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Updated in its eleventh edition, The Media of Mass Communication engages readers in the pursuit of greater media literacy and provides accessible insight into the important issues that confront students as consumers and purveyors of mass media. Through exceptional coverage

of contemporary media issues and trends, including the on-going transformations in mass media, this text balances the principles and foundations of media literacy with lively examples, streamlined coverage, and a robust media package. For non-majors/mixed biology courses. The most comprehensive coverage at the most affordable price for non-majors biology With a proven and effective tradition of engaging readers with real-world applications, high-interest case studies, and inquiry-based pedagogy, Biology: Life on Earth fosters discovery and scientific understanding that students can use throughout their lives. Engaging Case Studies throughout each chapter and thoughtful pedagogy help students develop critical thinking and scientific literacy skills. The 12th Edition offers the most comprehensive coverage at the most affordable price for the non-majors biology student. This loose-leaf edition maintains its conversational, question-and-answer presentation style that has made it a best-seller. The new edition expands its focus on the process of science with new Doing Science boxes throughout the text that walk students through the scientific process, and interactive Doing Science coaching activities in Mastering Biology. The text also provides Think Deeper questions that give instructors guidance for starting classroom discussions that promote critical thinking. Also available as a Pearson eText or packaged with Mastering Biology: Pearson eText is a simple-to-use, mobile-optimized, personalized reading experience that can be adopted on its own as the main course material. It lets students highlight, take notes, and review key vocabulary all in one place, even when offline. Seamlessly integrated videos and other rich media engage students and give them access to the help they need, when they need it. Educators can easily share their own notes with students so they see the

connection between their eText and what they learn in class -- motivating them to keep reading, and keep learning. If your instructor has assigned Pearson eText as your main course material, search for: 0135242924 / 9780135242926 Pearson eText Biology: Life on Earth with Physiology -- Access Card, 12/e OR 0135213835 / 9780135213834 Pearson eText Biology: Life on Earth with Physiology -- Instant Access, 12/e Also available with Mastering Biology By combining trusted author content with digital tools and a flexible platform, Mastering personalizes the learning experience and improves results for each student. Built for, and directly tied to the text, Mastering Biology enables an extension of learning allowing students a platform to practice, learn, and apply outside of the classroom. If you would like to purchase both the physical text and Mastering Biology, search for: 0135261481 / 9780135261484 Biology: Life on Earth with Physiology Plus Mastering Biology with Pearson eText -- Access Card Package Package consists of: 0134813448 / 9780134813448 Biology: Life on Earth with Physiology 0321989732 / 9780321989734 Mastering Biology with Pearson eText -- ValuePack Access Card -- for Biology: Life on Earth with Physiology Note: You are purchasing a standalone book; Pearson eText and Mastering A&P do not come packaged with this content. Students, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Reinforce your understanding of the concepts and skills described in Egan's Fundamentals of Respiratory Care, 12th Edition! With chapters corresponding to the chapters in Egan's market-leading textbook, this workbook prepares you to succeed on certification exams with NBRC-style, case study application, and analysis-style questions. This edition includes two new chapters plus a wide range of activities and exercises to guide you through difficult concepts. Word Wizard helps you remember the terminology used in respiratory care. Key points identify the main concepts to remember in each chapter. Meet the Objectives lets you assess your understanding of the key content in each chapter. Case studies let you apply assessment and intervention strategies, and help you practice critical thinking. What Does the NBRC Say? summarizes the expectations of the NBRC (National

Board for Respiratory Care) and provides a sampling of NBRC-style, multiple-choice questions to help students prepare for the certification exam. Food for Thought provides thought-provoking questions related to respiratory care topics. Exercises in each chapter offer hands-on learning with a wide range of activities. NEW Heart Failure chapter reinforces the content in this new chapter of the textbook, challenging you to use recall and critical thinking skills. NEW Ethics and End-of-Life Care chapter helps you understand this issue and how to help patients and their families. Learn the principles and skills you'll need as a respiratory therapist! Egan's Fundamentals of Respiratory Care, 12th Edition provides a solid foundation in respiratory care and covers the latest advances in this ever-changing field. Known as "the bible for respiratory care," this text makes it easy to understand the role of the respiratory therapist, the scientific basis for treatment, and clinical applications. Comprehensive chapters correlate to the 2020 NBRC Exam matrices, preparing you for clinical and exam success. Written by noted educators Robert Kacmarek, James Stoller, and Albert Heuer, this edition includes new chapters on heart failure as well as ethics and end-of-life care, plus the latest AARC practice guidelines. Updated content reflects the newest advances in respiratory care, preparing you to succeed in today's health care environment. UNIQUE! Mini-Clinis provide case scenarios challenging you to use critical thinking in solving problems encountered during actual patient care. Decision trees developed by hospitals highlight the use of therapist-driven protocols to assess a patient, initiate care, and evaluate outcomes. Rules of Thumb highlight rules, formulas, and key points that are important to clinical practice. Learning objectives align with the summary checklists, highlighting key content at the beginning and at the end of each chapter, and parallel the three areas tested on the 2020 NBRC Exam matrices. Learning resources on the Evolve companion website include an NBRC correlation guide, image collection, lecture notes, Body Spectrum electronic anatomy coloring book, and an English/Spanish glossary. Student workbook provides a practical study guide reflecting this edition of the text, offering numerous case studies, experiments, and hands-on activities. Available

separately. Full-color design calls attention to the text's special features and promotes learning. Glossary includes key terms and definitions needed for learning concepts. NEW Heart Failure chapter covers the disease that is the most frequent cause of unscheduled hospital admissions. NEW Ethics and End-of-Life Care chapter explains related issues and how to help patients and their families. NEW! Improved readability makes the text easier to read and concepts easier to understand. NEW! Updated practice guidelines from the AARC (American Association for Respiratory Care) are included within the relevant chapters. NEW! Updated chapters include topics such as arterial lines, stroke, ACLS, PALS, hemodynamics, polysomnography, waveform interpretation, and laryngectomy. NEW! Streamlined format eliminates redundancy and complex verbiage. Step-by-step instructions show how to use the Guide to Nursing Diagnoses and Guide to Planning Care sections to create a unique, individualized plan of care. UNIQUE! Care plans are provided for NANDA-I© approved nursing diagnoses. Evidence-based interventions and rationales include recent or classic research and references supporting the use of each intervention. Examples of and suggested NIC interventions and NOC outcomes are presented in each care plan. 150 NCLEX® exam-style review questions are available on the Evolve website. Easy-to-follow Sections I and II guide you through the nursing process and selection of appropriate nursing diagnoses. Clear, concise interventions are usually only a sentence or two long and use no more than two references. Safety content emphasizes what must be considered to provide safe patient care. List of NANDA-I© Diagnoses on the inside front cover of the book provides quick reference to page numbers. Alphabetical thumb tabs allow quick access to specific symptoms and nursing diagnoses. Appendixes provide valuable information in an easy-to-access location. "If a student researcher had only one handbook on their bookshelf, Miller and Salkind's Handbook would certainly have to be it. With the updated material, the addition of the section on ethical issues (which is so well done that I'm recommending it to the departmental representative to the university IRB), and a new Part 4 on "Qualitative Methods", the new

Handbook is an indispensable resource for researchers." --Dan Cover, Department of Sociology, Furman University " I have observed that most instructors want to teach methodology "their way" to imbue the course with their own approach; Miller-Salkind allows one to do this easily. The book is both conceptually strong (e.g., very good coverage of epistemology, research design and statistics) and at the same time provides a wealth of practical knowledge (scales, indices, professional organizations, computer applications, etc.) In addition, it covers the waterfront of methodology." --Michael L. Vasu, Director of Information Technology, North Carolina State University "A unique and excellent reference tool for all social science researchers, and a good textbook for graduate students and senior year undergraduate classes. These students are about to enter the real life of research, and need a handy and comprehensive tool as a starting point that offers shortcuts for getting into real research projects. For a small project, the book offers enough information to get the project started. For big projects, the book is ideal for information on where to look for things and examples." -- Jianhong Liu, Department of Sociology, Rhode Island College The book considered a "necessity" by many social science researchers and their students has been revised and updated while retaining the features that made it so useful. The emphasis in this new edition is on the tools graduate students and more advanced researchers need to conduct high quality research. Features/Benefits: Provides step-by-step instruction for students' research training by beginning with how to find a creative idea, a middle-range theory, and initial hypothesis and proceeds through design, proposal, collection and analysis of data followed by writing, reporting and publication Section on scales and indices are organized so that readers can quickly locate and find the type of scale or index in which they may be interested All sections are now followed by useful and well-considered reference sections so that readers can read more about each topic Includes updated coverage on new scales, internal and external validity, and new analytic techniques with extensive references on each Presents extensive coverage of how to prepare manuscripts for publication, including a list of all journals covered by Sociological

Abstracts along with the editorial office address and URL for each entry
Discusses the importance of policy research with presentation and discussion of specific models as an adjunct to both applied and basic research techniques Provides extensive coverage of funding opportunities including those offered by the National Institutes of Health, the National Science Foundation, and a directory of private funding sources including relevant contact information New to this edition: New Part 4 by John Creswell and Ray Maietta provides a comprehensive introduction to qualitative methods including a review of existing computer applications for collecting and analyzing data New and more current reviews and commentaries have replaced dated or no longer relevant excerpts Thousands of new references on the assessment of important sociological variables as well as references to such topics as statistical analysis, computer applications, and specific topics Thoroughly updated information on the use of computers and online research techniques, including beginning and intermediate material about the Internet and its use by the modern research scientist Coherent and thoughtful review of the most popular statistical analysis software packages New guidelines and discussion of ethical practices in social and behavioral science research, including extensive coverage of institutional review board procedures and activities Expansion of social indicators to include international coverage Plus, there is an extensive and well-organized table of contents with four levels of headings; and, for the first time in the history of the book, a comprehensive index. Acello/Hegner's NURSING ASSISTANT: A NURSING PROCESS APPROACH has prepared more nursing assistants for meaningful careers in acute care, long-term care and home health than any other book of its kind. Thoroughly updated to reflect expanding real-world practice, the 12th Edition walks you step-by-step through more than 150 procedures, including key skills in patient handling and transfers, wound care, communication, safety and record keeping, as well as special care procedures for patients with medical devices, catheters and physical or mental impairments. Easy-to-understand chapters also take you through the essential background information nursing assistants need to know, such as basic human

anatomy, career planning and emerging health care trends. In addition, vibrant, full-color photos and illustrations bring chapter concepts to life. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Textbook of fundamentals for beginning students. Includes exercises and discussion questions, summaries, and procedure checklists. Life: The Science of Biology is engaging, active, and focused on skills The new 12th edition of Life: The Science of Biology continues to be engaging, active, and focused on teaching the skills that students need to master the majors biology course. New pedagogical features work in conjunction with powerful updates to the online suite of materials in Achieve to support the mission of Life by teaching students the skills and understanding of experimentation and data they need to succeed in introductory biology and ultimately in their future STEM careers. Life's potent combination of expertly crafted media, assessment, pedagogy and engagement makes this new edition the best resource yet for biology students. Help your LPN/LVN students develop the understanding and clinical skills necessary for effective practice in today's challenging health care environments with this trusted authority. Timby's Fundamental Nursing Skills and Concepts, Twelfth Edition continues a tradition of excellence in preparing LPN/LVN students for success throughout their nursing education and into clinical practice. This approachable resource gives students a solid foundation in theoretical nursing concepts, step-by-step skills and procedures, and clinical applications while encouraging them to apply philosophical concepts focusing on the human experience. Filled with engaging learning tools that promote critical thinking, this new edition has been fully updated to reflect current medical and nursing practice and features visually enticing photos and illustrations that bring the information to life to reinforce learning. For courses in Introductory Reading (6-9th grade level). The comprehensive guide to reading, understanding, and retaining college-level material Breaking Through: College Reading - the lower-level book in the Smith/Morris two-book series - motivates readers and equips them with the skills necessary to achieve their academic and

career goals. It emphasizes the building of prior knowledge, or schemata, one of the most critical elements in helping developing readers achieve. The use of actual college textbook passages also provides immediate modeling and opportunities to apply study and reading skills at a realistic level. You'll find that the 12th Edition upholds the philosophy and purpose of previous editions, but now in an even more contemporary way. It teaches effective reading techniques; offers extensive practice within the pages and online; provides independent, partner, and group activities; and engages learners with various reading selections that are pertinent to the college community. The loose-leaf version of the text is also available with MyLab Reading MyLab(tm) is the teaching and learning platform that empowers you to reach every student. By combining trusted content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. When students enter your developmental reading course with varying skill levels, MyLab can help you identify which students need extra support and provide them targeted practice and instruction outside of class. Note: You are purchasing a standalone product; MyLab Reading does not come packaged with this content. Students, if interested in purchasing this title with MyLab Reading, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the loose-leaf version of the text and MyLab Reading, search for: 0134996739 / 9780134996738 MyLab Reading for Breaking Through: College Reading, Books a la Carte -- Access Card Package, 12/e Package consists of: 0134751647 / 9780134751641 MyLab Reading Standalone Access Card 0134690788 / 9780134690780 Breaking Through: College Reading, Books a la carte With input from teens, parents, and numerous experts, Teens' Guide to College & Career Planning knows just how to talk to high school students about the important decisions involving life after graduation. This easy-to-read guide, with updated content, enables busy students to hone in on the right information for them. Whether it's mapping the road from high school to college, figuring out financial aid, determining if joining the

military is the right move, preparing for an interview, or developing early career skills, Teens' Guide addresses each option available to young adults with meaningful information. Inside you'll find valuable advice from guidance counselors, instructors, college admission officials, military officers, and-most importantly-other high school students! Also includes, expert tips for interviews, resumes, and cover letters. With new content written by Justin Muchnick, current high school junior and author of Peterson's® The Boarding School Survival Guide, this guide will help you get ready for life after high school. Organizational Behavior is a multidimensional product to allow for student development in knowledge, analysis, synthesis and personal development with pedagogical features designed to bring Organizational Behavior to life. This product reframes the content of organizational behavior to reflect the inherent interdependence of factors that explain human behavior. Traditional OB topics are introduced as part of an integrated framework for answering practically-relevant questions about why people behave as they do and how to effectively self manage and influence others. Essential Skills of Social Work Practice, Third Edition presents the basics of effective social work practice and helps students develop competence in assessment, intervention, and evaluation. Its broad coverage explores the counseling, case management, and research skills necessary to implement evidence-based practice in contemporary social work. Part I of the text includes three chapters that address the core foundations of social work practice: how assessment, intervention and evaluation are linked; the role of theory and research in practice; and a chapter on ethics. Part II, in addition to explaining how to conduct sound assessments and treatment planning, also examines client supportive/engagement skills, cognitive-behavioral skills, and case management skills. Part III focuses on integrating these skills into evidence-based practices with common mental health disorders and problems-in-living with adults, children, and families. Case studies, inspired by real clients, are accompanied by a psychosocial assessment, intervention, and evaluation plan. Appendix B, "The Comprehensive Service Plan," is incorporated throughout the text. Help students

differentiate themselves in a competitive marketplace with SUPERVISION: CONCEPTS AND PRACTICE OF MANAGEMENT, 12th Edition. A blend of traditional management concepts and emerging insights, the text draws from the author's firsthand business experience to deliver the leadership skills hiring managers want, but rarely find, in new recruits. This comprehensive single source for supervisory management expertise addresses the most critical challenges in business today, including globalization, economic turbulence, transitional and temporary workers, virtual employees, technology, outsourcing, downsizing, and much more. Hands-on and practical, SUPERVISION: CONCEPTS AND PRACTICE OF MANAGEMENT, 12th Edition complements chapter readings with skill-building techniques and captivating video cases from well-known organizations, which let students experience supervisory roles themselves. Special attention to diversity and ethics also helps students develop a better sense of life beyond the classroom, and enhances the text's thorough coverage of communication, decision-making, conflict resolution, and other essential supervisory skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. 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. Far and away the bestselling brief introduction to psychology, This book

doesn't just present the story of the psychology. It involves students deeply in that story, as they learn to think critically about psychology's core ideas, breakthrough research findings, and wide-ranging applications to their lives and the world around them. The new 12th Edition is both classic and cutting-edge psychological science, a rich presentation more than ever before, helps students develop the critical thinking skills they need to make their encounters with psychological science successful and personally enriching. The most extensively revised to date, this Edition features many hundreds of new research citations, and state-of-the-art media and supplements. Readers refresh and strengthen language skills with proven grammar instruction and extensive learning resources found in BUSINESS ENGLISH, 12E by Mary Ellen Guffey and Carolyn Seefer. The market leader in grammar and mechanics since its first publication, BUSINESS ENGLISH uses a three-level approach to divide topics into manageable units that help readers hone the critical skills needed most. Packed with insights from the authors' more than 60 years of combined classroom experience, this edition helps readers develop the strong language skills necessary to perform confidently in today's digital classroom and tomorrow's workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The 12th edition of Life: The Science of Biology continues to be engaging, active, and focused on teaching the skills that students need to master. New pedagogical features support the mission of Life by teaching students the skills and understanding of experimentation and data they need to succeed in introductory biology and ultimately in their future STEM careers. Life's potent combination of expertly crafted pedagogy and engagement makes this new edition the best resource yet for biology students. "Inter-Act" has long been a leading text in the interpersonal communications market. For the 10th edition of the text, the Verderbers continue to present readers with a strong framework of communication skills, supported by conclusions drawn from contemporary research and theoretical work done by scholars working in the field. Real-life examples and scenarios bring the skills and concepts

presented to life. This balanced text should help students to develop an effective interpersonal communication style. *America: A Narrative History* puts narrative front and center with David Shi's rich storytelling style, colorful biographical sketches, and vivid first-person quotations. The new editions further reflect our society and our students today by continuing to incorporate diverse voices into the narrative with new coverage of the Latino/a experience as well as enhanced coverage of women and gender, African American, Native American, immigration, and LGBTQ history. With dynamic digital tools, including the InQuizitive adaptive learning tool, and new digital activities focused on primary and secondary sources, *America: A Narrative History* gives students regular opportunities to engage with the story and build critical history skills. The Brief Edition text narrative is 15% shorter than the Full Edition. This edition features the exact same content as the traditional text in a convenient, three-hole-punched, loose-leaf version. Books à la Carte also offer a great value for your students—this format costs significantly less than a new textbook. Updated in a new 12th edition, *Human Communication: The Basic Course* surveys the broad field of human communication, giving attention to theory, research, and skill development. This book provides an in-depth look at the concepts, principles, and skills of human communication, emphasizing public speaking, interpersonal communication, and small group communication. If you want to ride like a pro, you should learn from a pro! In *Mastering Mountain Bike Skills, Third Edition*, world-champion racer Brian Lopes and renowned riding coach Lee McCormack share their elite perspectives, real-life race stories, and their own successful techniques to help riders of all styles and levels build confidence and experience the full exhilaration of the sport. *Mastering Mountain Bike Skills* is the best-selling guide for all mountain biking disciplines, including enduro, pump track racing, dual slalom, downhill, cross-country, fatbiking, and 24-hour races. It absolutely captures the sport and offers everything you need to maximize performance and excitement on the trail. Learn how to select the proper bike and customize it for your unique riding style. Develop a solid skills base so you can execute techniques with more power and

precision. Master the essential techniques to help you carve every corner, nail every jump, and conquer every obstacle in your path. Last, but not least, prepare yourself to handle every type of weather and trail condition that the mountain biking world throws at you. Whether you're a recreational rider looking to rock the trails with friends, are a seasoned enthusiast, or are aspiring to be a top pro, *Mastering Mountain Bike Skills* will improve your ride and dust the competition. Don't just survive the trail—own the trail, and enjoy the thrill of doing it. For undergraduate courses in business communication. Develops Professional Communication Skills Following in the wake of the digital revolution and the advent of social media, business communication has been hit by yet another revolutionary change: the rise of mobile communication. In this Twelfth Edition of Bove and Thill's *Excellence in Business Communication*, the most significant and recent technology-related changes affecting the business world are thoroughly discussed. Not to be forgotten, the text continues to emphasize fundamental skills and principles, including the importance of writing, listening, presenting, and other components of business communication. Featuring practical advice, time-tested processes, and real-world examples, *Excellence in Business Communication* is the premier text for honing and developing essential communication skills. Also Available with MyBCommLab(R) This title is also available with MyBCommLab—an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts. NOTE: You are purchasing a standalone product; MyBCommLab does not come packaged with this content. If you would like to purchase both the physical text and MyBCommLab search for: 0134472438 / 9780134472430 *Excellence in Business Communication Plus MyBCommLab with Pearson eText -- Access Card Package* Package consists of: 0134319052 / 9780134319056 *Excellence in Business Communication* 0134390113 / 9780134390116 MyBCommLab with Pearson eText -- Access Card -- for *Excellence in*

Business Communication This volume captures contemporary global developments in cooperative learning (CL) across varied educational contexts, levels, and disciplines. Cooperative learning is widely recognized as a pedagogical practice that promotes socialization and learning among students, from kindergarten to tertiary education and across different subject domains. With chapters from contributors throughout the Global North and South, this comprehensive volume offers a wide-ranging perspective and addresses a range of cooperative learning pedagogies including relational, online, and peer learning, STAD, the Jigsaw model, and dialogic talk. The chapters draw on novel empirical research and theory to highlight best practices in cooperative learning, whilst also considering the challenges, limitations, and factors which drive or inhibit learner engagement and success. Consistent attention is given to the pivotal role of the educator in implementing cooperative learning to maximum benefit to enhance students' affective, social, cognitive, and metacognitive learning. Thus, this book will appeal to scholars and researchers across a variety of subjects; and will provide an additional benefit to in-service and pre-service educators who already practice cooperative learning in their classrooms, as well as those who are interested in implementing the model. Quickly master English writing skills with THE LEAST YOU SHOULD KNOW ABOUT ENGLISH: WRITING SKILLS, Twelfth Edition. Brief and uncomplicated, this text has helped students learn the basics of English writing for more than 30 years with its clear, concise concept explanations and useful, relevant corresponding exercises. Topics include spelling, word choice, sentence structure, punctuation, paragraph, and essay writing-as well as more advanced skills such as argumentation and quotation. Check your work easily with exercise answers located in the back of the book, making it an excellent writing resource even after the course has ended. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Used by more than a million students, LOOKING OUT, LOOKING IN, Twelfth Edition, continues its outstanding tradition of combining current information with a fun, reader-friendly voice that links course topics to your everyday life.

You'll discover the reasons to improve your interpersonal skills and sharpen your critical understanding of the communication process through diverse and compelling examples that illustrate how communication skills can affect both the world around us and our own lives. Improve your relationships and your future career success, with the only text that offers the tools that have been proven to build better communication skills for almost 30 years! For undergraduate courses in Human Relations, Applied Psychology, Human Relations in the Workplace, Career Development; also appropriate for a course in Interpersonal Skills Training. Accomplished author and national speaker, Andrew J. DuBrin brings his expertise of Human Relations and Business Psychology to this exciting Twelfth edition. Focusing on today's work environment, the book takes a two-pronged approach that improves interpersonal skills by first presenting basic concepts and then by featuring a heavy component of skill development and self-assessment. Human Relations: Job-Oriented Skills 12e is not just a textbook. The twelfth edition includes a wealth of experiential exercises, including new cases and self-assessment quizzes that can be completed in class or as homework. This program will provide a better teaching and learning experience-for you and your students. Here's how: Relate Concepts to What's Happening Today, Personally and in the Workplace: Give students hands-on ways to develop practical human relations skills and stay involved in class. Reinforce Concepts and Build Skills: Proven pedagogy, exercise sets, and end--of-chapter material are all geared towards ensuring students grasp the concepts. Keep your Course Current and Relevant: New examples, research findings, and examples appear throughout the text. Twelve of the case openers and twenty-four cases are new. A well-written, balanced introduction to organizational behavior in today's workplace! This leading text offers a streamlined, skill-building approach that arms readers with practical knowledge and hands-on experience with OB. An OB Skill Building Workbook provides numerous case studies for critical thinking, experiential exercises, and self-assessment inventories. Plus, each copy of the book includes the Fast Company Handbook of the Business Revolution, a collection of articles on

the cutting edge of OB. For Finite Math courses for students majoring in business, economics, life science, or social sciences The most relevant choice Finite Mathematics is a comprehensive yet flexible text for students majoring in business, economics, life science, or social sciences. Its varied and relevant applications are designed to pique and hold student interest, and the depth of coverage provides a solid foundation for students' future coursework and careers. Built-in, optional instruction for the latest technology-graphing calculators, spreadsheets, and WolframAlpha-gives instructors flexibility in deciding how to integrate these tools into their course. Thousands of well-crafted exercises--a hallmark of this text--are available in print and online in MyLab(tm) Math to enable a wide range of practice in skills, applications, concepts, and technology. In the 12th Edition, new co-author Steve Hair (Pennsylvania State University) brings a fresh eye to the content and MyLab(tm) Math course based on his experience in the classroom. In addition to its updated applications, exercises, and technology coverage, the revision infuses modern topics such as health statistics and content revisions based on user feedback. The authors relied on aggregated student usage and performance data from MyLab(tm) Math to improve the quality and quantity of exercises. Also available with MyLab Math MyLab(tm) Math is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them absorb course material and understand difficult concepts. In the new edition, MyLab Math has expanded to include a suite of new videos, Interactive Figures, exercises that require step-by-step solutions, support for the graphing calculator, and more. Note: You are purchasing a standalone product; MyLab does not come packaged with this content. Students, if interested in purchasing this title with MyLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab, search for: 0134464427 / 9780134464428 Finite Mathematics & Its Applications

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dynamics are included, from the history of the field to decision making and conflict management, and applied chapters focus on such practical areas as valuing diversity, cooperative learning, leading counseling groups, and team development and training. Accessible, clear, and practical, it gives students the tools and skills they need to be effective group members and to ensure the effectiveness of any group to which they belong. Contains strong emphasis on drafting fundamentals and basic drafting techniques. We've got you covered for Principles of Management with John Schermerhorn's Management 12th Edition. From new cases and self-assessments to the Fast Company Video Series and Management Weekly Updates, the text and its comprehensive suite of resources promote critical thinking and active learning. Thoroughly updated while maintaining its trusted, balance of concepts and applications, Management 12th Edition allows you to present the most current material, help students apply theory and show relevance of management concepts in the real world so your student will succeed in your course and beyond.

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