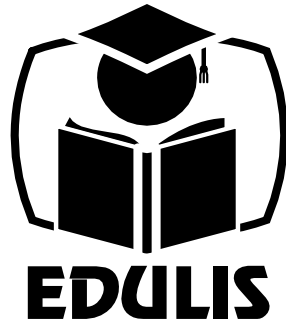


# BUSINESS



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Compiled by Edna Böhmer, September 2016.

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004.16 GOL Goldstruck, A.  
**The mobile office : the essential small business guide to office technology.** 2009

DV 006.7 DEV  
**Developing a website.** 2013  
*1 DVD (20 min.) ; 1 CD-ROM*

006.754 BEL Belicove, M.E.  
**The complete idiot's guide to Facebook.** 2012

158.72 HBR Harvard Business Review  
**HBR guide to managing stress at work.** 2014

M 174.4 ETH  
**Ethics 4 everyone.** 2003  
*1 VHS (14 min.) ; CD-ROM ; 1 Leader's guide ; 1 Participant workbook and 24 loose transparencies*

174.4 JOH Johnson, C.E.  
**Organizational ethics : a practical approach.** 2012

174.4 MAL Malan, F.  
**Ethics and leadership in business and politics.** 2001

174.4 ROS Rossouw, D.  
**Business ethics.** [2010]

174.9659 GRE  
**Green advertising.** 2011

330 GEL Geldenhuys, J.D.U.  
**New business dictionary = Nuwe sakewoordeboek.** 2003

330.9 FAY Fay, G.  
**Economics around the world.** 2011

M 664 FIX Fix, M.  
**Start and run a home-based business.** 2009  
*1 Book ; 1 CD-ROM*

739.75 GRA Grant, B.  
**Worm farming : everything you need to know to setting up a successful worm farm.** [2014]

761 APP/SUT Sutherland, A.  
**Apple.** 2011

808.06665 DOR Dorner, J.  
**Writing bids and funding applications.** 2004

M 658.456 WEL  
**The well-managed meeting : how to run effective, results-oriented business meetings.** 2011  
1 DVD (22 min.) ; 1 Study guide

658.8 ADV  
**Advertising and promotions.** 2011  
*Separate books for Levels 3 and 4 available*

DV 658.8 FIN  
**Finding your customers : marketing and advertising your business.** 2011  
*1 DVD (25 min.)*

658.812 ZAZ Zazeraj, R.  
**How to create a client service culture.** 2003

658.83 WEN Wentzel, A.M.  
**The entrepreneur's guide to market research.** 2012

658.8708 MAT Mathews, J.  
**Street smart franchising.** 2011

658.872 MAN  
**Managing e-commerce in business.** 2008

DV 658.872 STA  
**Starting an online business.** 2012  
*1 DVD (21 min.) ; 1 CD-ROM*

658.872 ZIM Zimmerman, J.  
**Web marketing for dummies.** 2011

DV 659.2 PRF  
**The PR Function.** 2011  
*1 DVD (20 min.) ; 1 CD-ROM*

331.0968 LAG La Grange, J.T.  
**Labour relations in South Africa : a practical guide to business and public service.** 2000

331.59 SIL Silver, R.  
**Successfully employing people with disabilities : Business for Good's focused guide to employment equity.** 2000

332.024 ING Ingram, W.  
**Become your own financial advisor : the real secrets to becoming financially independent.** 2013

332.6324 LEE Lee, J.  
**10 simple steps to property wealth.** 2013

333.7 BEA Beavis, S.  
**Business and industry.** 2002

337 AND Andrews, D.  
**Business without borders : globalization.** 2011

338.040922 BAR Barker, G.  
**Entrepreneur.** 2011

338.4 HUN Hunter, N.  
**Social networking : big business on your computer.** 2015

DV 338.47629 KEY McAuliffe, M.  
**Key functions of business.** 2005

338.479168 NEW  
**New tourism ventures : an entrepreneurial and managerial approach.** 2011

338.761 BRA/FER Fertig, D.  
**Richard Branson.** 2013

338.761 CAD/SEN <b>Cadbury.</b> 2012	Senker, C.	658.452 DEN <b>Communicate to win.</b> 2006	Denny, R.
338.761 COC/BOD <b>The story of Coco-Cola.</b> 2011	Bodden, V.	658.452 DUA <b>HBR guide to persuasive presentations.</b> 2012	Duarte, N.
338.761 COC/SEN <b>Coca Cola.</b> 2012	Senker, C.	DV 658.452 PRE <b>Presentation is everything.</b> 2012 1 DVD	
338.761 DIS/SUT <b>Disney.</b> 2012	Sutherland, A.	658.452 SAM <b>Creative business presentations.</b> 2003	Sampson, E
338.761 FAC <b>Facebook.</b> 2011		658.452 TUR <b>10 steps to successful virtual presentations.</b> [2011]	Turmel, W.
338.761 GAT/HEL <b>Bill Gates.</b> 2000	Heller, J.	658.453 FOR <b>How to write reports and proposals.</b> 2006	Forsyth, P.
338.761 GOO <b>Google.</b> 2011		658.453 GAR <b>HBR guide to better business writing.</b> [2012]	Garner, B.A.
338.761 MACD/GIL <b>The story of McDonald's.</b> 2011	Gilbert, S,	658.456 KID <b>Powerfully simple meetings : your guide to fewer, faster more focused business meetings.</b> 2014	Kidd, P.
338.761 MIC/MUS <b>The story of Microsoft.</b> 2011	Musolf, N.	658.456 LEW <b>10 steps to successful meetings.</b> 2009	Lewis, L.S.
338.761 MOT/ETI <b>Patrice Motsepe : mining business magnate.</b> 2012	Etingoff, K.	DV 658.456 PRO <b>Productive meetings.</b> 2013	
338.761 NIK/FRI <b>The story of Nike.</b> 2011	Frisch, A.	658.456 STA <b>Start your own event planning business : your step-by-step guide to success.</b> 2011	
338.761 YOU/SUT <b>YouTube.</b> 2014	Sutherland, A.		

658.4092 PAN Pandya, M.  
**Nightly business report presents lasting leadership : what you can learn from the top 25 business people of our times.** 2005

658.4092 PUC Puccio, G.S.  
**Creative leadership : skills that drive change.** [2011]

658.4092 SHE Shenkman, M.H.  
**Leader mentoring : find, inspire and cultivate great leaders.** 2008

658.4092 WOM  
**Women and leadership : essential skills for success in today's business.** 2000

658.4094 ADA Adair's J.  
**100 greatest ideas for amazing creativity.** 2011

658.421 ENT  
**Entrepreneur : let's do business.** 2006

CD 658.45 COM  
**Communicating effectively.** 2006

DV 658.45 EFF  
**Effective communication in business.** 2010  
*1 DVD (26 min.) ; 1 CD-ROM*

658.45 SHO Shober, D.  
**Communicating with a vision.** 2008

658.450 OTT Otto, E.  
**The basics of business communication.** 2002

338.761 ZUC/FER Fertig, D.  
**Mark Zuckerberg.** 2013

DV 346.048 GEN  
**Generating and protecting business ideas : understanding business studies.** 2010  
*1 DVD (20 min.)*

362.712068 GAL Gallagher, T.  
**100 ideas to market your childcare business.** 2009

371.2 MAN  
**Managing the business of schools.** 2006

371.206 EFF  
**Effective financial management : a practical guide for school business managers and governors.** 2014

394.2068 LAC Lach, S.M.  
**Start and run a meeting and event planning business.** 2014

395.52 MACL MacLeod, G.  
**Cultural considerations in South African business : a guide for understanding culture, courtesy and etiquette in South African business.** 2002

395.52 VANS Van Schalkwyk, H.  
**Etiquette : all you want to know without the jargon.** 2002

621.39092 JOB/BLU Blumenthal, K.  
**Steve Jobs : the man who thought differently.** 2012

621.39092 JOB/HUN Hunter, N.  
**Steve Jobs.** 2012

621.39092 JOB/ISA Isaacson, W.  
**Steve Jobs.** 2011

630 MJO Mjonono, M. `\  
**Agri-business. Lecturer's guide.** 2008

630 MJO Mjonono, M.  
**Agri-business. Student's book.** 2007

636.5 WET Wethli, E.  
**The South African chicken book : how to start a small business keeping chickens.** 2012

647.94 WHY Whyte, S.  
**How to start and run a B&B : a practical guide to setting up and managing a successful bed & breakfast business.** 2011

DV 647.95 DAY  
**Day to day business in a café.** 2005  
*1 DVD (27 min.)*

647.95 LYN Lynn, J.  
**Start your own restaurant and more : pizzeria, coffeehouse, deli, bakery, catering business.** 2012

648.5 LYN Lynn, J.  
**Start your own cleaning service : maid service, janitorial service, carpet and upholstery service and more.** 2014

650 BUS  
**Business practice. NQF level 2. Student's book.** 2007

650 CIL Cilliers, N.  
**Business practice : NCV level 2 : hands-on training.** 2007

658.404 VANC Van Coller, S.  
**Managing projects for results.** 2001

658.4052 NEG  
**Negotiation skills.** 2013

658.4052 SIX  
**6 principles to negotiate anything.** 2011

658.406 CAM Cameron, E.  
**Making sense of change management : a complete guide to the models, tools and techniques of organisational change.** 2012

DV 658.406 JOE  
**Joel Barker's the new business of paradigms.** 2001  
*1 DVD (44 min.) ; 1 CD-ROM*

658.407124 COA  
**Coaching for leadership : writings on leadership from the world's greatest coaches.** 2012

658.407124 STO Stout-Rostron, S.  
**Leadership coaching for results : cutting-edge practices for coach and client.** 2014

DV 658.4083 ENV  
**Environmental sustainability in business : a case study.** 2010  
*1 DVD (27 min.) ; 1 CD-ROM*

658.4092 KOU Kouzes, J.M.  
**The leadership challenge : how to make extraordinary things happen in organizations.** 2012

M 658.314 JOY  
**Joy in work : the baboon in your business.** 2001  
*1 DVD (13 min.) ; 1 Delegate's workbook ; 1 Facilitator's guide and 12 loose transparencies*

658.401 SYR Syrett, M.  
**Successful strategy execution : how to keep your business goals on target.** 2007

658.4012 FIN Finch, B.  
**How to write a business plan.** 2013

658.4012 HUN Hunger, J.D.  
**Essentials of strategic management.** [2009]

658.4012 MOR Moran, G.  
**The complete idiot's guide to business plans.** 2005

658.4012 TIF Tiffany, P.  
**Business plans for dummies.** 2004

DV 658.402 DEL  
**Delegating tasks.** 2013  
*1 DVD (8 min.) ; 1 CD-ROM*

658.404 FRA Frame, J.D.  
**The new project management : tools for an age of rapid change, complexity and other business realities.** 2002

658.404 HBR Harvard Business Review  
**HBR guide to project management.** 2013

658.404 POR Porty, S.E.  
**Project management for dummies.** 2013

650 DEN De Necker, T.  
**Business practice. Student's book.** 2007

650 DUT Du Toit, D.  
**Business practice. Student's book.** 2008

650 MIL Miles, S.  
**Financial management. Lecturer's guide.** 2007

650.03 LIN Lines, D.  
**Complete A-Z business studies handbook.** 2003

650.03 MUL  
**Multilingual glossary of business management terms.** 2006

650.071 JEP Jephcote, M  
**Teaching business education 14-19.** 2005

650.076 BEA Beautement, V.  
**Business studies 11 : revision, questions and answers.** 2013

650.076 BEA Beautement, V.  
**Business studies 12 : revision, questions and answers.** 2013

650.076 BOR Borrington, K.  
**IGCSE business studies.** 2006

650.076 BUS  
**Business studies.** 2007

650.076 BUS  
**Business studies. Grade 12.** 2009

650.076 CHA Chambers, I.  
**Longman business studies for IGCSE.** 2006

650.076 FLO Floyd, D.  
**Business studies.** 2008

CR 650.076 FOC  
**Verken besigheidstudies. Graad 10.** 2009  
*1 CD-ROM*

CD 650.076 MAT  
**Matric tips : business studies.** 2009  
*Afrikaans edition available*

650.076 NEE Needham, D.  
**Business studies for you.** 2009

650.076 ZEE Zeeman, L.  
**My business : Learner's workshop : steps to financial freedom.** 2007  
*Available for Grades 8 & 9 and 10 & 11*

650.1 BLA Blanchard, K.H.  
**Full steam ahead! : unleash the power of vision in your company and your life.** 2003

M 650.1 HAP  
**The happiness advantage.** 2011  
*2 DVDs ; 1 CD-ROM ; 1 Workbook*

650.1 VOR Vorster, T.  
**Mind your business : advice from South Africa's top business leaders.** 2013

650.14 HBR Harvard Business Review  
**HBR guide to getting the mentoring you need.** 2014

658.3 KRU Krul, T.  
**Personnel training. N5. Student's book.** 2012

658.3124 ALL Allen, T.D.  
**Designing workplace mentoring programs : an evidence-based approach.** 2009

658.3124 CAR Carvey, B.  
**Coaching and mentoring theory and practice.** 2014

658.3124 CHE  
**The cheetah in your business action coaching.** 2001  
*1 DVD (16 min.)*

658.3124 CLU Clutterbuck, D.  
**Everyone needs a mentor : fostering talent at work.** 2001

658.3124 HBR Harvard Business Review  
**HBR guide to coaching employees.** 2014

DV 658.3124 INS  
**Insights into better mentoring.** 2006  
*1 DVD (26min.) ; 1 CD-ROM*

DV 658.31244 SWI  
**Switch on assertiveness.** [2012]

DV 658.31244 SWI  
**Switch on caring.** [2012]

DV 658.31244 SWI  
**Switch on respect.** [2012]

DV 658.31244 SWI  
**Switch on service.** [2012]



658.054676 HAI Haig, M.  
**E-business essentials.** 2001

658.11 MAN  
**Managing your business : prices, finance and staffing.**  
2011

DV 658.11 PLA  
**Planning your business : research, goals and business plans.** 2011  
*1 DVD (27 min.)*

DV 658.11 STA  
**Starting your business : financing, branding and regulations.** 2011

658.1145 SAC Sacks, A.  
**Close corporations : setting up and running a CC.** 2001

DV 658.15 FIN  
**Financial management : the planning cycle.** 2011

658.15 TIT Titman, S.  
**Financial management : principles and applications.** 2011

DV 658.154 EFF  
**Effective budgeting for business.** 2008  
*1 DVD (27 min.) : 1 Programme of support notes*

658.16 MAR Marino, V.  
**Buying and selling a business.** 2002

658.3 CAS Cascio, W.F.  
**Managing human resources : productivity, quality of life, profits.** 2012

651.3 BUS  
**Business and office administration.** 2005

651.7 PRO  
**Professional communication : deliver effective written, spoken and visual images.** 2012

651.7 SHO Shober, D.  
**Essential business communication : communicating with a vision.** 2013

651.7 STE Steenkamp, L.  
**Communication means business.** 2002

651.74 FOR Forsyth, P.  
**Effective business writing.** 2009

DV 657.3 FIN  
**Financial reporting for business.** 2008  
*1 DVD (26 min.) ; set of programme support notes*

DV 657.9042 CAS  
**Cash flow.** 2001 *1 DVD (19 min.)*

DV 657.9042 FIN  
**Financial stability.** 2001 *1 DVD (22 min.)*

DV 657.9042 PRO  
**Profitability.** 2001 *1 DVD ( 18min.)*

658 INT  
**Introduction to business management.** 2013

658.022 BAL Balshaw, T.  
**Thrive! : making family business work.** 2002

DV 658.022 BUS

**The business plan.** [20—]  
*1 DVD (27 min.) ; 1 CD-ROM*

658.022 CLA

Clarke, A.G.

**Begin jou eie besigheid : van idees tot aksie.** 2002

658.022 DUP

Du Plessis, B.

**Your small business nightmare and how to wake up.** 2013

DV 658.022 EIN

**The E in me : the entrepreneur in you.** 2007  
*1 DVD (25min.)*

658.022 ENT

**Entrepreneurship and how to establish your own business.** 2007

DV 658.022 EVA

**Evaluating business performance : case studies in small business.** 2006  
*1 DVD (32 min.)*

658.022 HAW

Hawkins, B.

**How to start a business when you are young : get the right idea for success.** 2009

DV 658.022 HOM

**Homebiz. TV 2.** 2006  
*5 DVDs (150 min.)*

658.022 JEN

Jensen, M.

**The everything business planning book.** 2001

658.022 JUU

Juul, I.

**The small business survival handbook.** 2002

DV 658.022 KEY

**Keys to success in business.** 2001  
*1 DVD (29 min.)*

658.022 MOO

Moodie, B.

**Entrepreneurship made easy : a guide to starting your own business.** 2000

658.022 PAR

Parker, E.

**Be a winner! : run your own business and make lots of money.** 2008

658.022 SMA

**Small, medium and micro enterprises. NQF level 1. Student book.** 2012

658.022 SMI

Smit, L.

**Entrepreneurship and business management : starting your own business.** 2000

DV 658.022 STA

**Starting up.** 2010  
*1 DVD (26 min.) ; 1 CD-ROM*

658.022 STR

Stredwick, J.

**Managing people in a small business.** 2002

658.022 SWA

Swart, N.

**Starting or buying your own business or franchise.** 2002

658.0220285 FIS

Fisher, J.G.

**E-business for small business.** 2001

DV 658.05 ICT

**ICT in organisations.** 2013  
*1 DVD (21 min.) ; 1 CD-ROM*