Disclaimer: Please note that a prescribed textbook may not necessarily cover every aspect of a syllabus. The Institute examines the syllabus and any omissions should be researched personally or be provided by your tuition provider.

Programme 1 – CSSA Qualifying Scheme

1. COMMUNICATION

Communication: A Hands-on Approach
Author: Cleary
ISBN: 9780702177149
Publisher: Juta’s

Please note that no single textbook covers the entire syllabus. Websites have been suggested in the syllabus outline for relevant information where the prescribed text is insufficient.

2. FINANCIAL ACCOUNTING I

Introduction to Financial Accounting 8th edition
Author: Dempsey & Peters
Publisher: Lexis Nexis Butterworths
ISBN: 9780409106367

3. ECONOMICS

Economics for South African Students Latest Edition
Authors: Mohr and Fourie
Publisher: Van Schaik Publishers
ISBN: 9780627027123

5. GENERAL PRINCIPLES OF COMMERCIAL LAW

General Principles of Commercial Law. Latest Edition (Also prescribed for Advanced Commercial Law)
Authors: Havenga, Havenga (general editor), Hurter, Kelbrick, Manamela, Manamela, Schulze & Stroop
Publisher: Juta Academic
ISBN: 9780702185144

Programme 2 – CSSA Qualifying Scheme

1. MANAGEMENT OF INFORMATION SYSTEMS

Fundamentals of Business Information Systems Latest Edition
Author: Stair and Reynolds
Publisher(s): Course Technology

Recommended Reading


2. MANAGEMENT PRINCIPLES

Author: Smit, Cronjé, Brevis, Vrba
ISBN: 9780702172816
Publisher: Juta Academic
3. TAXATION

Notes on South African Income Tax
Authors: Huxham and Haupt
ISBN 9781874929628
Publisher: Hedron

OR

The Professional Tax Handbook 2011/2012
Authors: Danziger and Stack
ISBN: 9780409076981
Publisher: Lexis Nexis

Note: Taxation is the only Open Book Examination in the CSSA Programmes 1 – 3.

Candidates writing Taxation are permitted to have with them in the assessment room and to refer to:

- Copies of the relevant statute without any handwritten commentary or notations.
- Books in original form will be allowed.
- No comments or flagging of any sort will be allowed.
- No extra indexing except the original indexing is allowed. No highlighting will be allowed.

ACCEPTABLE PUBLICATIONS FOR THE OPEN BOOK EXAMINATIONS:

a) Loose-Leaf (ring binder) version of the Income Tax Act published by either “Lex Patria” or “Butterworths”.


c) Income Tax Act published by “The Taxpayer”

d) SAICA Legislation Handbook by The Southern African Institute of Chartered Accountants published by “Butterworths”.

The May and October examinations each year are based on the Income Tax Act published in the previous year, that is legislation relevant to the year ending 28 February of the year of the assessment. e.g. May and October 2012 examinations are based upon legislation applicable to the tax year ending 28 February 2012.

4. FINANCIAL ACCOUNTING II

Introduction to Financial Accounting 8th Edition
Author: Dempsey & Peters.
Publisher: Lexis Nexis Butterworths
ISBN: 9780409106367

Gripping GAAP 2012
Author: Sowden-Service
Publisher: LexisNexis
ISBN: 9780409106916

Author: Kolitz and Quinn.
ISBN: 9780702188534
Publisher: Juta & Co

Group Statements – Volumes 1 And 2 Latest Edition
Author/s: Boshoff, Binnekade, Koppeschaar, Rossouw
Publisher: Lexisnexis South Africa
5. **ADVANCED COMMERCIAL LAW**

*General Principles of Commercial Law.* Latest Edition (Also prescribed for General Principles of Commercial law)

**Authors:** Havenga, Havenga (general editor), Hurter, Kelbrick, Manamela, Manamela, Schulze & Stroop

**Publisher:** Juta Academic

**ISBN:** 9780702177156

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### Programme 3 – CSSA Qualifying Scheme

1. **CORPORATE LAW**

_The New Companies Act Manual* (Student Edition)

**Author:** Piet Delport

**ISBN:** 978NEWCOMPSYS

**Publisher:** Lexis Nexis

A copy of the Companies Act, 2008 and Companies Act Regulations, 2011


2. **STRATEGIC AND OPERATIONS MANAGEMENT**


**Editor:** Ehlers and Lazenby

**Publisher:** Van Schaik Publishers

**ISBN:** 9780627027994

3. **MANAGEMENT ACCOUNTING**


**Author/s:** Niemand, Meyer, Botes, and Van Vuuren

**ISBN:** 9780409103557

**Publisher:** Lexis Nexis

**Supplementary Reading**

*Basic Principles of Cost and Management Accounting — A Student’s Guide* Latest Edition

**Author:** le Roux and Lötter

**ISBN:** 9780702160325

**Publisher:** Juta Academic

*Cost and Management Accounting 1 Tutorial Workbook* Latest Edition

**Author:** Pelle and Hustler

**ISBN:** 9780702165146

**Publisher:** Juta Academic

4. **FINANCIAL ACCOUNTING III**

*GAAP Handbook 2012*

**Authors:** Pretorius, Venter, Wingard and Von Wel

**ISBN:** 9780409106862

**Publisher:** Lexis Nexis Butterworths

*Gripping GAAP 2012*

**Author:** Sowden-Service

**Publisher:** LexisNexis
Chartered Secretaries – Southern Africa

CSSA International Qualifying Scheme – Textbook List 2012

ISBN: 9780409106916

Group Statements – Volumes 1 And 2 Latest Edition
Author/s: Boshoff, Binnekade, Koppeschaar, Rossouw
Publisher: Lexisnexis South Africa

Accounting Standards 14th Edition
Author: Opperman, Booysens, Binnekade and Oberholster
Publisher: Juta & Co
ISBN: 9780702188541

Programme 4 – CSSA International Qualifying Board Examination

Note: the CSSA publications are supplied in digital format (CD collection at Head Office or download from Institute Website) for R100 to registered students

1. COMPANY SECRETARYSHIP

Corporate Secretaryship in Southern Africa
Handbook published by CSSA

Supplementary: Corporate Business Administration
published by Juta – note use latest update service

2. CORPORATE GOVERNANCE

Corporate Governance in Southern Africa
Handbook published by CSSA

3. CORPORATE ADMINISTRATION

Corporate Administration in Southern Africa
Handbook published by CSSA

4. CORPORATE FINANCIAL MANAGEMENT

Financial Management Latest edition
Authors: Correia, Flynn, Uliana and Wormald
Publisher: Juta
ISBN: 9780702178078