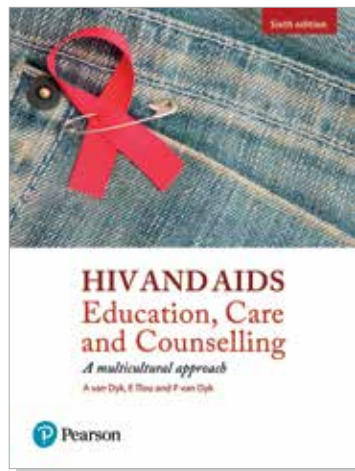
1. Outline of the book and a reflection on the ethos of nursing
2. Being moral
3. The ethical foundation of nursing practice and moral
4. You and nursing
5. Worldview, philosophy and theories in nursing
6. The factors that shape being a nurse and doing nursing
7. Establishment of the nursing profession
8. The development of midwifery, psychiatric and community health nursing
9. Nursing education's contribution to the nursing profession
10. Organising and regulating the nursing profession
11. Nursing as a profession
12. The legal framework for nursing practice
13. National and international directives which affect nursing
14. Nursing in the global village

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10. Disciplinary control
11. Aspects of Law
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14. Labour relations
15. The duty to practise and live one's profession with care and justice
16. Professional practice challenges
17. Leaders who shaped nursing and midwifery in southern Africa

# HIV and AIDS: Education, Care and Counselling

Sixth Edition



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A van Dyk,  
E Tlou and P Van Dyk  
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### Part 1: Knowing the virus

1. HIV and Aids: A brief history
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3. Transmission and prevention
4. HIV-associated symptoms and diseases
5. HIV tests
6. Antiretroviral therapy

### Part 2: Aids education and empowerment

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8. Aids education
9. Changing unsafe practices
10. Aids education for school children
11. Aids education in traditional Africa

### Part 3: HIV counselling

12. Counselling principles and practice
13. HIV counselling and testing
14. Ongoing counselling
15. Bereavement counselling
16. Spiritual counselling and the meaning of life

### Part 4: Care and support

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18. Orphans and vulnerable children
19. Infection control
20. Care and nursing principles
21. Care for the caregiver

### Part 5: Aids legal and practical issues

22. Aids and the law
23. Aids in the workplace

# Practical Guide for General Nursing Sciences

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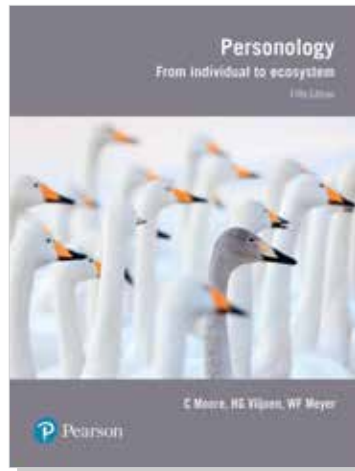
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| 4. Measurement and interpretation of heart rate   | 37. Vaginal examination  |
| 5. Measurement and interpretation of respiration  | 38. Peritoneal dialysis  |
| 6. Measurement and interpretation of brachial artery blood pressure                     | 39. Urine specimens  |
| 7. Measurement and interpretation of central venous pressure (CVP)                      | 40. Routine urine testing  |
| 8. Prevention of pressure injuries  | 41. Faecal specimens   |
| 9. Body mechanics (mobilising a patient)  | 42. Sputum specimens and throat swabs                            |
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| 11. Positions for bedbound patients for therapeutic and diagnostic purposes             | 44. Assessment of a patient with a wound                         |
| 12. Ambulation and exercise   | 45. Wound bed preparation  |
| 13. Restraints  | 46. Performing basic wound care                                  |
| 14. Traction care   | 47. Assessing patients with traumatic wounds and suturing wounds |
| 15. Bathing a baby  | 48. Suture removal   |
| 16. Skin cleansing  | 49. The removal of skin clips and staples                        |
| 17. Perineal care   | 50. Drainage tubes   |
| 18. Care of the hair  | 51. Irrigating and plugging a wound                              |
| 19. Shaving a male patient  | 52. Application of topical wound-care                            |
| 20. General foot and hand care  | 53. Applied microbiology in wound care                           |
| 21. Oral hygiene  | 54. Fluid intake and output                                      |
| 22. Eye care: removing, cleaning and storing contact lenses                             | 55. Oral feeding   |
| 23. Removal and general care of a hearing-aid   | 56. Intravenous fluid therapy                                    |
| 24. Immediate action after the death of a patient and final care of the body            | 57. Nasogastric and gastroonomy feeds                            |
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| 26. Hand hygiene in the healthcare setting  | 59. Urinary elimination  |
| 27. Donning and removing sterile gowns and sterile gloves                               | 60. Nursing management of intestinal stomas                      |
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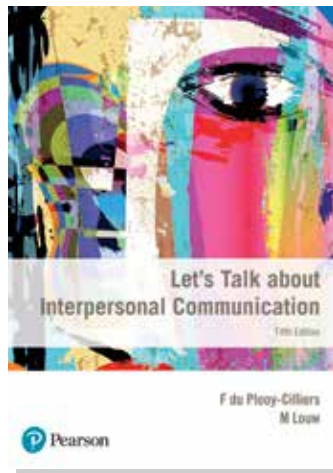
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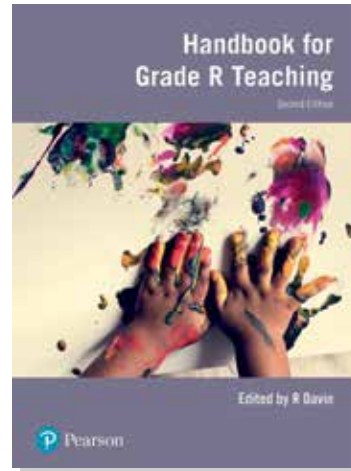
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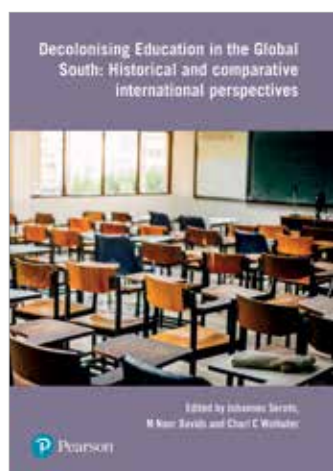
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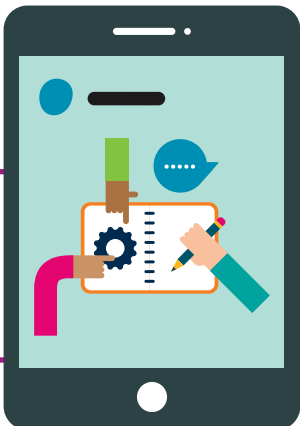
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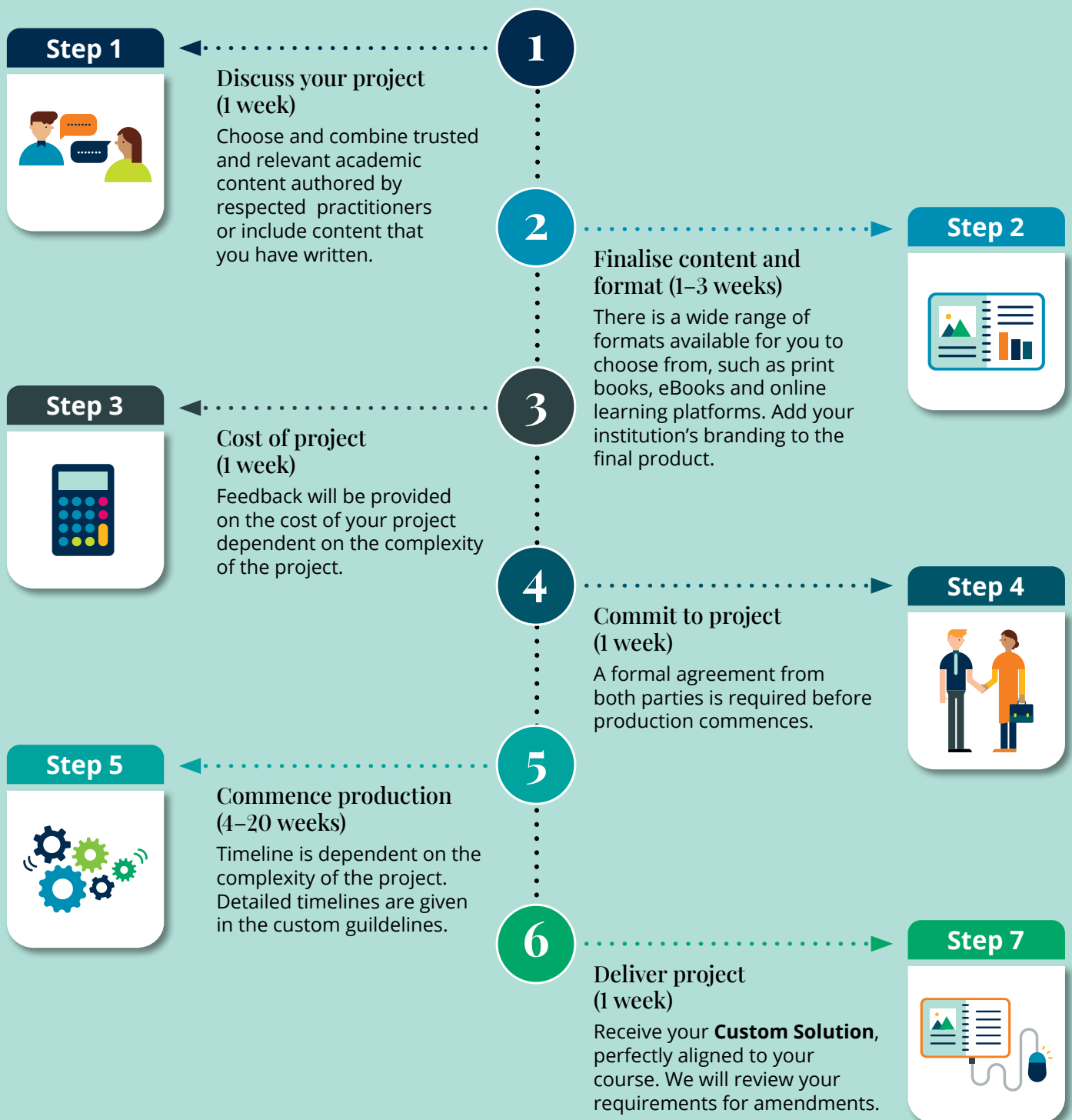
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