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KEY=BSBHRM504A - JANIAH COLTON

MANAGEMENT STRATEGIES AND SKILLS

The new edition of Judith Dywers best-selling Management text has been updated and mapped to both Certificate IV in Frontline Management and Diploma of Management in the BSB07 Business Services Training Package. Written in plain English, with extensive use of succinct tables, diagrams and a full-colour internal design, this text conveys information to the reader easily and is ideal for visual learners. The text encourages learning with a logical pathway: the theory is presented, the reader is asked to reflect with Ask Yourself questions and then the student is engaged in practical applications with Apply Your Knowledge sections. This is an invaluable teaching tool for all management students and lecturers in the VET sector. Scope: Management Strategies and Skills, 2e is mapped to both Certificate IV in Frontline Management and Diploma of Management in the BSB07 Business Services Training Package.

TIBERIUS FOUND

Andrew Goodman What would you do if you discovered your whole life to be a lie? Daniel Henstock thinks he's an ordinary schoolboy but on his sixteenth birthday his world is turned upside down. He is the world's first one-hundred percent genetically-engineered human - assigned the codename Tiberius - and Gregory Dryden, the man responsible, wants him back so that he can continue his deadly experiments. Running for his life, Daniel flees to New York and is forced to go 'off-grid'. In this near-future America, where the security-obsessed authorities require citizens to carry DNA cards, Daniel meets the feisty and beautiful Eleanor. But by falling for her,

Daniel also puts her in terrible danger. Daniel pursues the facts about his origins but is hunted by an agent sent by Dryden to bring him to heel. Can Daniel find out the truth whilst trying to evade those who think they own him? As his enemies close in Daniel must draw on resources he never knew he had to win his freedom - but in doing so he may be walking into a deadly trap ... TIBERIUS FOUND is the first instalment in a thrilling series - The Emperor Initiative - that introduces an engaging new hero that will appeal to fans of Alex Rider and Jason Bourne.

QUICK CALCULUS

A SELF-TEACHING GUIDE

John Wiley & Sons Quick Calculus 2nd Edition A Self-Teaching Guide Calculus is essential for understanding subjects ranging from physics and chemistry to economics and ecology. Nevertheless, countless students and others who need quantitative skills limit their futures by avoiding this subject like the plague. Maybe that's why the first edition of this self-teaching guide sold over 250,000 copies. Quick Calculus, Second Edition continues to teach the elementary techniques of differential and integral calculus quickly and painlessly. Your "calculus anxiety" will rapidly disappear as you work at your own pace on a series of carefully selected work problems. Each correct answer to a work problem leads to new material, while an incorrect response is followed by additional explanations and reviews. This updated edition incorporates the use of calculators and features more applications and examples. ".makes it possible for a person to delve into the mystery of calculus without being mystified." --Physics Teacher

PRECALCULUS WITH LIMITS: A GRAPHING APPROACH, AP* EDITION

Cengage Learning Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

SPANISH, GRADE 3

Carson-Dellosa Publishing Brighter Child(R) Spanish for Grade 3 helps students master beginning foreign language skills. Practice is included for learning action words, greetings, food words, and more. School success starts here! Workbooks in the popular Brighter Child(R) series are packed with plenty of fun activities that teach a variety of essential school skills. Students will find help for math, English and grammar, handwriting, and other important subject areas. Each book contains full-color practice pages, easy-to-follow instructions, and an answer key.

COLOR MY BUTT

An Incredibly Humorous Coloring book for Kids and Adults!

EASTERN INFERNO

THE JOURNALS OF A GERMAN PANZERJÄGER ON THE EASTERN FRONT, 1941-43

CaseMate “Remarkable personal journals . . . revealing the combat experience of the German-Russian War as seldom seen before . . . a harrowing yet poignant story” (*Military Times*). Hans Roth was a member of the anti-tank panzerjäger battalion, 299th Infantry Division, attached to the Sixth Army, as the invasion of Russia began. As events transpired, he recorded the tension as the Germans deployed on the Soviet frontier in June 1941. Then, a firestorm broke loose as the Wehrmacht tore across the front, forging into the primitive vastness of the East. During the Kiev encirclement, Roth’s unit was under constant attack as the Soviets desperately tried to break through the German ring. At one point, after the enemy had finally been beaten, a friend serving with the SS led him to a site—possibly Babi Yar—where he witnessed civilians being massacred. After suffering through a brutal winter against apparently endless Russian reserves, his division went on the offensive again when the Germans drove toward Stalingrad. In these journals, attacks and counterattacks are described in you-are-there detail. Roth wrote privately, as if to keep himself sane, knowing his honest accounts of the horrors in the East could never pass Wehrmacht censors. When the Soviet counteroffensive of winter 1942 begins, his unit is stationed alongside the Italian 8th Army, and his observations of its collapse, as opposed to the reaction of the German troops sent to stiffen its front, are of special fascination. Roth’s three journals were discovered many years after his disappearance, tucked away in the home of his brother. After his brother’s death, his family discovered them and sent them to Rosel, Roth’s wife. In time, Rosel handed down the journals to Erika, Roth’s only daughter, who had emigrated to America. Roth was likely working on a fourth journal before he was reported missing in action in July 1944. Although his ultimate fate remains unknown, what he did leave behind, now finally revealed, is an incredible firsthand account of the horrific war the Germans waged in Russia.

SPANISH, GRADE 2

Carson-Dellosa Publishing Brighter Child(R) Spanish for Grade 2 helps students master beginning foreign language skills. Practice is included for learning number words, neighborhood words, classroom words, and more. School success starts here! Workbooks in the popular Brighter Child(R) series are packed with plenty of fun activities that teach a variety of essential school skills. Students will find help for math, English and grammar, handwriting, and other important subject areas. Each book contains full-color practice pages,

easy-to-follow instructions, and an answer key.

PMR ENGLISH

Arah Pendidikan Sdn Bhd

DISCIPLE IV

DISCIPLE IV UNDER THE TREE OF LIFE is the final study in the four-phase DISCIPLE program and is prepared for those who have completed BECOMING DISCIPLES THROUGH BIBLE STUDY. The study concentrates on the Writings (Old Testament books not in the Torah or the Prophets), the Gospel of John, and Revelation. Emphasis on the Psalms as Israel's hymnbook and prayer book leads natural to an emphasis on worship in the study. Present through the entire study is the sense of living toward completion - toward the climax of the message and the promise, extravagantly pictured in Revelation. The image of the tree and the color gold emphasize the prod and promise in the Scriptures for DISCIPLE IV: UNDER THE TREE OF LIFE. The word under in the title is meant to convey invitation, welcome, sheltering, security, and rest - home at last. Commitment and Time Involved 32 week study Three and one-half to four hours of independent study each week (40 minutes daily for leaders and 30 minutes daily for group members) in preparation for weekly group meetings. Attendance at weekly 2.5 hour meetings. DVD Set Four of the five videos in this set contain video segments of approximately ten minutes each that serve as the starting point for discussion in weekly study sessions. The fifth video is the unique component that guides an interactive worship experience of the book of Revelation. Under the Tree of Life Scriptures lend themselves to videos with spoken word, art, dance, music, and drama. Set decorations differs from segment to segment depending on the related Scripture and its time period. Set decoration for video segments related to the Writings generally has a Persian theme. Set decoration for the New Testament video segments emphasizes the simpler life of New Testament times.

CLASSROOM ATLAS

Provides information to students about usage of the atlas and how the continents on Earth are divided.

UNSAFE AT ANY MEAL

WHAT THE FDA DOES NOT WANT YOU TO KNOW ABOUT THE FOOD YOU EAT

Each year, Americans consume hundreds of food products that contain truly dangerous compounds, including heavy metals,

pesticides, and other harmful additives--with the blessing of the FDA. Why is this happening and why haven't you heard about it? In *Unsafe at Any Meal*, Dr. Renee Dufault, former food investigator for the Food and Drug Administration, provides the startling answers. While at the FDA, Dr. Dufault discovered that mercury--a highly toxic metal--was contaminating the plumbing systems of many food manufacturing plants. Upon further examination, she discovered that the same mercury was also evident in a number of processed foods commonly sold in supermarkets. When Dr. Dufault revealed these disturbing findings to her superiors, she was told to stop her investigation. Her continued efforts to raise the issue always met with a dead end, so she chose to take an early retirement from the FDA. Dr. Dufault then devoted her energy to making the public aware of the insidious dangers that contaminate our food. In 2010, she founded an organization of scientists to study the scope of this problem and has published numerous research articles on the topic with little fanfare. To expose what still seems to be a well-kept secret by the FDA, she has written *Unsafe at Any Meal* to provide consumers with the information they need to know. The book begins with the author's story leading up to the creation of this work. It then describes the various toxic substances that are most commonly found in our food supply, and explains how they affect your genes, health, and the surrounding environment. After examining the Standard American Diet, which is sorely lacking in disease-preventing nutrients, it discusses the country's trend toward consuming a skyrocketing amount of ingredients that can contain heavy metals. It further shows how exposure to these heavy metals can contribute to conditions such as ADHD or autism. Also included is a helpful guide to reading food labels, recognizing misleading marketing tactics, and knowing what to look for--and what to look out for--in the aisles of your grocery store. Over fifty years ago, Rachel Carson's book *Silent Spring* exposed the dangers of DDT in our food supply. Unfortunately, it seems that the problem of food contamination has actually become worse. Backed by research and first-hand experience, Dr. Dufault reveals how the FDA has failed us, and outlines how you can protect yourself and your family by knowing what to avoid and by filling your kitchen with food that is clear of toxins.

PLAYTIME PUZZLES

Make learning lots of fun with this book packed with puzzles to help children develop.

JEWEL

Simon and Schuster In the backwoods of Mississippi, a land of honeysuckle and grapevine, Jewel and her husband, Leston, are truly blessed; they have five fine children. When Brenda Kay is born in 1943, Jewel gives thanks for a healthy baby, last-born and most welcome. Jewel is the story of how quickly a life can change; how, like lightning, an unforeseen event can set us on a course without reason or compass. In this story of a woman's devotion to the child who is both her burden and God's singular way of smiling on her,

Bret Lott has created a mother-daughter relationship of matchless intensity and beauty, and one of the finest, most indomitable heroines in contemporary American fiction.

SCIENCE FOCUS

2, TEACHER EDITION

Heinemann *The Science Focus Second Edition is the complete science package for the teaching of the New South Wales Stage 4 and 5 Science Syllabus. The Science Focus Second Edition package retains the identified strengths of the highly successful First Edition and includes a number of new and exciting features, improvements and components. The innovative Teacher Edition with CD allows a teacher to approach the teaching and learning of Science with confidence as it includes pages from the student book with wrap around teacher notes including answers, hints, strategies and teaching and assessment advice.*

PMP EXAM PREP

ACCELERATED LEARNING TO PASS PMI'S PMP EXAM

Rmc Publications Incorporated

THE ART OF TALK

Paper Chase *Intensely private radio personality Art Bell, who lives in the middle of the desert 65 miles west of Las Vegas--where he broadcasts his radio shows--finally comes forward with his fascinating autobiography.*

THE ACCESS BIBLE

Oxford University Press *Running commentary Difficult concepts clearly explained Technical explanations Maps, charts, religious practices, beliefs of ancient people discussed 6 5/8 X 9 1/8 % Font size: 6*

RELAY HANDBOOK

GHOSTS OF SANCTUARY

Lulu Press, Inc *Ghosts of Sanctuary is a fictional love and action novel about an American female caught in a love triangle with a*

Mossad agent and an MI5 agent. It is an action thriller that deals with their relationships of love and betrayal. This is the romantic thriller that has a sequel titled Letters From My Ghost published by www.lulu.com. an American female caught in a love of love and betrayal.

TOP 10 PHUKET

Penguin DK Eyewitness Travel Guide: Top 10 Phuket will lead you straight to the very best Phuket has to offer. Whether you're looking for the things not to miss at the Top 10 sights or want to find the best nightspots, this guide is the perfect companion. Rely on dozens of Top 10 lists, from the Top 10 museums to the Top 10 events and festivals. There's even a list of the Top 10 things to avoid. The guide is divided by area, each with its own photo gallery and clear maps pinpointing the top sights. You also can view each location in Google Maps if reading on an Internet-enabled device. Plan each day with our itineraries and see the sights in individual areas. You'll find the insider knowledge you need to explore every corner with DK Eyewitness Travel Guide: Top 10 Phuket, now with a sleek new eBook design.

WHAT WE BURIED

Henry Holt and Company (BYR) Told from the split viewpoints of Liv and Jory, Kate A. Boorman's What We Buried is a psychological thrill ride that deftly explores how memories can lie, how time can bend, and how reconciling the truth can be a matter of life or death. "Do you ever just want to be believed?" Siblings Liv and Jory Brewer have grown up resenting each another. Liv—former pageant queen and reality TV star—was groomed for a life in the spotlight, while her older brother, Jory, born with a partial facial paralysis, was left in the shadows. The only thing they have in common is contempt for their parents. Now Liv is suing her mom and dad for emancipation, and Jory views the whole thing as yet another attention-getting spectacle. But on the day of the hearing, their parents mysteriously vanish, and the siblings are forced to work together. Liv feels certain she knows where they are and suspects that Jory knows more than he's telling...which is true. What starts as a simple overnight road trip soon takes a turn for the dangerous and surreal. And as the duo speeds through the deserts of Nevada, brother and sister will unearth deep family secrets that force them to relive their pasts as they try to retain a grip on the present.

WE SAY #NEVERAGAIN: REPORTING BY THE PARKLAND STUDENT JOURNALISTS

Crown Books for Young Readers A journalistic look at the shooting at Marjory Stoneman Douglas High School in Parkland and the fight for gun control--as told by the student reporters for the school's newspaper and TV station. This timely and media-driven approach to

the Parkland shooting, as reported by teens in the journalism and broadcasting programs and in the Marjory Stoneman Douglas newspaper, is an inside look at that tragic day and the events that followed that only they could tell. It showcases how the teens have become media savvy and the skills they have learned and honed--harnessing social media, speaking to the press, and writing effective op-eds. Students will also share specific insight into what it has been like being approached by the press and how that has informed the way they interview their own subjects. "One thing is clear: The Parkland students are smart, media savvy, and here to fight for common sense gun laws." --Hello Giggles

LIVING BY VOW

A PRACTICAL INTRODUCTION TO EIGHT ESSENTIAL ZEN CHANTS AND TEXTS

Simon and Schuster A Sot Zen priest and Dharma successor of Kosho Uchiyama Roshi explores eight of Zen's most essential and universal liturgical texts and explains how the chants in these works support meditation and promote a life of freedom and compassion.

MATHLINKS 7

COMPUTERIZED ASSESSMENT BANK CD-ROM

SAVE KARYN

Random House What would you do if you owed \$20,000? Would you: a) Not tell your parents? b) Stop colouring your hair, having pedicures and buying Gucci? c) Start your own website that asks for money without apology? If you were Karyn Bosnak, you'd do all three... In New York for the first time, with the dream job and the smart flat, Karyn starts spending...and spending. But when it all goes horribly wrong, and her credit card balance mounts in a terrifying manner, Karyn knows that she has to take control. She starts her website www.savekaryn.com on which she fearlessly asks for donations to help pay off her debts. The website receives over 2 million hits and has replies from all over the world - some supportive, many abusive. But after four months, Karyn has become a new woman-debt-free, grateful and happy. This is the hilarious and touching true story of how she does it.

THINGS SEEN

U of Nebraska Press "Annie Ernaux's work," wrote Richard Bernstein in the New York Times, "represents a severely pared-down

Proustianism, a testament to the persistent, haunting and melancholy quality of memory.” In the New York Times Book Review, Kathryn Harrison concurred: “Keen language and unwavering focus allow her to penetrate deep, to reveal pulses of love, desire, remorse.” In this “journal” Ernaux turns her penetrating focus on those points in life where the everyday and the extraordinary intersect, where “things seen” reflect a private life meeting the larger world. From the war crimes tribunal in Bosnia to social issues such as poverty and AIDS; from the state of Iraq to the world’s contrasting reactions to Princess Diana’s death and the starkly brutal political murders that occurred at the same time; from a tear-gas attack on the subway to minute interactions with a clerk in a store: Ernaux’s thought-provoking observations map the world’s fleeting and lasting impressions on the shape of inner life.

GRE POWER VOCAB

Princeton Review THE PRINCETON REVIEW GETS RESULTS! Ace the GRE verbal sections with 800+ words you need to know to excel. This eBook edition has been optimized for onscreen viewing with cross-linked quiz questions, answers, and explanations. Improving your vocabulary is one of the most important steps you can take to enhance your GRE verbal score. The Princeton Review's GRE Power Vocab is filled with useful definitions and study tips for over 800 words, along with skills for decoding unfamiliar ones. You'll also find strategies that help to liven up flashcards and boost memorization techniques. Everything You Need to Help Achieve a High Score. • 800+ of the most frequently used vocab words to ensure that you work smarter, not harder • Effective exercises and games designed to develop mnemonics and root awareness • Secondary definitions to help you avoid the test's tricks and traps Practice Your Way to Perfection. • Over 60 quick quizzes to help you remember what you've learned • Varied drills using antonyms, analogies, and sentence completions to assess your knowledge • A diagnostic final exam to check that you've mastered the vocabulary necessary for getting a great GRE score

CALL ME DEBBIE

TRUE CONFESSIONS OF A DOWN-TO-EARTH DIVA

Harper Collins Internationally beloved opera star Deborah Voigt recounts her harrowing and ultimately successful private battles to overcome the addictions and self-destructive tendencies that nearly destroyed her life. Call Me Debbie is one of the most electrifying performances of Deborah Voigt’s life. The brilliantly gifted opera soprano takes us behind the velvet curtains to tell her compelling story—a tale of success, addiction, music, and faith as dramatic as any role she has performed. For the first time, she talks about the events that led to her dangerous gastric bypass surgery in 2004 and its shocking aftermath: her substantial weight loss coupled with the “cross addiction” that led to severe alcoholism, frightening all-night blackouts, and suicide attempts. Ultimately, Voigt emerged

from the darkness to achieve complete sobriety, thanks to a twelve-step program and a recommitment to her Christian faith. Colored by hilarious anecdotes and juicy gossip that illuminate what really goes on backstage, Voigt paints diverting portraits of the artists with whom she's worked, her most memorable moments onstage, and her secrets to great singing. She also offers fascinating insight into the roles she's played and the characters she loves, including Strauss's Ariadne and Salome, Puccini's Minnie, and Wagner's Sieglinde, Isolde, and Brünnhilde, sharing her intense preparation for playing them. Filled with eight pages of color photos, Call Me Debbie is an inspirational story that offers a unique look into the life of a modern artist and a remarkable woman.

ART OF "X-MEN 2"

The X-Men are back in the cinema. Wolverine, Professor X, Cyclops, Jean Grey and the rest of the team return in X2, facing a new threat so dangerous that former enemy Magneto must join their ranks to defeat it.

THE HOLT READER - 2ND COURSE

Holt Rinehart & Winston

LEAP DAY

Hachette UK *On her fourth Leap birthday, when she turns sixteen, Josie has a number of momentous experiences, including taking her driver's test, auditioning for a school play, and celebrating with her family and friends.*

WICKED WORDS 3

Random House *Wicked Words - a collection of saucy and compelling short stories. Outrageous sex and lust-filled liaisons are plentiful yet again in the third volume of Wicked Words short stories. Written by women at the cutting edge of erotic literature, the series is the best in contemporary fiction aimed at women who desire unashamed, indulgent fantasies. Fun, delicious, daring and seductive, the anthology combines imaginative writing and wild hilarity, making Wicked Words collections the juiciest erotic stories to be found anywhere in the world.*

BLACKAMOORES

AFRICANS IN TUDOR ENGLAND, THEIR PRESENCE, STATUS AND ORIGINS

KEYS TO COLLEGE STUDYING

BECOMING AN ACTIVE THINKER

Prentice Hall Presents a guide to achieving success in college by developing effective study methods.