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Please contact our TVET team if you would like more information on how we can help you create a learning material package that suits your specific needs, or if you require an inspection copy:

YOLANDI FARHAM
TVET LEAD PUBLISHER
za.tvet@oup.com
021 596 2300

MARIE LOUISE KRIEL
TVET PUBLISHER
marie louise.kriel@oup.com
021 596 2300

LIEZL MEYER
NATIONAL SALES MANAGER
liezl.meyer@oup.com
074 361 0757

KHOSI MANQUELE
SALES CONSULTANT
WC, EC
khosi.manquele@oup.com
060 588 5814

IMRAAN VANKER
SALES CONSULTANT
KZN, EC
imraan.vanker@oup.com
082 601 1262

DINAH MANDIWANE
SALES CONSULTANT
GP, FS
dinah.mandiwane@oup.com
081 356 9037

ITUMELENG MOREMI
SALES CONSULTANT
GP, NC
itumeng.moremi@oup.com
082 600 6514

ANRI MOUTON
SALES CONSULTANT
GP, NW
anri.mouton@oup.com
083 452 6820

KOENA NAMETHE
SALES CONSULTANT
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- Assessment questions at the end of each module provides test and exam practice

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Authors: Liza Hamman & Chaleen October

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Author: Enock Mukwindidza

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ADMINISTRATION AND COMPUTER SCIENCES

KEYBOARDING SPEED AND ACCURACY EXERCISES 2E

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BUSINESS AND ENTREPRENEURSHIP

BUSINESS CASES 2E

Content editors:
S Rudansky-Kloppers (Ed.),
A Antonites,
H Badenhorst-Weiss,
P Bester, T Botha,
N Da Silva-Escala,
N De Metz, B Erasmus,
R Steenkamp, J Strydom &
E Swanepoel
240 pages
9780190404925
@ 9780190401542

Business Cases 2e is a case study book that illustrates how business management theory is applied to local organisations. This holistic approach exposes students to the important aspects of owning and managing a business in the South African context.

Learning Zone resources:
⇒ Solutions manual

STARTING YOUR OWN BUSINESS IN SOUTH AFRICA 12E

Author: B Terblanche, G McLeod & P Moeng
228 pages
9780199055340
@ 9780199051328

The book covers the key stages in setting up a business: planning, getting started and scaling up. It includes step-by-step guidelines, advice and support tailored to the South African business environment, and vital information about financial, legal and labour matters.
COMMUNICATION

BUSINESS COMMUNICATION

Author: D Daniels, A Hunter, V McGhie, J Middleton Horn, M van Jaarsveldt & T van Vuuren
464 pages
9780195995268
@ 9780199047420

Business Communication provides a practical framework for students and demonstrates how communication functions in today's business environment. The textbook covers discussions around communication theory, cognitive communication, organisational communication, cultural communication, stakeholder communication, the writing and listening process, and academic literacy.

Learning Zone resources:
→ PowerPoint® slides
→ Exercise bank
→ Solutions manual
→ Template bank

FINANCE

ACCOUNTING FOR NON-ACCOUNTANTS

Authors: JP Bruwer & D Holtzhausen
272 pages
9780199047192
@ 9780190401634

Written in a student-friendly style, Accounting for Non-Accountants offers a to-the-point explanation of accounting which helps students retain core concepts. The book builds knowledge in incremental steps while contextualising accounting theory so that they are able to start thinking about application within the workplace.

Learning Zone resources:
→ Multiple choice question bank
→ Solutions manual

APPLIED ACCOUNTING

Content editors: JP Bruwer & TG Beck
Authors: R Beck, M Chalmers, J Maseko, P Pelle, T Radebe & T Walker
416 pages
9780190423919

Applied Accounting is tailored to meet the needs of students taking a first-year course in financial accounting as part of a diploma in accounting, or a National Diploma (Accounting), both in terms of the curriculum covered and the approach toward teaching and learning. The book is suitable even for students who may not have taken accounting at Grade 12 level, as it bridges the gap between school and the first level of tertiary study.
### ZOOM IN ACCOUNTING GRADE 10

**Authors:** Jan Bronkhorst, Elsie Dippenaar & Tracy Rousseau  
80 pages  
9780190420901

*Zoom in Accounting* Grade 10 consists of printed graded practice activities plus a USB card packed with offline digital learning objects, including slides, teaching videos, animations, simulations and interactive practice activities.

**Concepts covered:**
- Basic accounting concepts and the accounting equation
- Adjustments and financial statements
- Reconciliations
- Calculations
- Ratios
- Inventory systems

### ZOOM IN ACCOUNTING GRADE 11

**Authors:** Jan Bronkhorst, Elsie Dippenaar & Tracy Rousseau  
98 pages  
9780199041374

*Zoom in Accounting* Grade 11 consists of activities and exam-type questions with answers and downloadable answer templates, plus a USB card packed with offline digital learning content containing slides, videos, animations, simulations and interactive practice activities.

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- Partnerships
- Fixed Assets
- Reconciliations
- Cost Accounting
- Inventory systems
- Budgets
- Reconciliations

### ZOOM IN ACCOUNTING GRADE 12

**Authors:** Jan Bronkhorst, Elsie Dippenaar & Tracy Rousseau  
88 pages  
9780190448370

*Zoom in Accounting* Grade 12 consists of workbook with worksheets, exam-type questions and answers, as well as a USB drive. The digital learning component includes videos, animations, simulations, games, slide shows and interactive activities with immediate feedback.

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- Financial Statements
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- Cost Accounting
- Inventory valuation systems
- Budgets

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Human Resource Management 10e is a comprehensive introduction to HRM written for undergraduate students. This title combines the experience of local and international authors to ensure broader perspectives of the field are discussed, as well as how they relate to the South African context.

Content editors: P Nel and A Werner
Authors: C Botha, W Chinyamurindi, N Dodd, M du Plessis, M Mey, O Ngalo, P Poisat, J van der Merwe and L van Hoek

594 pages
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MANAGING TRAINING AND DEVELOPMENT 8E

Managing Training and Development focuses on the training and development of personnel from a human resource management perspective. The book provides detailed discussions, case studies and activities to integrate theory and practice, and guide students through a wide spectrum of training and development issues.

Content editors: B Erasmus and P Loedolff
Authors: M du Plessis, T Mda and P Nel

448 pages
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9780190443580

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Income method:
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**How to draw a graph in Economics**

**Primary, secondary and tertiary sectors**

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- Mining: 3.9%
- Tertiary sector: 65.9%

- Agriculture, quarrying: 21.4%
- Secondary sector: 12.7%
- Tertiary sector and water: 27%

- Finance, insurance, real estate: 27.2%
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- **Poster 2**: Calculation of Gross Domestic Product
- **Poster 3**: Business Cycle Graphs
- **Poster 4**: Demand and Supply
- **Poster 5**: How to Draw a Graph in Economics
- **Poster 6**: Imperfect Markets
- **Poster 7**: Primary, Secondary and Tertiary Sectors
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EDUCATION MANAGEMENT AND LEADERSHIP 2E

Content editors: R Mestry & T Ngcobo
Authors: R Joubert, M Mosoge & A Naidu

72 pages
LG 9780190418984

Education management and leadership 2e focuses on different aspects of school management to form a comprehensive model. Topics covered include quality and accountability; school development; staff development; promoting effective teaching and learning; school governance; and financial and physical resources.

GOOD PRACTICE IN CULTURE-RICH CLASSROOMS: RESEARCH-INFORMED PERSPECTIVES

Content editor: S Vandeyar

312 pages
LG 9780190403171
@ 9780190406677

Good practice in culture-rich classrooms: Research-informed perspectives presents a series of autoethnographic accounts of how teacher educators at a South African university responded to the directive to transform the country’s homogeneous education landscape in the post-apartheid era. The counter-narratives presented in this book guide teacher educators and pre-service teachers towards critical teaching as transformative intellectuals in learning areas such as mathematics, science, languages, technology and music.

Learning Zone resources:
Lecturer resources
→ Tutor’s guide including teaching suggestions, additional activities and suggested answers per chapter
→ PowerPoint® slides
INCLUSIVE EDUCATION: AN AFRICAN PERSPECTIVE

Content editors: J Condy & N Phasha
Authors: EF Akinsola, R Chireshe, O Maguvhe, FD Mahlo, M Mhaka-Mutepfa, SM Molosiwa, PP Monyatsi, JMC Motitswe, M Mukwambo, S Ntshangase, DM Runo, M Taole, J Tchatchoueng & LDN Tlale

The book engages with thinking about inclusive education, challenging readers to evaluate the current inclusive education philosophies and policies from an African perspective and identifying limitations within current approaches. It engages with African worldviews, epistemologies and values as a means of creating space for effective and culturally sensitive ways of implementing the vision of inclusive education.

TEACHING WITH ICT

Content editor: J Hardman
Authors: C Dumas, R Dlamini, N Madhav, A Molotsi & S Simelane

Teaching with ICT prepares pre-service teachers across the three phases of learning to understand the role technology can play in teaching and learning. This book encourages students of teacher education to apply their understanding of pedagogy to using ICT in the classroom. The focus is on teaching with ICT rather than on teaching ICT.
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