

# Chartered Secretaries Southern Africa

## Textbook List 2017

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**Disclaimer: Please note the following:**

- 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.
- ISBN numbers may have changed since the publication of this list. Our policy is that you should always use the latest edition of the textbook.
- Many publishers are no longer publishing hard copies and have switched to e-books.

### Programme 1 – CSSA

#### 1. COMMUNICATION

##### **Communication: A Hands-on Approach**

**Author:** Cleary

**ISBN:** 9780702197970

**Publisher:** Juta & Co

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 1

*Introduction to Financial Accounting* Latest Edition

**Authors:** Dempsey, Watson, Joubert & Brits

**ISBN:** Print version 9780409057386; e-Book: 9780409119985

**Publisher:** Lexis Nexis Butterworths

#### 3. ECONOMICS

*Economics for South African Students* Latest Edition

**Authors:** Mohr and Fourie

**ISBN:** 9780627033421

**Publisher:** Van Schaik Publishers

#### 4. GENERAL PRINCIPLES OF COMMERCIAL LAW

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

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

**ISBN:** 9781485106296

**Publisher:** Juta Academic

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### Programme 2 – CSSA

#### 1. MANAGEMENT OF INFORMATION SYSTEMS

*Information Systems in a Business Environment*

**Authors:** Wessels, et al.

**ISBN:** 9780409105940

**Publisher:** LexisNexis

Note: the prescribed reading comes with an interactive CD which is for students who are not familiar with Microsoft Office products.

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### 2. MANAGEMENT PRINCIPLES

*Management Principles — A Contemporary Edition for Africa* Latest Edition

**Author:** Smit, Cronjé, Brevis, Vrba

**ISBN:** 9780702172816

**Publisher:** Juta Academic

*Fundamentals of Human Resources Management* (relevant sections)

**Author:** Dorothy Varley

**ISBN:** 9781775811466

**Publishers:** FutureManagers

### 3. TAXATION

*Notes on South African Income Tax 2016*

**Authors:** Huxham and Haupt

**ISBN:** tba

**Publisher:** Hedron

Note: Taxation is the *only* Open Book Examination in 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”.
- b) The Professional Tax Handbook by E. Danziger and EM Stack, published by “Butterworths”.
- c) Income Tax Act published by “The Taxpayer”
- d) PDF copy of the Act available from: [https://www.acts.co.za/income\\_tax\\_act\\_1962](https://www.acts.co.za/income_tax_act_1962)

A good website for a free download of the legislation is <http://www.sars.gov.za/LNB/MyLNB.asp>. (Note: This is quite a laborious task as you have to download section by section).

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 2017 examinations are based upon legislation applicable to the tax year ending 28 February 2016/7

### 4. FINANCIAL ACCOUNTING II

*Introduction to Financial Accounting* Latest Edition

**Authors:** Dempsey, Watson, Joubert & Brits

**ISBN:** Print version 9780409057386; e-Book: 9780409119985

**Publisher:** Lexis Nexis Butterworths

*Gripping GAAP* Latest Edition

**Author:** Sowden-Service

**Publisher:** Lexis Nexis

**ISBN:** 9780409118568

*Group Statements – Volumes 1 And 2* Latest Edition

**Authors:** Mans and Boshoff

**ISBN:** (Vol 1) Print version: 409104175; e-book: 9780409114195

**ISBN:** (Vol 2) Print version: 409104183; e-book: 9780409114201

**Publisher:** Lexis Nexis Butterworths

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### 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

**ISBN:** 9781485106296

**Publisher:** Juta Academic

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### Programme 3 – CSSA

#### 1. CORPORATE LAW

The New Companies Act Unlocked

**Author:** Stein/ Everingham

**ISBN:** 9781920025281

**Publisher:** Siber Ink

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

A copy of the Close Corporations Act, 1984.

#### 2. STRATEGIC AND OPERATIONS MANAGEMENT

*Strategic Management: Southern African Concepts and Cases: Southern African concepts and cases*. Latest Edition

**Author:** Ehlers

**ISBN:** 9780627027994

**Publisher:** Van Schaik Publishers

#### 3. MANAGEMENT ACCOUNTING

*Principles of Cost and Management Accounting*: Latest Edition

**Authors:** S-A Roos

**ISBN:** 9780195998689

**Publisher:** Oxford University Press (Available from Kalahari, van Schaiks, Takealot and Protea Books)

#### Recommended:

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

**Authors:** le Roux, and Lötter

**ISBN:** 9780702160325

**Publisher:** Juta Academic

*Cost and Management Accounting 1 Tutorial Workbook* Latest Edition

**Authors:** Pelle and Hustler

**ISBN:** 9780702156977

**Publisher:** Juta Academic

#### 4. FINANCIAL ACCOUNTING III

#### Prescribed:

*Gripping GAAP* Latest Edition

**Author:** Sowden-Service

**ISBN:** 9780409057232

**Publisher:** Lexis Nexis

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*Group Statements – Volumes 1 And 2 Latest Edition*

**Author/s:** Boshoff, Binnekade, Koppeschaar, Rossouw

**ISBN:** Print version: 409104175 (Vol 1) e-book: 9780409114195

**ISBN:** Print version: 409104183 (Vol 2) e-book: 9780409114201

**Publisher:** Lexis Nexis South Africa

*Accounting Standards Latest Edition*

**Authors:** Opperman, Booysens, Binnekade and Oberholster

**ISBN:** 9781485102793

**Publisher:** Juta & Co

### **Recommended:**

*GAAP: Graded Questions 2013*

**Authors:** Kolitz and Service

**ISBN:** 9780409057249; e-book: 9780409114164

**Publisher:** Lexis Nexis Butterworths

*GAAP Handbook (latest edition)*

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

**ISBN:** 9780409057171

**Publishers:** Lexis Nexis Butterworths

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### Programme 4 – CSSA

Note: the CSSA publications are available directly from the Institute. Please contact Baldwin on 011 5514000 or email him at Baldwin@chartsec.co.za.

#### 1. CORPORATE SECRETARYSHIP

*Corporate Secretaryship in Southern Africa* (2<sup>nd</sup> edition)

**Author:** Mahony

**ISBN:** 9780620525336

**Publisher:** CSSA

#### **Recommended:**

*Company Secretarial Practice*

**Authors:** Havenga and Mahony

**ISBN:** 9781485109648

**Publisher:** Juta & Co. – note use latest version

#### 2. CORPORATE GOVERNANCE

*Corporate Governance in Southern Africa*

**Author:** Kneale

**ISBN:** 9780620525343

**Publisher:** CSSA

#### 3. CORPORATE ADMINISTRATION

*Corporate Administration in Southern Africa* (2<sup>nd</sup> edition)

**Authors:** Wessels and Kocks

**ISBN:** 9780620525350

**Publisher:** CSSA

#### 4. CORPORATE FINANCIAL MANAGEMENT

*Corporate Financial Management in Southern Africa* (2<sup>nd</sup> edition)

**Authors:** van der Merwe

**Publisher:** CSSA

#### 5. PUBLIC SECTOR GOVERNANCE

*The Power of Governance: Enhancing the Performance of State-Owned Enterprises*

**Authors:** Reuel J. Khoza and Mohamed Adam

**Publisher:** Pan MacMillan and Business for Africa

**Note:** this textbook is only available directly from the CSSA.