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Project Management in Practice, 4th Edition focuses on the technical aspects of project management that are directly related to practice. "While this renowned, case-based text continues to contextualize the fundamentals of education with real world settings and applications, the Fifth Edition's clear focus on issues brings relevance to every discussion. Issues in reform, in diversity, and in day to day teaching situations bring foundational and introductory topics to life and help prospective teachers see themselves in the real world of their future profession."--Publisher's website. IT Essentials v7 Companion Guide supports the Cisco Networking Academy IT Essentials version 7 course. The course is designed for Cisco Networking Academy students who want to pursue careers in IT and learn how computers work, how to assemble computers, and how to safely and securely troubleshoot hardware and software issues. The features of the Companion Guide are designed to help you study and succeed in this course: · Chapter objectives--Review core concepts by answering the focus questions listed at the beginning of each chapter. · Key terms--Refer to the updated lists of networking vocabulary introduced, and turn to the highlighted terms in context. · Course section numbering--Follow along with the course heading numbers to easily jump online to complete labs, activities, and quizzes referred to within the text. · Check Your Understanding Questions and Answer Key--Evaluate your readiness with the updated end-of-chapter questions that match the style of questions you see on the online course quizzes. This book is part of the Cisco Networking Academy Series from Cisco Press®. Books in this series support and complement the Cisco Networking Academy. One of the finest first aid books I've seen. --Mel Otten, M.D., Wilderness Medical Society • New chapters on judgment and decision-making and mental health • First-aid topics--patient assessment, shock, soft tissue injury, burns, fractures and dislocations, and chest, head, and abdominal injury • How to handle environmental problems--heat, cold, water, altitude, and poisonous plants and animals PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &-- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:•Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);•Provides an entire section devoted to tailoring the development approach and processes;•Includes an expanded list of models, methods, and artifacts;•Focuses on not just delivering project outputs but also enabling outcomes; and• Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector. Exploring Management supports teaching and learning of core management concepts by presenting material in a straight-forward, conversational style with a strong emphasis on application. With a focus on currency, high-interest examples and pedagogy that encourages critical thinking and personal reflection, this text is the perfect balance between what students need and what instructors want. Developed by the National Academy of Sports Medicine (NASM), this book is designed to help people prepare for the NASM Certified Personal Trainer (CPT) Certification exam or learn the basic principles of personal training using NASM's Optimum Performance Training (OPT) model. The OPT model presents NASM's protocols for building stabilization, strength, and power. More than 600 full-color illustrations and photographs demonstrate concepts and techniques. Exercise color coding maps each exercise movement to a specific phase on the OPT model. Exercise boxes demonstrate core exercises and detail the necessary preparation and movement. Other features include research notes, memory joggers, safety tips, and review questions. Now in its sixth edition, this highly-regarded book is designed as an introductory text on the principles of diagnosis, staging and treatment of tumours. The new edition: Includes up-to-date information on the most recent techniques and therapies available Emphasises the importance of multidisciplinary teamwork in the care of cancer patients Highlights frequent dilemmas and difficulties encountered during cancer management Features the important contributions of a new author Professor Daniel Hochhauser Contains a brand-new two-colour design As with previous editions, the first part of the book is devoted to the mechanisms of tumour development and cancer treatment. This is followed by a systematic account of the current management of individual major cancers. For each tumour there are details of the pathology, mode of spread, clinical presentation, staging and treatment with radiotherapy and chemotherapy. This accessible and practical resource will be invaluable to trainees in oncology, palliative care and general medicine, as well as specialist nurses, general practitioners, medical students, and professions allied to medicine. This title is also available as a mobile App from MedHand Mobile Libraries. Buy it now from Google Play or the MedHand Store. Focus on the financial concepts, skills, and technological applications that are critical for you in today's workplace with Ehrhardt/Brigham's CORPORATE FINANCE: A FOCUSED APPROACH 6E. With its relevant and engaging presentation and numerous examples, you will learn the latest financial developments as you also learn how to maximize a firm's value in today's changing business environment. You will master the features and functions of spreadsheets by using chapter Excel Tool Kits, Build a Model problems, and Mini Cases that encourage "what-if" analysis on a real-time basis. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines. Quickly master the basics of medical terminology and begin speaking and writing terms almost immediately! Using Davi-Ellen Chabner's proven learning method, Medical Terminology: A Short Course, 7th Edition omits time-consuming, nonessential information and helps you build a working medical vocabulary of the most frequently encountered prefixes, suffixes, and word roots. Medical terms are introduced in the context of human anatomy and physiology to help you understand exactly what they mean, and case studies, vignettes, and activities demonstrate how they're used in practice. With all this plus medical animations, word games, and flash cards on the Evolve companion website, you'll be amazed at how easily medical terminology becomes part of your vocabulary. Self-teaching text/workbook approach reinforces learning every step of the way with labeling diagrams, pronunciation tests, and review sheets throughout the book. Clear, non-technical explanations demystify medical terminology even if you've had little or no background in science or biology. "Picture Show" activities, practical case studies, and vignettes demonstrate real-life applications of medical terms in describing describe pathology and procedures. Full-color images illustrate anatomical and pathological terms. "Principal Diagnosis" feature shows how medical terms are used in clinical practice by asking you to read physician notes about a case and determine the patient's principal diagnosis. "First Person" narratives help you understand diseases and conditions from the patient's perspective. "Spotlight" feature identifies and clarifies potentially confusing terminology. "Medical Terminology Check Up" at the end of each chapter reinforces your understanding of key concepts. Labeled illustrations in the Spanish glossary present Spanish terms for major anatomical structures. A tablet-optimized Evolve companion website includes word games, learning exercises, audio pronunciations, animations, an anatomy coloring book, electronic flash cards, and more. NEW and UPDATED medical information keeps you current with today's healthcare terminology, and includes new illustrations clarifying difficult concepts and procedures. IMPROVED! Evolve resources" are now optimized for tablet use, and mobile-optimized versions of the flash cards and quick quizzes make it easier for on-the-go study and review. " Discover the business law book you'll actually enjoy reading. Time after time, readers like you have commented that this is the most interesting introduction to law they've ever read. Beatty/Samuels/Abril's ESSENTIALS OF BUSINESS

LAW, 7E is packed with current examples and real scenarios that bring law to life, whether you are a business learner or practicing professional. This reader-friendly presentation uses conversational writing to explain complex topics in easy-to-understand language. The authors draw from their law practices to offer memorable real stories that illustrate how legal concepts apply to everyday business practice. This edition also emphasizes today's digital landscape with new information on privacy and intellectual property. An updated ethics chapter offers a practical approach, using the latest research to explain why people make unethical decisions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This convenient, money saving package is a must have for students! It includes Understanding Pathophysiology, 4th edition and Study Guide and Workbook for Understanding Pathophysiology, 4th edition. Revised and updated with the latest information in the field, the Fifth Edition of best-selling Computer Science Illuminated continues to provide students with an engaging breadth-first overview of computer science principles and provides a solid foundation for those continuing their study in this dynamic and exciting discipline. Authored by two of today's most respected computer science educators, Nell Dale and John Lewis, the text carefully unfolds the many layers of computing from a language-neutral perspective, beginning with the information layer, progressing through the hardware, programming, operating systems, application, and communication layers, and ending with a discussion on the limitations of computing. -- Provided by publisher. The freshest, most contemporary introduction to comparative politics. Essentials of Comparative Politics introduces students to the concepts that political scientists use to study and compare political systems and the particulars of specific political systems. The Fourth Edition has been revised and updated to include the most current and relevant examples and scholarship. The text is available with a corresponding casebook of 13 country studies and a corresponding reader; the three components can be used individually or in any combination. Fitness Professional's Handbook, Seventh Edition With HKPropel Access, provides current and future fitness professionals with the knowledge to screen participants, conduct standardized fitness tests, evaluate the major components of fitness, and prescribe appropriate exercise. Master data analysis, modeling, and spreadsheet use with BUSINESS ANALYTICS: DATA ANALYSIS AND DECISION MAKING, 6E! Popular with students, instructors, and practitioners, this quantitative methods text delivers the tools to succeed with its proven teach-by-example approach, user-friendly writing style, and complete Excel 2016 integration. It is also compatible with Excel 2013, 2010, and 2007. Completely rewritten, Chapter 17, Data Mining, and Chapter 18, Importing Data into Excel, include increased emphasis on the tools commonly included under the Business Analytics umbrella -- including Microsoft Excel's "Power BI" suite. In addition, up-to-date problem sets and cases provide realistic examples to show the relevance of the material. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Immunology: A Short Course, 7th Edition introduces all the critical topics of modern immunology in a clear and succinct yet comprehensive fashion. The authors offer uniquely-balanced coverage of classical and contemporary approaches and basic and clinical aspects. The strength of Immunology: A Short Course is in providing a complete review of modern immunology without the burden of excessive data or theoretical discussions. Each chapter is divided into short, self-contained units that address key topics, illustrated by uniformly drawn, full-color illustrations and photographs. This new edition of Immunology: A Short Course: • Has been fully revised and updated, with a brand new art program to help reinforce learning • Includes a new chapter on Innate Immunity to reflect the growth in knowledge in this area • Highlights important therapeutic successes resulting from targeted antibody therapies • Includes end of chapter summaries and review questions, a companion website at [www.wileyimmunology.com/coico](http://www.wileyimmunology.com/coico) featuring interactive flashcards, USMLE-style interactive MCQs, figures as PowerPoint slides, and case-based material to help understand clinical applications Milady Standard Nail Technology, 7th Edition is packed with new and updated information on several important topics including infection control, manicuring, pedicuring, chemistry, UV gels, and the salon business. Brand new procedural photography enhances step-by-step instructions for the student. Also included, is a new "Why Study?" section at the beginning of each chapter, outlining the importance of understanding the concepts presented. Chapter objectives have also been revised to provide students and instructors with measurable, outcomes-based goals that can later be assessed using the end-of-chapter review questions. This latest edition of Milady Standard Nail Technology gives the aspiring nail technician the tools they need to launch themselves into a rewarding and successful career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Delivering comprehensive training of key food safety concepts, SERVSAFE COURSEBOOK is the ideal solution for the academic setting, multiple-day training or individuals in need of more extensive food safety training. The content in ServSafe Coursebook goes beyond the principles found in ServSafe Manager Book (formerly Essentials) and adds greater depth and breadth of food safety practices by featuring expanded sections on food defense, high-risk populations, active managerial control, and crisis management. Based on a new job task analysis revised exclusively for the Sixth Edition, the book reflects the latest updates from the 2011 Supplement to the 2009 FDA Food Code, new science-based and industry best practices and prepares students for the ServSafe Food Protection Manager Certification Exam. Note: this is just the book/answer sheet, if you want the book/access card order the ISBN below: 0133090337 / 9780133090338 ServSafe CourseBook with Answer Sheet & FoodSafetyPrep powered by ServSafe -- Access Card Package Package consists of: 0133075834 / 9780133075830 ServSafe CourseBook with Answer Sheet 0135107725 / 9780135107720 FoodSafetyPrep powered by ServSafe -- Access Card WHATS IN IT FOR ME? Information technology lives all around us-in how we communicate, how we do business, how we shop, and how we learn. Smart phones, iPods, PDAs, and wireless devices dominate our lives, and yet it's all too easy for students to take information technology for granted. Rainer and Turban's Introduction to Information Systems, 2nd edition helps make Information Technology come alive in the classroom. This text takes students where IT lives-in today's businesses and in our daily lives while helping students understand how valuable information technology is to their future careers. The new edition provides concise and accessible coverage of core IT topics while connecting these topics to Accounting, Finance, Marketing, Management, Human resources, and Operations, so students can discover how critical IT is to each functional area and every business. Also available with this edition is WileyPLUS - a powerful online tool that provides instructors and students with an integrated suite of teaching and learning resources in one easy-to-use website. The WileyPLUS course for Introduction to Information Systems, 2nd edition includes animated tutorials in Microsoft Office 2007, with iPod content and podcasts of chapter summaries provided by author Kelly Rainer. [This text] provide[s] coverage of the writing process for today's visually oriented students. The text also included a wealth of rhetorical strategies that instructors and students found accessible and helpful. [It] reinforces these strengths with enhanced coverage of many important topics such as analyzing the rhetorical situation, evaluating sources, avoiding plagiarism, and developing visual literacy.-Pref. Chabner omits time-consuming, nonessential information and helps you build a working medical vocabulary of the most frequently encountered suffixes, prefixes, and word roots in the medical field. Medical terms are introduced in the context of human anatomy and physiology to help you understand exactly what they mean, and case studies, vignettes, and activities demonstrate how medical terms are used in practice. This commentary discusses Aeschylus' play Agamemnon (458 BC), which is one of the most popular of the surviving ancient Greek tragedies, and is the first to be published in English since 1958. It is designed particularly to help students who are tackling Aeschylus in the original Greek for the first time, and includes a reprint of D. L. Page's Oxford Classical Text of the play. The introduction defines the place of Agamemnon within the Oresteia trilogy as a whole, and the historical context in which the plays were produced. It discusses Aeschylus' handling of the traditional myth and the main ideas which underpin his overall design: such as the development of justice and the nature of human responsibility; and it emphasizes how the power of words, seen as ominous speech-acts which can determine future events, makes a central contribution to the play's dramatic momentum. Separate sections explore Aeschylus' use of theatrical resources, the role of the chorus, and the solo characters. Finally there is an analysis of Aeschylus' distinctive poetic style and use of imagery, and an outline of the transmission of the play from 458 BC to the first printed editions. Shows how to write, debug, and run a Perl program, describes CGI scripting and data manipulation, and describes scalar values, basic operators, and associative arrays. Blending together class, organizational, and institutional perspectives, along with a wide range of unique new empirical information the author has assembled, Who Rules America? is an invaluable tool for teaching students about how power operates in U.S. society. This classic text has been completely updated to capture the full sweep of the dramatic changes that occurred in the United States during the first twelve years of the twenty-first century. Instructors and students can now access their course content through the Connect digital learning platform by purchasing either standalone Connect access or a bundle of print and Connect access. McGraw-Hill Connect® is a subscription-based learning service accessible online through your personal computer or tablet. Choose this option if your instructor will require Connect to be used in the course. Your subscription to Connect includes the following: • SmartBook® - an adaptive digital version of the course textbook that personalizes your reading experience based on how well you are learning the content. • Access to your instructor's homework assignments, quizzes, syllabus, notes, reminders, and other important files for the course. • Progress dashboards that quickly show how you are performing on your assignments and tips for improvement. • The option to purchase (for a small fee) a print version of the book. This binder-ready, loose-leaf version includes free shipping. Complete system requirements to use Connect can be found here: <http://www.mheducation.com/highered/platforms/connect/training-support-students.html> Disc 1 offers 25 short 'tutorials,' helping students see what the text

describes. Disc 2 includes an anthology of 12 short films, from 5 to 30 minutes in length. Together, the DVDs offer nearly five hours of pedagogically useful moving-image content. For nearly sixty years, Wheelock's Latin has remained the opitmus liber of beginning Latin textbooks. When Professor Frederic M. Wheelock's Latin first appeared in 1956, the reviews extolled its thoroughness, organization, and conciseness; one reviewer predicted that the book "might well become the standard text" for introducing students to elementary Latin. Now, nearly six decades later, that prediction has certainly proved accurate. This new edition of Wheelock's Latin has all of the features, many of them improved and expanded, that have made it the bestselling single-volume beginning Latin textbook: 40 chapters with grammatical explanations and readings drawn from the works of Rome's major prose and verse writers; Self-tutorial exercises, each with an answer key, for independent study; An extensive English–Latin/Latin–English vocabulary section; A rich selection of original Latin readings—unlike other Latin textbooks, which contain primarily made-up texts; Etymological aids, maps, and dozens of images illustrating aspects of the classical culture and mythology presented in the chapter readings. Also included are expanded notes on the literary passages, comments on vocabulary, and translation tips; new comprehension and discussion questions; and new authentic classical Latin readings, including Roman graffiti, in every chapter. This introductory normal and clinical nutrition text designed to meet the needs of the nursing curriculum takes an organ systems/disease states approach to clinical nutrition and presents nutrition at a basic, applied level, with little detailed physiology or biochemistry. LEARNING AND BEHAVIOR, Seventh Edition, is stimulating and filled with high-interest queries and examples. Based on the theme that learning is a biological mechanism that aids survival, this book embraces a scientific approach to behavior but is written in clear, engaging, and easy-to-understand language. Available with InfoTrac Student Collections <http://goengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. THE definitive book for food safety training and certification. The new ServSafe • Manager Book with Online Exam Voucher, 7/e continues to be ideal for courses that cover the basics, condensed courses, continuing education, and even 1-2 day seminars. The updated book will help readers prepare for the most current ServSafe Food Protection Manager Certification Exam, and more importantly, it will promote adherence to food safety practices on-the-job. Food safety has never been more important to the restaurant industry and its customers. Based on the 2013 FDA Food Code, the ServSafe Manager Book, 7/e focuses on the preventative measures to keep food safe. To better reflect the changing needs of a diverse and expanding workforce, food safety topics are presented in a user-friendly, practical way with real-world stories to help readers understand the day-to-day importance of food safety. The streamlined delivery of food safety content will create a learning experience that is activity-based and easily comprehended by a variety of learners. The end result is content that is more focused, leading to stronger food safety practices and a better-trained workforce. Developed by the industry, for the industry, ServSafe• is a proven way to minimize risk and maximize protection for foodservice owners, employees, and customers. Recognized as the industry standard, ServSafe offers a complete suite of printed and online products and is the most important ingredient to food safety training and certification success. Fear of heights, fear of public speaking, fear of flying—virtually everyone is afraid of something. Statistics for the Terrified (7th ed.) is a user-friendly introduction to elementary statistics, intended primarily for the reluctant, math-anxious, math-avoidant person. The Neonatal Resuscitation Program (NRP) is an educational program jointly sponsored by the American Academy of Pediatrics (AAP) and the American Heart Association (AHA). This updated edition reflects the 2015 AAP/AHA Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care of the Neonate. Full color.

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