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Discover a practical, streamlined, and updated approach to information systems development with Tilley/Rosenblatt's SYSTEMS ANALYSIS AND DESIGN, 11E. Expanded coverage of emerging technologies, such as agile methods, cloud computing, and mobile applications, complements this book's traditional approaches to systems analysis and design. A wealth of real-world examples emphasizes critical thinking and IT skills in a dynamic, business-related environment. You will find numerous projects, insightful assignments, and helpful end-of-chapter exercises to help you refine the IT skills you need for success in today's intensely competitive business world. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ESSENTIALS OF BUSINESS COMMUNICATION, 9TH EDITION presents a streamlined approach to business communication that includes unparalleled resources and author support for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION provides a four-in-one learning package: authoritative text, practical workbook, self-teaching grammar/mechanics handbook, and premium Web site. Especially effective for students with outdated or inadequate language skills, the Ninth Edition offers extraordinary print and digital exercises to help students build confidence as they review grammar, punctuation, and writing guidelines. Textbook chapters teach basic writing skills and then apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Realistic model documents and structured writing assignments help students build lasting workplace skills. The Ninth Edition of this award-winning text features increased coverage of electronic messages and digital media, redesigned and updated model documents to introduce students to the latest business communication practices, and extensively updated exercises and activities. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Offers examples, guidelines, insights, and ideas that demonstrate how group leaders can apply the basic issues and key concepts of the group process to a variety of groups. This work features a focus on group work with children, the elderly, issues in both women's and men's groups and in school settings.

Recreates the experience of dozens of projects, both successful and failed, to provide a real-world context for learning.

Milady Standard Esthetics Fundamentals, 11th edition, is the essential source for basic esthetics training. This new edition builds upon Milady's strong tradition of providing students and instructors with the best beauty and wellness education tools for their future. The rapidly expanding field of esthetics has taken a dramatic leap forward in the past decade, and this up-to-date text plays a critical role in creating a strong foundation for the esthetics student. Focusing on introductory topics, including history and opportunities in skin care, anatomy and physiology, and infection control and disorders, it lays the groundwork for the future professional to build their knowledge. The reader can then explore the practical skills of a skin care professional, introducing them to the treatment environment, basic facial treatments, hair removal, and the technology likely to be performed in the salon or spa setting. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Get Synched! Learning happens when students and instructors effectively connect and communicate. NEW PERSPECTIVES ON COMPUTER CONCEPTS 2013, Comprehensive, 15E, International Edition makes it possible. This edition goes beyond the computer basics and covers relevant technical and practical information that matter to students' daily lives.

Make Human Resources work for you. STRATEGIC HUMAN RESOURCE MANAGEMENT shows you how through its unique system of concept integration. Most Human Resources textbooks give you the theories without showing you the connections to real life. This textbook lets you see both sides of Human Resources: the theory and the application. That way, you'll not only get a great grade in class, you'll be on your way to success after college as well.

SYSTEMS ANALYSIS AND DESIGN, TENTH EDITION offers a practical, visually appealing approach to information systems development. Throughout the book, real-world case studies emphasize critical thinking and IT skills in a dynamic, business-related environment. The new Tenth Edition will help prepare students for success in today's intensely competitive business world.

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Practical and easy to understand Database Principles: Fundamentals of Design, Implementation, and Management, 10/e, International Edition gives readers a solid foundation in database design and implementation. Filled with visual aids such as diagrams, illustrations, and tables, this market-leading book provides in-depth coverage of database design, demonstrating that the key to successful database implementation is in proper design of databases to fit within a larger strategic view of the data environment. Renowned for its clear, straightforward writing style, the tenth edition has been thoroughly updated to include hot topics such as green computing/sustainability for modern data centers, the role of redundant relationships, and examples of web-database connectivity and code security. In addition, new review questions, problem sets, and cases have been added throughout the book so that readers have multiple opportunities to test their understanding and develop real and useful design skills.

The use of English as a lingua franca (ELF) on a global scale forces a reassessment of our understanding of the relationships between language, culture and identity in intercultural communication. This book outlines how we might conceive of this relationship in the fluid communicative practices of ELF, which leads to a reevaluation of notions of intercultural competence and related pedagogic practices.

COMMUNICATING IN BUSINESS, 8E, International Edition offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail, and thoroughly integrates coverage of today's social media and other communication technologies. Building on core foundational written and oral communication skills, the 8th edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more.

Created through a student-tested, faculty-approved review process with over 200 students and faculty, ED PSYCH is an engaging and accessible solution to accommodate the diverse lifestyles of today's learners. ED PSYCH has the most applied approach to educational psychology--taking complex psychology theories and demonstrating how they apply to the everyday experiences of in-service teachers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teaching at Its Best This third edition of the best-selling handbook offers faculty at all levels an essential toolbox of hundreds of practical teaching techniques, formats, classroom activities, and exercises, all of which can be implemented immediately. This thoroughly revised edition includes the newest portrait of the Millennial student; current research from cognitive psychology; a

focus on outcomes maps; the latest legal options on copyright issues; and how to best use new technology including wikis, blogs, podcasts, vodcasts, and clickers. Entirely new chapters include subjects such as matching teaching methods with learning outcomes, inquiry-guided learning, and using visuals to teach, and new sections address Felder and Silverman's Index of Learning Styles, SCALE-UP classrooms, multiple true-false test items, and much more. Praise for the Third Edition of Teaching at Its Best—everyone—veterans as well as novices—will profit from reading Teaching at Its Best, for it provides both theory and practical suggestions for handling all of the problems one encounters in teaching classes varying in size, ability, and motivation."—Wilbert McKeachie, Department of Psychology, University of Michigan, and coauthor, McKeachie's Teaching Tips This new edition of Dr. Nilson's book, with its completely updated material and several new topics, is an even more powerful collection of ideas and tools than the last. What a great resource, especially for beginning teachers but also for us veterans!"—L. Dee Fink, author, Creating Significant Learning Experiences This third edition of Teaching at Its Best is successful at weaving the latest research on teaching and learning into what was already a thorough exploration of each topic. New information on how we learn, how students develop, and innovations in instructional strategies complement the solid foundation established in the first two editions."—Marilla D. Svinicki, Department of Psychology, The University of Texas, Austin, and coauthor, McKeachie's Teaching Tips

Created through a "student-tested, faculty-approved" review process, LIT includes a wide selection of essential classic and contemporary readings, along with brief introductions to the literary genres, useful writing suggestions, and a down-to-earth, accessible guide to writing about literature. "In Review" cards at the back of the Student Edition offer a detachable, portable study tool containing useful study questions and checklists for each reading selection. For your class preparation, LIT offers "Instructor Prep" cards (in the Instructor's Edition) with teaching tips and a list of corresponding resources for each part of the book.

MANAGEMENT, 12E includes several innovative pedagogical features to help students understand their management capabilities and learn what it's like to manage in an organization today. Each of the 19 chapters begins with an opening questionnaire that engages the reader's interest, directly connects to the topic of the chapter, and enables students to see how they respond to situations and challenges that real-life managers typically face. A New Manager Self-Test in each chapter provides students with further insight into how they would function in the real world of management. The Remember This bullet-point summaries at the end of each major chapter section give students a snapshot of the key points and concepts covered in that section. The end-of-chapter questions have been carefully revised to encourage critical thinking and application of chapter concepts, and Small Group Breakout exercises give students the opportunity to apply concepts while building teamwork skills. Ethical dilemmas, all-new end-of-chapter cases, and a fully updated set of On the Job video cases help students sharpen their diagnostic skills for management problem solving. The chapter sequence in MANAGEMENT is organized around the management functions of planning, organizing, leading, and controlling. These four functions effectively encompass management research and the characteristics of the manager's job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Building on its continued success this text has been revised to provide the most comprehensive, balanced and up-to-date coverage of systems analysis and design available. The Fourth Edition maintains the dual focus on the concepts and techniques from both the traditional, structured approach and the object-oriented approach to systems development. Instructors have the flexibility to emphasize one approach over the other, or both, while referring to one integrated case study that runs through every chapter.

Principles of Microeconomics 2e covers the scope and sequence of most introductory microeconomics courses. The text includes many current examples, which are handled in a politically equitable way. The outcome is a balanced approach to the theory and application of economics concepts. The second edition has been thoroughly revised to increase clarity, update data and current event impacts, and incorporate the feedback from many reviewers and adopters. The text and images in this book are grayscale. The first (previous) edition of Principles of Microeconomics via OpenStax is available via ISBN 9781680920093.

The 13TH ENHANCED EDITION of GARDNER'S ART THROUGH THE AGES: A GLOBAL HISTORY takes this brilliant bestseller to new heights in addressing the challenges of today's classroom. Over 100 additional new images are integrated into Volume I, and appear online as full size digital images with discussions written by the author. These bonus images are complemented by groundbreaking media support for students including video study tools and a robust eBook.

Learn how to program with C++ using today's definitive choice for your first programming language experience -- C++ PROGRAMMING: FROM PROBLEM ANALYSIS TO PROGRAM DESIGN, 8E. D.S. Malik's time-tested, user-centered methodology incorporates a strong focus on problem-solving with full-code examples that vividly demonstrate the hows and whys of applying programming concepts and utilizing C++ to work through a problem. Thoroughly updated end-of-chapter exercises, more than 20 extensive new programming exercises, and numerous new examples drawn from Dr. Malik's experience further strengthen the reader's understanding of problem solving and program design in this new edition. This book highlights the most important features of C++ 14 Standard with timely discussions that ensure this edition equips you to succeed in your first programming experience and well beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A handy reference, this four-page course card includes rules and argument forms students need in order to complete exercises.

A new approach to learning the principles of management, MGMT 2 is the second Asiaa Pacific edition of a proven, innovative solution to enhance the learning experience. Concise yet complete coverage supported by a suite of online learning aids equips students with the tools required to successfully undertake an introductory management course. Paving a new way to both teach and learn, MGMT 2 is designed to truly connect with today's busy, tech-savvy student. Students have access to online interactive quizzing, videos, podcasts, flashcards, case studies, games and more. An accessible, easy-to-read text along with tear out review cards completes a package which helps students to learn important concepts faster. MGMT 2 delivers a fresh approach to give students what they need and want in a text.

Systems Analysis and Design, Video Enganced International Edition offers a practical, visually appealing approach to information systems development.

Organizing involves continous challenges in the face of uncertainty and change. How is globalization impacting organizations? How will new strategies for a turbulent world affect organizational design? In this second edition of Organization Theory and Design, developed for students in the UK, Europe, the Middle East and Africa, respected academics Jonathan Murphy and Hugh Willmott continue to add an international perspective to Richard L. Daft's landmark text. Together they tackle these questions in a

comprehensive, clear and accessible study of the subject.

"A green hunting cap squeezed the top of the fleshy balloon of a head. The green earflaps, full of large ears and uncut hair and the fine bristles that grew in the ears themselves, stuck out on either side like turn signals indicating two directions at once. Full, pursed lips protruded beneath the bushy black moustache and, at their corners, sank into little folds filled with disapproval and potato chip crumbs."

Now in dynamic full color, *SI ENGINEERING FUNDAMENTALS: AN INTRODUCTION TO ENGINEERING*, 5e helps students develop the strong problem-solving skills and solid foundation in fundamental principles they will need to become analytical, detail-oriented, and creative engineers. The book opens with an overview of what engineers do, an inside glimpse of the various areas of specialization, and a straightforward look at what it takes to succeed. It then covers the basic physical concepts and laws that students will encounter on the job. Professional Profiles throughout the text highlight the work of practicing engineers from around the globe, tying in the fundamental principles and applying them to professional engineering. Using a flexible, modular format, the book demonstrates how engineers apply physical and chemical laws and principles, as well as mathematics, to design, test, and supervise the production of millions of parts, products, and services that people use every day. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Communication Sciences and Disorders: A Contemporary Perspective introduces students to the field in a clear and succinct manner that allows readers access to the most current theories, research, and practices through rich examples, detailed case studies and engaging anecdotes. It employs a clinical case-based, literacy-infused approach with special attention given to research-based practices in assessment and intervention and the many uses of technology in diverse aspects of research and practice. Bringing the field to life through comprehensive case studies that include evaluation and treatment plans and multi-media samples, *Communication Sciences and Disorders: A Contemporary Perspective* provides an up-to-date look at the many facets and varied new challenges emerging in the field. Literacy-focused content is infused throughout the book in order help students examine linkages among speaking, listening, reading, and writing, while different segments of the book concentrates on the ecological impact of communication disorders at home, school, work, and community, all with an emphasis on thinking about functional assessment and outcomes.

Grobler and Wärnich's market-leading text has long been regarded as the most comprehensive and user-friendly book available for those studying Human Resource Management in South Africa. Written from a business management perspective, it not only addresses the traditional core Human Resource activities but also provides the reader with insight into future Human Resource challenges.

COMMUNICATION MOSAICS: AN INTRODUCTION TO THE FIELD OF COMMUNICATION, 8E draws from the most up-to-date research, theories, and technological information to provide both an overview of the field and practical applications you can immediately use to improve your personal, professional, and public communication skills. Extremely student friendly, the text combines the author's signature first-person narrative style with popular student commentaries. It introduces the basic processes and skills central to all communication contexts and then explains how these aspects of communication are applied in specific contexts such as interpersonal and public speaking. New coverage in Chapter 13 walks you step-by-step through the process of planning and preparing a public speech. As you progress through the text, each chapter ends with a case study enabling you to put what you learn into practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Some say I am a lucky guy, because I figured it out before it was too late. I figured out what truly matters in life and I live my life by those principles. I almost missed out. I allowed myself to get caught up in life's spin cycle. Too much work, allowing things that ultimately meant nothing to consume my life, being too busy to savor the simple things in life, thinking net worth was the true goal...well, not anymore. As I look around, what amazes me is that everybody wants the same things: We want to be happy, get out of the rat race, enjoy life, have fun, persevere through adversity, maximize joy, take risks, and be proud of who we are, what we have accomplished and the legacy we will leave. I know that because in my 30-year career as a sales executive, entrepreneur, public speaker, and faculty member at top companies and business schools, I have seen it with my own eyes. I have engaged with literally thousands of people of all ages, all over the world. They all want life worth. They want joy and contentment with their lives. They know they need it, they just don't know how to get it. I do. I did it. I am a lucky guy because I figured it out at an age when I could apply it. It wasn't too late. And it is also surprisingly simple, if you know the secrets. The purpose of this book is to share with people of all ages the secrets to achieving a high life worth at any age. Life is too awesome to not be enjoyed every day in every way. It can be done. I know, because I am living it.

Learn Management Information Systems YOUR Way with MIS! MIS's easy-reference style presents course content through visually engaging chapters as well as Chapter Review Cards that consolidate the best review material into a ready-made study tool. With the textbook or on its own, MIS MindTap allows you to learn on your terms. Read or listen to chapters and study with the aid of videos, flashcards and practice quizzes. Stay current on MIS trends with RSS Feeds. Track your scores and stay motivated toward your goals. Whether you have more work to do or are ahead of the curve, you'll know where you need to focus your efforts. And the MindTap Green Dot will charge your confidence along the way. When it's time to study, everything you've flagged or noted can be gathered into a study guide you can organize.

M: Management by Bateman/Snell is the fastest growing Principles of Management textbook on the market. Bateman/Snell is written from the ground up to be brief, lean, and flexible enough to enable you to cover just the topics you want at the level of depth you want, while still maintaining the integrity of the content. Plus, it does not inherit outdated examples from a hardback derivative. With market-leading teaching support and the most up to date content available, *M: Management* represents the best value available in the brief Principles of Management market. What sets Bateman/Snell apart? An unrivaled mixture student-focused current content and the best teaching support around.

Affordable education. Transparent science. Accessible scholarship. These ideals are slowly becoming a reality thanks to the open education, open science, and open access movements. Running separate—if parallel—courses, they all share a philosophy of equity, progress, and justice. This book shares the stories, motives, insights, and practical tips from global leaders in the open movement.

This book explores ways in which libraries can reach new levels of service, quality, and efficiency while minimizing cost by collaborating in acquisitions. In consortial acquisitions, a number of libraries work together, usually in an existing library consortia, to leverage size to support acquisitions in each individual library. In cross-functional acquisitions, acquisitions collaborates to support other library functions. For the library acquisitions manager, technical services manager, or the library director, awareness of different options for effective consortial and cross-functional acquisitions allows for the optimization of staff and resources to reach goals. This work presents those options in the form of case studies as well as useful analysis of the benefits and challenges of each. By supporting each other's acquisitions services in a consortium, libraries leverage size to get better prices, and share systems and expertise to maximize resources while minimizing costs. Within libraries, the acquisitions function can be combined with other library functions in a unit with more than one purpose, or acquisitions can develop a close working relationship with another unit to support their work. This book surveys practice at different libraries and at different library consortia, and presents a detailed description and analysis of a variety of practices for how acquisitions units support each other within a consortium, and how they work with other library units, specifically collection management, cataloging, interlibrary loan, and the digital repository, in the form of case studies. A final section of the book covers fundamentals of collaboration.

"This innovative new textbook for art appreciation fully integrates western and non-western art traditions by taking a thematic rather than a chronological approach."--Back cover.

For over 20 years, Corey, Corey, and Callanan's practical, accessible text has helped readers like you gain the knowledge and skills they need to make important ethical decisions. By coupling a solid foundation in helping professions theories and codes of ethics with anecdotes and advice based on their professional experience, the authors teach central ethical issues from a number of diverse perspectives. With this comprehensive, timely coverage, you'll be able to develop an internalized, personal perspective that you can apply when dealing with the range of ethical dilemmas you are likely to encounter.

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