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Introducing

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NEW CONCEPTS IN COMMERCE

New Concepts in Commerce is a fresh and contemporary resource written by our established and respected authors, Stephen Chapman and Malcolm Freak, to meet all the outcomes and skills requirements of the Commerce Syllabus for Years 7–10 in New South Wales.

The text provides comprehensive coverage of the four Core topics and all eleven Option topics in a full-colour, highly-visual, double-spread format.

The strong focus in all chapters is to engage and motivate students with high interest and relevant presentation and content.

FEATURES:

» syllabus outcomes are listed for each topic and the text is carefully structured with headings that closely follow the syllabus points
» the clear and direct writing style appeals to students, with interesting scenarios and case studies relevant to their own lives
» key terms are shown in bold type and defined in the chapter-specific glossaries to help revise and reinforce commercial terminology
» high-quality, stimulating diagrams and artwork engage students’ interest and aid understanding
» case studies illustrate concepts with contemporary examples
» newspaper and magazine articles highlight commercial issues and situations
» skillboosters lead students, step by step, in acquiring a diversity of important skills.

THE NEW CONCEPTS IN COMMERCE RESOURCES INCLUDE:

» an eBookPLUS featuring the entire text in html format, supplementary ICT material, weblinks to a wide range of commercial and community organisations, and the site also offers a complete electronic work program
» a set of photocopyable Worksheets that link to the text and supplement the activities with opportunities for classroom work, homework, group work, research and a topic test for revision of each chapter.

NEW CONCEPTS IN COMMERCE AND eBookPLUS

CONTENTS
1 Consumer choice
2 Personal finance
3 Law and society
4 Employment issues

OPTIONS
5 Investing
6 Promoting and selling
7 E-commerce
8 Global links
9 Towards independence
10 Political involvement
11 Travel
12 Law in action
13 Our economy
14 Community participation
15 Running a small business

New Concepts in Commerce and eBookPLUS
978-0-7314-0135-2 © 2004

New Concepts in Commerce eBookPLUS
978-0-7314-0928-0 © 2004

HUMANITIES ALIVE ECONOMICS & CITIZENSHIP


The complementary text, Humanities Alive Economics and Citizenship, Level 6, Teacher Support Kit, contains a wealth of material to aid the busy teacher. This includes answers for all textbook activities, suggested teaching and assessment strategies, links between chapter content and the VELS framework, and a diversity of photocopiable worksheets that extend learning opportunities for students.

HUMANITIES ALIVE ECONOMICS & CITIZENSHIP AND CD-ROM

CONTENTS
1 Australia's political system
2 Australian economic issues
3 Australia's legal system
4 The world of work
5 Business, money and you
6 New wave economy
7 Finding the right career
8 Managing a business

Humanities Alive Economics & Citizenship and CD-ROM
978-0-7314-0527-5 © 2007

JACARANDA ESSENTIALS ECONOMICS & CIVICS

Jacaranda Essentials Economics & Civics is a contemporary, engaging and accessible text and CD-ROM resource prepared specifically to support the Victorian Essential Learning Standards (VELS). Jacaranda Essentials Economics & Civics provides full coverage of Levels 5 and 6 standards for the domains of Economics and Civics and Citizenship.

The strong focus of all chapters is to engage and enthuse students with high interest and relevant presentation and content.

JACARANDA ESSENTIALS ECONOMICS & CIVICS AND CD-ROM

CONTENTS
1 Investigating economics
2 Economics in action
3 Participating in politics
4 Politics in action
5 Understanding the law
6 Law in action
7 Economics of the market
8 The Australian economy
9 Politics for everyday living
10 Personal finance
11 The world of work
12 Running a small business
13 Consumer protection

Jacaranda Essentials Economics & Civics and CD-ROM
978-0-7314-0490-2 © 2006

JACARANDA ESSENTIALS ECONOMICS & CIVICS WORKSHEETS

The Jacaranda Essentials Economics & Civics Worksheets:
- are photocopiable
- offer a wide variety of activities
- supplement the text’s activities.

Jacaranda Essentials Economics & Civics Worksheets
978-0-7314-0584-8 © 2007
SOSE Alive Economy and Society
CONTENTS
1 Managing your finances
2 Managing a business
3 The changing workplace
4 Finding the right career
5 Australia’s political system
6 Australia’s legal system
7 The Australian economy
8 Australia in a global economy

SOSE Civics for Queensland
SOSE Civics for Queensland has been designed to meet the requirements of the optional Civics syllabus within the Queensland SOSE syllabus. Written by Sandra Kenman, a leading Queensland Civics educator, the text covers Years 9 and 10 (Levels 5 and 6) in one convenient volume.

FEATURES:
- takes a lively, issues-based approach relevant to students’ experiences
- covers Core Learning Outcomes and additional Civics Learning Outcomes in the optional Civics syllabus
- organises activities according to the syllabus processes: Investigate, Create, Participate, Communicate and Reflect
- offers a reader-friendly, double-page-spread format presented in full-colour
- contains an outcomes coverage grid to assist teachers with planning.

SOSE Civics for Queensland
CONTENTS
Coverage of outcomes
1 Civics and citizens
2 Civics and culture
3 Rights and responsibilities of citizens
4 Community groups
5 Decision makers — who rules?
6 Laws and legal systems
7 Resolving disputes
8 Enforcing rules and laws
9 The influence of the media
10 Civic action
11 What’s it like to be an Australian?

Jacaranda SOSE Commerce
The second edition of Jacaranda SOSE Commerce is written specifically for the Curriculum and Standards Framework (CSF) II for SOSE, Levels 5 and 6 Economy and Society strand. All new areas of this strand are covered comprehensively in this new edition for the teaching of Commerce at the middle secondary years.

The features of Jacaranda SOSE Commerce 2E include:
- full-colour, double-page-spread presentation to capture student interest
- varied student activities which develop skills of communication and investigation
- chapter review spreads containing revision activities linked to Levels 5 and 6 outcomes
- a detailed outcomes grid showing how CSF II is covered.

Jacaranda SOSE Commerce 2E
CONTENTS
1 Managing your finances
2 Managing a business
3 Working in Australia
4 Careers and work
5 Government in Australia
6 Living with the law
7 Introduction to the Australian economy
8 Australia and the global economy

Jacaranda SOSE Commerce 2E
978-0-7016-3489-6 © 2001
BUSINESS EDUCATION FOR QUEENSLAND

Business Education for Queensland is designed around the Business Education Subject area syllabus recently developed for Queensland schools. It covers the four strands of the syllabus across Levels 4, 5 and 6, making it a flexible resource for schools to use as a foundation for their program. It has been written and prepared by Sandra Kenman, a well-known and respected author and consultant in business education.

FEATURES:
- strand and chapter opener pages with student-friendly outcome statements and key terms
- double-page-spread format to present content in manageable ‘chunks’
- Biz Facts to engage and extend students’ knowledge
- activities on every spread under the headings of Know and Understand, Evaluate, Manage and Propose
- Check and Challenge activities at the end of every chapter
- case studies and BizPracs to involve students in real-world business
- outcomes matching grid
- companion website with downloadable student worksheets, teacher resources and useful weblinks.

CONTENTS

PART A: Business and economic systems
1 Business environments
2 Promoting the Australian economy
3 Systems
4 Structure, control and management of systems
5 Needs and wants; supply and demand
6 E-commerce
7 Global production and marketing
8 Consumers and business — rights, responsibilities and strategies
9 Consumer protection

PART B: Information procedures
10 Sources and forms of information
11 Information management
12 Financial records management
13 Information and communication technologies in small business

PART C: Enterprise and ventures
14 Entrepreneurs and business
15 Enterprise opportunities
16 Consultation — gathering and linking knowledge, ideas and data
17 Small business planning
18 Running the business

PART D: Work
19 The nature of work
20 The workplace
21 Workplace arrangements
22 The changing workplace
23 Skills and careers
24 Strategies to improve workplace conditions

Business Education for Queensland 978-0-7314-0320-2 © 2005
BACK TO BUSINESS
The two full-colour texts in the Back to Business series have been written specifically to meet the requirements of the revised VCE study design (2005–2008) for Business Management. Through a conscious focus on student-friendly language, interesting case studies and engaging visuals, students are logically progressed through a comprehensive coverage of business management theory and contemporary business practice.

Units 1 and 2 of the study design are addressed in Back to Business 1 (including coverage of all study options), and Units 3 and 4 in Back to Business 2E. The latter text also includes a chapter written to assist students to prepare for and undertake the VCE examination. The emphasis throughout both texts — regularly tested through revision and extension activities — is on the acquisition of key knowledge and skills and on familiarising students with business management terminology.

BACK TO BUSINESS 1: VCE BUSINESS MANAGEMENT UNITS 1 & 2
CONTENTS
UNIT 1: Small business management
1 Business concepts
2 Small business — decision making
3 Small business — planning
4 Small business — evaluation
5 Introductory accounting for small business
6 Management of staff in small business
7 Future development and growth in small business
8 Information and communication technologies in small business
9 Introduction to legal responsibilities in offering goods and services in a small business
10 Dynamic management of small business

UNIT 2: Communication and management
11 Communication in business
12 Managing the marketing function
13 Managing the public relations function

BACK TO BUSINESS 2: VCE BUSINESS MANAGEMENT UNITS 3 & 4 2E
CONTENTS
UNIT 3: Corporate management
1 Large-scale organisations in context
2 Internal environment of large-scale organisations
3 The operations management function

UNIT 4: Managing people and change
4 The human resource management function — factors involved
5 The human resource management function — the employment cycle
6 The human resource management function — employee relations
7 The management of change
8 Study chapter

Back to Business 2: VCE Business Management Units 3 & 4 2E
978-0-7314-0157-4 © 2004

VALUE PACK
Back to Business 2E and StudyON Business Management Value Pack
978-0-7314-0975-4 © 2004
BUSINESS STUDIES IN ACTION: PRELIMINARY COURSE 2E

CONTENTS

TOPIC 1: Nature of business
1 The importance of business
2 Business life cycle
3 Types of business entity
4 Small-medium enterprises (SME) in Australia
5 The business environment and its impact
6 Ethical and social responsibilities of business

TOPIC 2: Key business functions
7 Interdependence of business functions
8 Operations—manufacturing and services
9 Employment relations
10 Marketing
11 Accounting and finance

TOPIC 3: Establishing a business
12 Key personal features in establishing a business
13 Identifying the target market
14 Key considerations in setting up a business
15 Critical issues in business success and failure

TOPIC 4: Developing a business plan
16 Developing a business plan
17 Elements of a business plan

Business Studies in Action: Preliminary Course 2E
978-0-7314-0312-7 © 2005

BUSINESS STUDIES IN ACTION: HSC COURSE 3E

CONTENTS

TOPIC 1: Business management and change
1 The nature of management
2 Understanding business organisations with reference to management theories
3 Managing change

TOPIC 2: Financial planning and management
4 The role of financial planning
5 Financial markets relevant to the financial needs of business
6 Management of funds
7 Using financial information
8 Effective financial management

TOPIC 3: Marketing
9 Nature and role of markets and marketing
10 Elements of a marketing plan
11 Market research and customer and buyer behaviour
12 Developing marketing strategies
13 Ethical and legal aspects of marketing

TOPIC 4: Employment relations
14 Employment relations: its nature and key influences
15 Effective employment relations
16 Legal framework of employment relations
17 Industrial conflict
18 Ethical and legal aspects of employment relations issues

HSC practice questions

Business Studies in Action: HSC Course 3E
978-0-7314-0311-0 © 2005

BUSINESS STUDIES IN ACTION

The second edition of Business Studies in Action: Preliminary Course and the third edition of Business Studies in Action: HSC Course have been thoroughly revised and updated to meet the requirements of the Stage 6 Business Studies syllabus for New South Wales. The Business Studies in Action series provides students with contemporary, engaging and accessible texts covering all compulsory topic areas. An awareness of the learning needs of students is the basis of the writing and construction of these texts. Student-friendly language is used throughout, and concepts are consistently explained in straightforward terms. Business theory and practice is linked through the extensive use of Snapshots, each accompanied by a set of questions. Revision exercises at regular stages check and extend student understanding in line with outcomes.

This second edition of Business Communication & Technologies has been published to meet the 2002 revision of the syllabus of the same name. The two books of the previous successful edition have been combined into one comprehensive volume covering four popular contexts of Travel, Retail, Real Estate and Events Management. Through these contexts all eleven topics of study from the syllabus are treated in a practical and real-life way as intended by the syllabus developers.

FEATURES:
- topics of study are easily identifiable within contexts and cross-referenced where appropriate to other contexts
- scenarios are used extensively throughout the contexts to lend vocational relevance
- the 12 units of competency for Certificate II in Business are covered through the contexts
- all content has been revised and updated
- the task approach remains as well as popular features such as Did you make use of? and Think about to develop students' thinking skills
- wide selection of business documents and templates provided
- communication guidelines provide a ready reference feature.

ABOUT THE AUTHORS
Trish Shannon is a successful teacher, businesswoman and author. Formerly head of department for business at Kingaroy State High School, she is currently working in industry. She wrote her first textbook for the Secretarial Studies course (the forerunner of the existing Business Communication and Technologies course).

Michelle Heinemann is a former business teacher and currently works in human resource management for a leading international company. She has co-authored with Trish Shannon for many years, bringing her teaching and industry experience to their writing partnership.

CONTENTS
1 Travel — Business environments
2 Travel — Computer operations
3 Travel — Financial records
4 Travel — Workplace safety
5 Retail — Business environments
6 Retail — Computer operations
7 Retail — Financial records
8 Retail — Business communication
9 Retail — Industrial relations
10 Real estate — Business environments
11 Real estate — Financial records
12 Real estate — Computer operations
13 Real estate — Business meetings
14 Real estate — Managing workplace information
15 Events management — Business environments
16 Events management — Organisational skills
17 Events management — Work team communication skills
18 Events management — Computer operations
19 Events management — International business communication

Business Communication & Technologies 2E
978-0-7016-3807-8 © 2004

ECONOMICS DOWN UNDER

FEATURES:
- completely up-to-date statistics presented in tables and easy to read charts provide evidence that students need to undertake economic investigation and analysis
- the text comprehensively covers all key knowledge and skills specified in the study design
- examples of school-assessed coursework with a range of data investigation and analysis tasks are included
- extensive multiple choice, short answer test questions and exam advice help students prepare for the end-of-year examination
- chapter summaries and concept maps for each chapter provide useful revision tools
- the text is supported by Jacaranda’s website allowing students to access weblinks which specifically relate to Economics. Webquest activities for each chapter allow students to use the Internet for analysis, synthesis and evaluation of information.

ECONOMICS DOWN UNDER
BOOK 1: VCE ECONOMICS
UNIT 1: The Australian economy
1 Introduction: Scarcity and features of Australia’s economy
2 The role of markets in Australia’s economy
3 Growing the economy
4 Population, employment and change
5 Creation and distribution of income and wealth
6 Finance and investment
7 The economy, the environment and ecological sustainability

UNIT 2: Australia and the global economy
8 Australia’s external relationships
9 Economic globalisation

ECONOMICS DOWN UNDER
BOOK 2: VCE ECONOMICS
UNIT 3: Economic activity and objectives
1 Introduction to microeconomics and economic activity in Australia’s economy
2 Introduction to macroeconomics and economic activity in Australia’s economy
3 Australia’s economic objectives and performance

UNIT 4: Economic management
4 The nature and operation of government economic policies
5 Economic management using macroeconomic budgetary policy
6 Economic management using macroeconomic monetary policy
7 Economic management using microeconomic policy
8 The government’s current economic policy mix

Economics: Years 11–12 Victoria
Economics Down Under Book 2: VCE Economics Units 3 & 4 5E 978-0-7314-0692-0 © 2007
STUDYON LEGAL STUDIES

The studyon Legal Studies series is written specifically for the VCE Legal Studies (2006–2009) course, and is designed to engage and instruct all legal studies students. The series comprises two texts — studyon Legal Studies 1 and studyon Legal Studies 2 — and a studyon website. The texts comprehensively cover all knowledge and skills outcomes prescribed by the study design.

FEATURES:

- accessible language demystifies the law and real life cases link legal theory to practice
- includes the latest changes to the law including relevant articles, case transcripts and relevant statistics
- photographs and diagrams assist all learners, especially the visual learner
- assessment tasks cater for a range of different learning styles and link to learning outcomes
- a range of questioning techniques progressively build student confidence
- useful links to websites provide students with the opportunity to undertake further legal investigation
- summary notes and regular revision questions provide a useful revision tool.

STUDYON LEGAL STUDIES 1:
VCE LEGAL STUDIES UNITS 1 & 2

CONTENTS

1. Law-making by parliament and subordinate authorities
2. Our criminal laws
3. Criminal investigation
4. Our criminal courts and the people who run them
5. The criminal trial
6. Civil Law and law-making through the courts
7. Our civil laws — tort
8. Our civil laws — contract
9. Solving a civil dispute in the courts
10. Alternative dispute resolution and tribunals
11. Families and the law
12. Technology and the law
13. Human rights and the law
14. Sports and the law
15. Road users and the law
16. Young people and the law
STUDYON LEGAL STUDIES 2: VCE LEGAL STUDIES UNITS 3 & 4

CONTENTS
1 Parliament and the citizen
2 The Commonwealth Constitution
3 The protection of democratic and human rights by the Commonwealth Constitution
4 Role of the courts as law-makers
5 The court hierarchy
6 Alternative civil dispute processes
7 The elements of an effective legal system
8 Pre-trial procedures in criminal cases
9 Trial procedures in criminal cases
10 Supreme Court civil pre-trial procedures
11 Civil trial procedures
12 The adversary system
13 The jury system
14 Evaluating the operation of the legal system
15 Study and examination preparation
Legal Studies: Years 11–12

LEGAL STUDIES IN ACTION 1 3E

CONTENTS
1 Skills for legal studies

SECTION A: The legal system
2 The law
3 The courts
4 The process of resolving conflict

SECTION B: Crime and society
5 Criminal law
6 Defences
7 Sentencing, criminal procedure and court proceedings

SECTION C: Civil obligations
8 Introduction to torts
9 Negligence and duty of care
10 Defences
11 Specific negligence situations
12 Trespass, defamation, nuisance and trends in tort law

SECTION D: Agreements
13 Elements of an agreement
14 The terms of the agreement

Legal Studies in Action 1 3E
978-0-7314-0662-3 © 2007

Teacher Solutions CD-ROM
978-0-7314-0839-9 © 2008

LEGAL STUDIES

Legal Studies in Action Book 1 and Legal Studies in Action Book 2, Queensland’s most trusted Legal Studies text for secondary schools, are now full-colour and fully revised for the 2008 syllabus.

The third editions of Legal Studies in Action 1 and Legal Studies in Action 2 have all the favourite features that have made them the leading texts for Queensland Legal Studies teachers and students in a brand new design and format.

FEATURES:
- full-colour, larger format
- engaging student-centred approach with cartoon-style illustrations of legal issues and concepts
- authoritative and accessible explanations of the law and the understandings of the syllabus by Queensland’s best known Legal Studies educator, Anthony Gray
- relevant and interesting activities linked to syllabus criteria by experienced Legal Studies teacher, Gail Herlihy (Book 1) and Karyl Young (Book 2)
- new highlighted cases, glossary terms, hotspots, newspaper articles
- fully-revised skills chapter in Book 1
- summaries and review questions with practice evaluation topics
- new material on contemporary legal issues such as terrorism, juvenile offenders, technology, climate change
- Teachers’ Support CD (Book 1) and eGuide (Book 2) with answers to all activities in the text, additional readings and Powerpoint lessons.

LEGAL STUDIES IN ACTION 2 3E

CONTENTS

UNIT 5: Family law
1 Family law
2 Cancelling or ending the marriage
3 Issues in family law

UNIT 6: Renting and buying
4 Renting
5 Property law

UNIT 7: Jobs and the law
6 Nature of work and the changing work environment
7 Unfair dismissal, discrimination and harassment
8 Accidents at work

UNIT 8: Sport and the law
9 Negligence and assault in sport
10 Other legal issues in sport

UNIT 9: Environmental law
11 Environmental law

UNIT 10: Technology and the law
12 Technology and the law

UNIT 11: Rights and responsibilities
13 Rights and responsibilities

UNIT 12: Law and our society
14 Reviewing the legal system

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