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Computer Literacy BASICS Connie Morrison 2012-09-20 Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online everything your students need to be prepared to pass the IC3 exam, and finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Precalculus with Limits Ron Larson 2010-01-01 With the same design and feature sets as the market leading Precalculus, 8/e, this addition to the Larson Precalculus series provides both students and instructors with sound, consistently structured explanations of the mathematical concepts. Designed for a two-term course, this text contains the features that have made Precalculus a complete solution for both students and instructors: interesting applications, cutting-edge design, and innovative technology combined with an abundance of carefully written exercises. In addition to a brief algebra review and the core precalculus topics, PRECALCULUS WITH LIMITS covers analytic geometry in three dimensions and introduces concepts covered in calculus. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Letters of Hildegard of Bingen Hildegard of Bingen 2004-03-18 This is the third and final volume of the complete annotated correspondence of the extraordinary nun, Hildegard of Bingen (1098-1179). One of the most remarkable women of her day, Hildegard was, for more than 30 years, an unflinching advisor and correspondent of all levels of church and society, from popes and kings to ordinary lay persons, from Jerusalem to England. This present volume (letters 218-390) is noteworthy for its large collection of letters to a non-ecclesiastical audience, and because it contains letters not just to such high-ranking notables as Frederick Barbarossa, King Henry II of England, or Eleanor or Acquitaine, but also to common, ordinary individuals of no importance whatsoever, save that they received a letter from Hildegard of Bingen. Addressing matters as diverse as the "humors" and their relation

to health and salvation, the fate of departed souls, the frequency and horror of homicide in her age, a means of exorcising malignant spirits, an effective kind of incantation to alleviate nightmares, the proper attitude and response to the fact of excommunication, and male infidelity in marriage, Hildegard provides a unique view of the twelfth century world. Here also are found compositions in epistolary style that are actually sermons, mediations, prayers, or treatises on a wide range of theological topics, such as prophecy, celebration of the Mass, the Lord's Prayer, the creation, and the fall of Adam. Like previous volumes, the translation follows the most recent definitive Latin text, in which the letters are organized according to the rank and station of Hildegard's correspondents.

Your Career: How To Make It Happen Lauri Harwood 2012-01-01 Packed with innovative resources readers can use now and throughout their careers, best-selling YOUR CAREER: HOW TO MAKE IT HAPPEN, 8e delivers a comprehensive, step-by-step guide to finding and keeping a job. Both empowering and encouraging, the book effectively breaks the daunting prospect of marketing oneself to prospective employers into a manageable process. Each chapter provides practical advice and actions that readers can apply to their own situation and goals. Guided activities for each part of the process help students build a strong foundation for current and future job searches, teaching them how to stand out from the crowd and be a strong candidate for jobs in a career field for which they are well suited and will enjoy. Ideal for a course on Professional/Career Development, Job Search, Resume Writing, and Interviewing, YOUR CAREER, 8e offers thorough coverage of career self-assessment, employer research, job search/interviewing, self-marketing, and career building strategies. The text also contains extensive instructions and examples of market-driven electronic, traditional, and Web resumes and cover letters. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Management Richard L. Daft 2015-01-01 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.

Maintenance Fundamentals for Wind Technicians Wayne Kilcollins 2012-01-31 With an emphasis on both practice and theory, MAINTENANCE FUNDAMENTALS FOR WIND

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TECHNICIANS provides a comprehensive introduction to the field of wind energy that is appropriate for any electrical or mechanical technician. Through topics such as developing a preventative maintenance program, determining the performance of a wind turbine system, and monitoring improvement through system data analysis, this text teaches students the skills they need to be successful wind energy technicians. Safety-related practices, such as working at heights, tower rescue practices, and offshore projects, are emphasized to ensure that students understand the hazards associated with working in the wind industry. Filled with pedagogy such as hands-on exercises, applications, troubleshooting tips, and learning objectives keyed to AWEA skills, students will learn everything they need to know about maintaining, servicing and troubleshooting turbines on wind farms. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Electronic Commerce Gary Schneider 2014-05-15 Packed with real-world examples and business cases, ELECTRONIC COMMERCE, 11E continues to lead the market with its cutting-edge coverage of all things e-commerce. Comprehensive coverage of emerging online business strategies, up-to-the-minute technologies, and the latest developments from the field equips readers with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in China and the developing world, social media and online marketing strategies, technology-enabled outsourcing, online payment processing systems, and much more. In addition, Business Case Approaches and Learning From Failure boxes highlight the experiences of actual companies to illustrate real-world practice in action. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamentals of Financial Management, Concise Edition Eugene F. Brigham 2014-01-01 Gain a focused understanding of today's corporate finance and financial management with the market-leading approach in Brigham/Houston's FUNDAMENTALS OF FINANCIAL MANAGEMENT, CONCISE EDITION, 8E. This book's unique balance of clear concepts, contemporary theory, and practical applications helps readers better understand the concepts and reasons behind corporate budgeting, financing, and working capital decision making. Numerous practical examples, proven end-of-chapter applications, and Integrated Cases demonstrate theory in action, while Excel Spreadsheet Models help readers master this software tool. It's a book designed to put each reader first in finance. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Abnormal Psychology: An Integrative Approach David H. Barlow 2016-12-05 Balancing biological, psychological, social, and cultural approaches, this book's ground-breaking integrative approach is the most modern, scientifically valid method for studying abnormal psychology. Updated with leading-edge research findings, the eighth edition draws on the expertise of David H. Barlow, V. Mark Durand, and Stefan G. Hofmann, three internationally recognized experts in clinical psychology. In ABNORMAL PSYCHOLOGY: AN INTEGRATIVE APPROACH, the authors successfully blend sophisticated research with an accessible, engaging writing style. They go beyond simply describing different schools of thought on psychological disorders, exploring the interactions of the various forces that contribute to psychopathology. This comprehensive resource includes integrated case studies (95 percent from the authors' own files) and additional study tools. Important Notice: Media content

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Ethical Hacking and Countermeasures: Threats and Defense Mechanisms EC-Council 2016-03-17 The EC-Council|Press Ethical Hacking and Countermeasures series is comprised of four books covering a broad base of topics in offensive network security, ethical hacking, and network defense and countermeasures. The content of this series is designed to immerse the reader into an interactive environment where they will be shown how to scan, test, hack, and secure information systems. A wide variety of tools, viruses, and malware is presented in these books, providing a complete understanding of the tactics and tools used by hackers. The full series of books helps prepare readers to take and succeed on the C|EH certification exam from EC-Council. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Ethical Hacking and Countermeasures: Web Applications and Data Servers EC-Council 2016-03-10 The EC-Council|Press Ethical Hacking and Countermeasures series is comprised of four books covering a broad base of topics in offensive network security, ethical hacking, and network defense and countermeasures. The content of this series is designed to immerse the reader into an interactive environment where they will be shown how to scan, test, hack, and secure information systems. A wide variety of tools, viruses, and malware is presented in these books, providing a complete understanding of the tactics and tools used by hackers. The full series of books helps prepare readers to take and succeed on the C|EH certification exam from EC-Council. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Criminal Investigation Kären M. Hess 2016-01-01 Easy to read and well-organized, CRIMINAL INVESTIGATION, 11th Edition delivers a field-based approach to modern investigative principles and practices that is strongly grounded in current research. Demonstrating techniques and practical applications, the book introduces long-standing tools, practices, and policies alongside the latest innovations in technology and science to give readers and future criminal justice professionals a broad perspective of criminal investigations today. Topics covered include D.N.A. evidence, terrorism and homeland security, the increasing standard of proof for stop vs. search/arrest vs. conviction, cybercrime, crimes against children, forensics and physical evidence, investigative photography and sketching, identity theft, white-collar crime, and ethics, among many others. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Becoming a Master Student David Ellis 2000-01-01

Introduction to Wireless and Mobile Systems Dharma P. Agrawal 2015-01-01 Focusing on qualitative descriptions and realistic explanations of relationships between wireless systems and performance parameters, INTRODUCTION TO WIRELESS AND MOBILE SYSTEMS, 4e explains the general principles of how wireless systems work, how mobility is supported, what the underlying infrastructure is and what interactions are needed among different functional components. Rather than offering a thorough history of the development of wireless technologies or an exhaustive list of work being carried out, the authors help computer science, computer engineering, and electrical engineering students learn this

exciting technology through relevant examples, such as understanding how a cell phone starts working as soon as they get out of an airplane. This edition offers the most extensive coverage of Ad Hoc and Sensor Networks available for the course and includes up-to-date coverage of the latest wireless technologies. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding ICD-10-CM and ICD-10-PCS Update: A Worktext, Spiral bound Version Mary Jo Bowie 2017-07-26 Completely updated to the 2017 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS Update: A Worktext, 3E delivers a comprehensive presentation of the ICD-10-CM and ICD-10-PCS diagnostic and procedural coding system. Extremely hands-on, this unique workbook offers detailed coverage that engages readers. Numerous learning tools thoroughly review and reinforce understanding of the materials presented in each chapter. Readers can immediately begin putting what they learn into real-world practice through numerous timely exercises, meaningful coding assignments, and case studies. Vivid color illustrations emphasize how knowledge of anatomy and disease processes can positively impact coding accuracy. This edition provides the ideal resource to assist today's practicing professionals and healthcare organizations smoothly transition from ICD-9-CM to ICD-10-CM and ICD-10-PCS. This updated printing of the third edition includes new 2017 ICD-10 codes. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Calculus James Stewart 2006-12 Stewart's CALCULUS: CONCEPTS AND CONTEXTS, 3rd Edition focuses on major concepts and supports them with precise definitions, patient explanations, and carefully graded problems. Margin notes clarify and expand on topics presented in the body of the text. The Tools for Enriching Calculus CD-ROM contains visualizations, interactive modules, and homework hints that enrich your learning experience. iLrn Homework helps you identify where you need additional help, and Personal Tutor with SMARTTHINKING gives you live, one-on-one online help from an experienced calculus tutor. In addition, the Interactive Video Skillbuilder CD-ROM takes you step-by-step through examples from the book. The new Enhanced Review Edition includes new practice tests with solutions, to give you additional help with mastering the concepts needed to succeed in the course.

Cengage Advantage Books: Introduction to Sociology Henry L. Tischler 2013-02-01 Packed with current examples you can easily relate to, Tischler's INTRODUCTION TO SOCIOLOGY, 11E delivers comprehensive, up-to-date coverage in a succinct and affordable format. The author begins by equipping you with tools for success, including tips for how to read, study, and take tests more effectively. A built-in study guide and practice tests ensure thorough understanding. The text threads two basic ideas throughout: sociology is a rigorous, scientific discipline, and basic knowledge of sociology is essential for understanding social interaction in many work and social settings. With its streamlined 16 chapters, INTRODUCTION TO SOCIOLOGY, 11E delivers cutting-edge coverage that is concise yet thorough--and makes sociology completely accessible. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

South-Western Federal Taxation 2016: Corporations, Partnerships, Estates and

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Trusts William H. Hoffman 2015-04-01 Now today's future and current professionals can master corporate tax concepts and today's ever-changing tax legislation with SOUTH-WESTERN FEDERAL TAXATION 2016: CORPORATIONS, PARTNERSHIPS, ESTATES & TRUSTS, 39E. Renowned for its understandable, time-tested presentation, this book remains the most effective solution for helping today's learners thoroughly grasp information critical to the tax preparer, such as C corporations, flow-through entities, taxes on financial statements, and tax planning. The 2016 edition reflects the latest tax legislation at publication. Proven learning features with clearer new examples, more summaries and meaningful tax scenarios that help clarify concepts sharpen critical-thinking, writing, and research skills. Trust SOUTH-WESTERN FEDERAL TAXATION 2016: CORPORATIONS, PARTNERSHIPS, ESTATES & TRUSTS, 39E for the most thorough coverage of taxation concepts today. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Chemistry Steven S. Zumdahl 2007 Contains discussion, illustrations, and exercises aimed at overcoming common misconceptions; emphasizes on models prevails; and covers topics such as: chemical foundations, types of chemical reactions and solution stoichiometry, electrochemistry, and organic and biological molecules.

Systems Architecture Stephen D. Burd 2015-06-26 Discover one of the most comprehensive introductions to information systems hardware and software in business today with Burd's SYSTEMS ARCHITECTURE, 7E. This new edition remains an indispensable tool for current and future IS (Information Systems) professionals with a managerial, broad systems perspective that provides a holistic approach to systems architecture. This edition has been thoroughly updated to ensure all concepts, examples and applications reflects the latest in today's new and emerging technologies. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Mathematical Applications for the Management, Life, and Social Sciences Ronald J. Harshbarger 2012-01-01 MATHEMATICAL APPLICATIONS FOR THE MANAGEMENT, LIFE, AND SOCIAL SCIENCES, 10th Edition, is intended for a two-semester applied calculus or combined finite mathematics and applied calculus course. The book's concept-based approach, multiple presentation methods, and interesting and relevant applications keep students who typically take the course--business, economics, life sciences, and social sciences majors--engaged in the material. This edition broadens the book's real-life context by adding a number of environmental science and economic applications. The use of modeling has been expanded, with modeling problems now clearly labeled in the examples. Also included in the Tenth Edition is a brief review of algebra to prepare students with different backgrounds for the material in later chapters. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Security Awareness: Applying Practical Security in Your World Mark Ciampa 2016-01-08 Designed to provide students with the knowledge needed to protect computers and networks from increasingly sophisticated attacks, SECURITY AWARENESS: APPLYING PRACTICE SECURITY IN YOUR WORLD, Fifth Edition continues to present the same straightforward, practical information that has made previous editions so popular. For most students, practical computer security poses some daunting challenges: What type of attacks

will antivirus software prevent? How do I set up a firewall? How can I test my computer to be sure that attackers cannot reach it through the Internet? When and how should I install Windows patches? This text is designed to help students understand the answers to these questions through a series of real-life user experiences. In addition, hands-on projects and case projects give students the opportunity to test their knowledge and apply what they have learned. SECURITY AWARENESS: APPLYING PRACTICE SECURITY IN YOUR WORLD, Fifth Edition contains up-to-date information on relevant topics such as protecting mobile devices and wireless local area networks. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding ICD-10-CM and ICD-10-PCS: A Worktext - 2020 Mary Jo Bowie
2020-01-01 Master the latest 2020 ICD-10-CM and ICD-10-PCS coding guidelines and new 2020 ICD-10 codes with Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 2020 EDITION. This unique, hands-on workbook is updated every year to provide the latest comprehensive coverage of today's ICD-10-CM and ICD-10-PCS diagnostic and procedural coding system. This edition's detail, yet easy-to-follow approach is packed with proven learning features and helpful tools to reinforce understanding. You immediately apply what you've learned with numerous professionally focused exercises, actual coding assignments and real case studies. Vivid color illustrations and the latest digital links to medical research websites demonstrate how a thorough knowledge of anatomy and disease processes can increase coding accuracy. Use this trusted resource to prepare for various certification exams as well as diagnostic and procedural coding success in today's medical environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Book of R Tilman M. Davies 2016-07-16 The Book of R is a comprehensive, beginner-friendly guide to R, the world's most popular programming language for statistical analysis. Even if you have no programming experience and little more than a grounding in the basics of mathematics, you'll find everything you need to begin using R effectively for statistical analysis. You'll start with the basics, like how to handle data and write simple programs, before moving on to more advanced topics, like producing statistical summaries of your data and performing statistical tests and modeling. You'll even learn how to create impressive data visualizations with R's basic graphics tools and contributed packages, like ggplot2 and ggvis, as well as interactive 3D visualizations using the rgl package. Dozens of hands-on exercises (with downloadable solutions) take you from theory to practice, as you learn: -The fundamentals of programming in R, including how to write data frames, create functions, and use variables, statements, and loops -Statistical concepts like exploratory data analysis, probabilities, hypothesis tests, and regression modeling, and how to execute them in R -How to access R's thousands of functions, libraries, and data sets -How to draw valid and useful conclusions from your data -How to create publication-quality graphics of your results Combining detailed explanations with real-world examples and exercises, this book will provide you with a solid understanding of both statistics and the depth of R's functionality. Make The Book of R your doorway into the growing world of data analysis.

Systems Analysis and Design Gary B. Shelly 2011 Systems Analysis and Design, Video Enganced International Edition offers a practical, visually appealing approach to information systems development.

Understanding Current Procedural Terminology and HCPCS Coding Systems: 2022 Edition

Mary Jo Bowie 2022-01-01 Master today's most current 2022 CPT and HCPCS diagnostic and procedural coding as well as the latest guidelines from federal agencies, Medicare and the American Medical Association (AMA) with Bowie's UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 2022 EDITION. This trusted, comprehensive resource is updated every year to ensure you learn the most current code sets and developments in the field as you prepare for current certification exams and work as a professional in today's medical environment. New case studies and expanded coding assignments draw from actual professional experiences for meaningful practice. Carefully illustrated procedures and current, interesting examples, including situations from COVID-19, help you perfect procedural coding skills for all medical specialties. Find the resources you need in this 2022 Edition to guide you in procedural coding success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding Computers: Today and Tomorrow, Comprehensive Deborah Morley

2012-02-13 Understanding Computers: Today and Tomorrow gives your students a classic introduction to computer concepts with a modern twist! Known for its emphasis on industry insight and societal issues, this text makes concepts relevant to today's career-focused students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Resume Generator Plus Cengage South-Western 2010-06-17 RESUME GENERATOR PLUS - A

gateway to career success! RESUME GENERATOR PLUS provides a one year subscription to an easy-to-use online career development software that guides users through the process of creating winning resume's, cover letters, and employment related documents. This robust tool contains numerous resume examples and cover letter formats that address a variety of work experience and skill levels. The Career Resource Center tab provides access to career planning, worksheets, job search and interviewing tips, workplace skill development, videos, and much more to supplement the job search. User friendly navigation, spell checker, videos, helpful tools, and tips with advice and suggestions for every step help users build confidence in their job search. There are 8 unique layouts for resumes and letters, 13 letter types with pre-populated, editable text, and over 20 editable sample employment related documents. RESUME GENERATOR PLUS is an online program that acts as a personal career consultant and offers easy-to-use navigation tabs, 24/7 technical support service, drop down selection boxes, helpful tips sections, and more!

Calculus James Stewart 2020-03-27 James Stewart's Calculus series is the top-seller in the

world because of its problem-solving focus, mathematical precision and accuracy, and outstanding examples and problem sets. Selected and mentored by Stewart, Daniel Clegg and Saleem Watson continue his legacy of providing students with the strongest foundation for a STEM future. Their careful refinements retain Stewart's clarity of exposition and make the 9th Edition even more useful as a teaching tool for instructors and as a learning tool for students. Showing that Calculus is both practical and beautiful, the Stewart approach enhances understanding and builds confidence for millions of students worldwide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Systems Analysis and Design in a Changing World John W. Satzinger 2015-02-01

Refined and streamlined, SYSTEMS ANALYSIS AND DESIGN IN A CHANGING WORLD, 7E helps students develop the conceptual, technical, and managerial foundations for systems analysis design and implementation as well as project management principles for systems development. Using case driven techniques, the succinct 14-chapter text focuses on content that is key for success in today's market. The authors' highly effective presentation teaches both traditional (structured) and object-oriented (OO) approaches to systems analysis and design. The book highlights use cases, use diagrams, and use case descriptions required for a modeling approach, while demonstrating their application to traditional, web development, object-oriented, and service-oriented architecture approaches. The Seventh Edition's refined sequence of topics makes it easier to read and understand than ever. Regrouped analysis and design chapters provide more flexibility in course organization. Additionally, the text's running cases have been completely updated and now include a stronger focus on connectivity in applications. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Advertising and Integrated Brand Promotion Thomas C. O'Guinn 2006 ADVERTISING AND INTEGRATED BRAND PROMOTION, FOURTH EDITION is highly visual and provides an integrated learning experience for the student. The new edition continues the tradition of delivering a solid understanding of advertising strategy, through a clearly written text as well as through the most contemporary ads. The table of contents follows the same process as an advertising agency. Like other aspects of business, good advertising is the result of hard work and careful planning. The new edition of Advertising and Integrated Brand Promotion illustrates how to best accomplish this.

Psychology Wayne Weiten 2011 In PSYCHOLOGY: THEMES AND VARIATIONS, BRIEFER VERSION, Wayne Weiten continues his proven combination of a scientifically rigorous text with selective pedagogy that makes learning easy for students. Weiten's approach is backed by a straightforward writing style, unparalleled in-text visuals and didactic art program, and in-book review to help users prioritize and retain the core concepts. Weiten surveys psychology's broad range of content with three aims: to illuminate the process of research and its intrinsic relationship to application (themes); to show both the unity and diversity of the subject (variations), and to invite users to the study of psychology by respecting their ability to master its fundamental concepts. Weiten's themes (including empiricism, theoretical diversity, sociohistorical contexts, multifactorial causation, cultural heritage, heredity and environment, and subjectivity of experience) and variations provide unifying threads across chapters that help users see the connections among different research areas in psychology.

The Leadership Experience Richard L. Daft 2014-01-01 Master the critical leadership skills and solid understanding of today's theory needed to become an effective business leader in today's turbulent times with Daft's THE LEADERSHIP EXPERIENCE, 6E. Acclaimed author Richard Daft helps you explore the latest thinking in leadership theory and contemporary practices at work within organizations throughout the world. You will examine emerging topics, including enhancement of emotional intelligence, leadership vision and courage, leadership of virtual teams, and open innovation, and will connect those topics to recent world events such as ethical scandals and political turmoil. Packed with memorable examples and unique insights into actual leadership decisions, this full-color text includes crisp, clear

visuals to reinforce the book's engaging presentation. This edition's proven applications, specifically designed for today's leadership theory and applications course, and a solid foundation grounded in established scholarly research make the topic of leadership come alive. In addition, THE LEADERSHIP EXPERIENCE is available with CengageNOW for the first time. CengageNOW provides an integrated text and online learning solution that enhances understanding of course content and offers opportunities to extend learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding ICD-10-CM and ICD-10-PCS: A Worktext, Spiral bound Version Mary Jo Bowie 2015-01-10 Completely updated to the 2016 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 3E delivers a comprehensive presentation of the ICD-10-CM and ICD-10-PCS diagnostic and procedural coding system. Extremely hands-on, this unique workbook offers detailed coverage that engages readers. Numerous learning tools thoroughly review and reinforce understanding of the materials presented in each chapter. Readers can immediately begin putting what they learn into real-world practice through numerous timely exercises, meaningful coding assignments, and case studies. Vivid color illustrations emphasize how knowledge of anatomy and disease processes can positively impact coding accuracy. This edition provides the ideal resource to assist today's practicing professionals and healthcare organizations smoothly transition from ICD-9-CM to ICD-10-CM and ICD-10-PCS. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding Current Procedural Terminology and HCPCS Coding Systems - 2020 Mary Jo Bowie 2020-01-23 Master today's most current 2020 CPT and HCPCS diagnostic and procedural coding as well as the other precise guidelines established by federal agencies, Medicare and the American Medical Association (AMA) with the most trusted source available -- Bowie's UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 2020 EDITION. Updated every year to reflect the most current code sets and developments in the field, this comprehensive edition integrates new case studies and new coding assignments drawn from actual, recent professional experiences. Carefully illustrated procedures and the latest interesting examples help you perfect procedural coding skills for all medical specialties and prepare you for today's certification exams. Find everything you need to further your procedural coding success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Essentials of Contract Law Martin A. Frey 2015-01-01 An ideal guide for the paralegal student, ESSENTIALS OF CONTRACT LAW, Second Edition presents the law of contracts in an understandable and organized manner. The book's effective road map approach to contracts helps students learn about contract formation, determining the applicable law, unenforceable contracts and breach of contract. In this edition, the author also separately addresses the impact of Article 2 of the UCC, federal preemption, and the UN's Convention on the International Sale of Goods (CISG). Cutting through excess verbiage and outdated doctrine, the book develops each rule of law by presenting theory, illustrating it with an example, and providing a problem to give readers hands-on practice. Important Notice: Media content referenced within the product description or the product text may not be

available in the ebook version.

Power System Analysis and Design J. Duncan Glover 2011-01-03 The new edition of POWER SYSTEM ANALYSIS AND DESIGN provides students with an introduction to the basic concepts of power systems along with tools to aid them in applying these skills to real world situations. Physical concepts are highlighted while also giving necessary attention to mathematical techniques. Both theory and modeling are developed from simple beginnings so that they can be readily extended to new and complex situations. The authors incorporate new tools and material to aid students with design issues and reflect recent trends in the field. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding Current Procedural Terminology and HCPCS Coding Systems, 2021 Mary Jo Bowie 2021-01-01 Master today's most current 2021 CPT and HCPCS diagnostic and procedural coding as well as the latest guidelines from federal agencies, Medicare and the American Medical Association (AMA) with Bowie's UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 2021 EDITION. This trusted resource is updated every year to ensure you learn the most current code sets and developments in the field as you prepare for current certification exams and work in today's medical environment. New case studies and expanded coding assignments draw from actual professional experiences for meaningful practice. Carefully illustrated procedures and current, interesting examples help you perfect your procedural coding skills for all medical specialties. Find the resources you need in this 2021 Edition to guide you in your procedural coding success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

South-Western Federal Taxation 2021: Individual Income Taxes James C. Young 2020-03-19 Gain a thorough understanding of today's individual income tax concepts and current tax law with SOUTH-WESTERN FEDERAL TAXATION 2021: INDIVIDUAL INCOME TAXES, 44E. This reader-friendly presentation emphasizes the latest tax law affecting individual taxpayers, including the most recent tax changes and reforms. Complete coverage of the Tax Cuts and Jobs Act of 2017 offers related guidance from the Treasury Department. This book's distinctive Framework 1040 demonstrates both how topics relate to one another and to the Form 1040. Clear examples, frequent summaries and memorable tax scenarios further clarify concepts and help you sharpen critical-thinking, writing and research skills. Learn how taxes impact you personally with the most thorough coverage of individual income taxation today. You can even use this edition to prepare for the C.P.A. exam or Enrolled Agent exam or to begin study for a career in tax accounting, financial reporting or auditing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Economic Education for Consumers Roger LeRoy Miller 2005-03 EDUCATION FOR CONSUMERS, 3rd Edition brings economic, consumer, and personal finance topics to life. Exciting changes to this edition include a bright new design and updated information on important changes in technology, banking, and taxes. Organized into several class-length lessons, each chapter contains several features to capture and maintain student interest, such as Consumer Alert, What in the World?, Vote Your Wallet, Buy the Number\$, Consumer in Action!, Guess What?, Math of Money, Cyber Consumer, Primary Sources, and

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