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Essentials of Nursing
Leadership and Management
McGraw-Hill Education
Concepts of Biology is
designed for the single-
semester introduction to
biology course for non-
science majors, which for
many students is their only
college-level science course.
As such, this course
represents an important
opportunity for students to
develop the necessary
knowledge, tools, and skills
to make informed decisions
as they continue with their
lives. Rather than being

mired down with facts and
vocabulary, the typical non-
science major student needs
information presented in a
way that is easy to read and
understand. Even more
importantly, the content
should be meaningful.
Students do much better
when they understand why
biology is relevant to their
everyday lives. For these
reasons, Concepts of Biology
is grounded on an
evolutionary basis and
includes exciting features that
highlight careers in the
biological sciences and

everyday applications of the
concepts at hand. We also
strive to show the
interconnectedness of topics
within this extremely broad
discipline. In order to meet
the needs of today's
instructors and students, we
maintain the overall
organization and coverage
found in most syllabi for this
course. A strength of
Concepts of Biology is that
instructors can customize the
book, adapting it to the
approach that works best in
their classroom. Concepts of
Biology also includes an

innovative art program that incorporates critical thinking and clicker questions to help students understand--and apply--key concepts.

The Elements of Journalism McGraw Hill Professional Festivals and special events have grown into a massive industry worldwide, generating billions of dollars for regional centres, states and countries. Festivals and special events bring people together to

celebrate, to remember, to support and to identify as a community or nation. *Festival and Special Event Management* 2nd edition provides a comprehensive overview of the theory and procedures associated with the management of festivals and special events. The new edition features new developments, professional ?tools? and a discussion of the role of

technology.

Dynamic Business Law: The Essentials SAGE Publications In July 1997, twenty-five of America's most influential journalists sat down to try and discover what had happened to their profession in the years between Watergate and Whitewater. What they knew was that the public no longer trusted the press as it once had. They were keenly aware of the pressures that advertisers and new technologies were putting on newsrooms around the country. But, more than anything, they were aware that readers, listeners, and viewers —

the people who use the news — were turning away from it in droves. There were many reasons for the public's growing lack of trust. On television, there were the ads that looked like news shows and programs that presented gossip and press releases as if they were news. There were the "docudramas," television movies that were an uneasy blend of fact and fiction and which purported to show viewers how events had "really" happened. At newspapers and magazines, celebrity was replacing news, newsroom budgets were being slashed, and editors were pushing journalists for more "edge" and "attitude" in place of reporting. And, on the radio, powerful talk personalities led their listeners from sensation to sensation, from fact to fantasy, while deriding traditional journalism. Fact was blending with fiction, news with entertainment, journalism with rumor. Calling themselves the Committee of Concerned Journalists, the twenty-five determined to find how the news had found itself in this state. Drawn from the committee's years of intensive research, dozens of surveys of readers, listeners, viewers, editors, and journalists, and more than one hundred intensive interviews with journalists and editors, *The Elements of Journalism* is the first book ever to spell out — both for those who create and those who consume the news — the principles and responsibilities of journalism. Written by Bill Kovach and Tom Rosenstiel, two of the nation's preeminent press critics, this is one of the most provocative books about the role of information in society in more than a generation and one of the most important ever written about news. By offering in turn each of the principles that should govern reporting, Kovach and Rosenstiel show how some of the

most common conceptions about the press, such as neutrality, fairness, and balance, are actually modern misconceptions. They also spell out how the news should be gathered, written, and reported even as they demonstrate why the First Amendment is on the brink of becoming a commercial right rather than something any American citizen can enjoy. The Elements of Journalism is already igniting a national dialogue on issues vital to us all. This book will be the starting point for discussions by journalists and members of the public about the nature of journalism and the

access that we all enjoy to information for years to come. Essentials of Contemporary Management Knowthis Media Published by OpenStax College, U.S. History covers the breadth of the chronological history of the United States and also provides the necessary depth to ensure the course is manageable for instructors and students alike. U.S. History is designed to meet the scope and sequence

requirements of most courses. The authors introduce key forces and major developments that together form the American experience, with particular attention paid to considering issues of race, class and gender. The text provides a balanced approach to U.S. history, considering the people, events and ideas that have shaped the United States from both the top down (politics, economics, diplomacy) and bottom up (eyewitness accounts,

lived experience).

KnowThis Marketing Basics 2nd Edition Amacom Books

Project management is a critical skill across a broad range of disciplines. Yet most people, regardless of educational background, have never received training in how to plan, manage, and execute projects. *Project Management Essentials, Second Edition*, is the go-to book for tried and true project management skills combined with the most current ideas from Agile in a concise, up-to-date, user-friendly format. It follows the project life cycle and provides several ready-to-use templates. Readers can use this book to plan and manage a project from start to finish or as a

reference for help with one particular component of project management. Alongside each template is a brief description of what each template is and why it is useful, with an example to illustrate it.

U.S. History Loose-Leaf for *Essentials of Contemporary Management*

For courses in Paralegal Studies. Build a strong foundation in Paralegal Studies Since the publication of the First Edition of *The Paralegal Professional : The Essentials*, the paralegal profession plays an increasingly more important role in the delivery of legal services. *The Paralegal Professional : The Essentials* provides students with

the conceptual knowledge, analytical skills, and firm understanding of ethical issues they need to succeed as paralegals in today's legal environment. The book is shaped by insights of real legal professionals with whom paralegals work to offer relevant information for use in the workplace. The text illuminates specific tasks and roles paralegals will play in the workplace to fully prepare them to enter the field. The Fifth Edition builds a foundation of knowledge which students can augment as they work towards a profession in the field of law.

Concepts of Biology Prentice Hall

New Chapter on Leadership:

While management and leadership are distinct concepts, they are often taught together in pharmacy management courses. Completely new version of chapter on Accounting, Financial Statements, and Financial Analysis (shorter and better focused on what pharmacists are interested in). New Chapter on Medicare Part D: Needed because of the huge impact it has had on pharmacy (particularly community pharmacy). Evidence-based: Management theory and models directly applied to pharmacy practice with appropriate cases and examples Chapter-opening learning objectives and case study Chapter-closing Q&A *Introduction to Business* Rowman

& Littlefield
Now in a fourth edition, Contemporary Topics expands on its highly respected approach to developing academic listening and study skills. Organized around realistic college lectures, the text guides learners through carefully sequenced activities in skills such as note-taking, focusing attention, intensive listening, and vocabulary building. It also helps students evaluate their interests and explore possible career paths. New to This Edition New subject areas, presented as one-on-one academic lectures, emphasize professional applications such as software engineering, multimedia design, information technology,

urban planning, and social psychology. Learning Outcomes listed at the outset of each unit let students know the goals of each unit and what their learning experience will be. New audio interviews with topic experts provide context for the upcoming unit lecture. Bottom-up listening and pronunciation exercises emphasize important principles and improve real-time perception. An oral presentation activity, supported by specific preparation and delivery strategies, concludes each unit and includes the opportunity for peer evaluation. Proficiency assessments composed of short academic audio lectures and multiple-choice exams simulate TOEFL-style test

format for practice on high-stakes tests. New Essential Online Resources include audio, video, and teacher materials (assessments, teaching notes, answer keys, audioscripts, presentation points, and more). Other Highlights Corpus vocabulary drawn from the Academic Word List ensures that students are exposed to core academic vocabulary. Collaborative activities with presentation strategies and peer evaluations allow students to make connections and develop critical thinking skills. Unit comprehension tests assess students' grasp of key concepts presented in the unit lecture. Mapped to the Global Scale of

English.
Food and Beverage Management Greenwood Publishing Group
Dynamic Business Law: The Essentials is appropriate for the one-semester Business Law course. It contains the basics of business law but does not get bogged down in the kind of details that are more appropriate in an upper-level law class. The text provides an examination of the basic questions, concepts, and legal rules of business law. Emphasis on the BUSINESS in business

law. Dynamic Business Law: The Essentials emphasizes the tie of legal issues back to the core business curriculum. This will help both students and faculty. Faculty need to know how this is integrated as they are constantly 'defending' the inclusion of this course in the business curriculum. And students need to understand how the concepts tie to their future business careers. Emphasis on TEACHING. Many professors teaching this course are attorneys first and academics second. They do

not have a lot of time to prepare or think about how to apply this information effectively for their business students. *Dynamic Business Law: The Essentials* contains a helpful instructor's manual, particularly for the many adjuncts teaching this course. Emphasis on CRITICAL THINKING. Neil Browne, one of the co-authors of this text, has written a successful text on critical thinking. His framework is included in *Dynamic Business Law: The Essentials* as well – to help students learn how to frame

and reframe a question/issue. Critical thinking questions are also included at the end of each case, to tie in this component even further. *Museum Basics* McGraw-Hill Higher Education *The Future of Nursing* explores how nurses' roles, responsibilities, and education should change significantly to meet the increased demand for care that will be created by health care reform and to advance improvements in America's increasingly complex health system. At more than 3 million in number, nurses make up the single

largest segment of the health care work force. They also spend the greatest amount of time in delivering patient care as a profession. Nurses therefore have valuable insights and unique abilities to contribute as partners with other health care professionals in improving the quality and safety of care as envisioned in the Affordable Care Act (ACA) enacted this year. Nurses should be fully engaged with other health professionals and assume leadership roles in redesigning care in the United States. To ensure its members are well-prepared, the

profession should institute residency training for nurses, increase the percentage of nurses who attain a bachelor's degree to 80 percent by 2020, and double the number who pursue doctorates. Furthermore, regulatory and institutional obstacles -- including limits on nurses' scope of practice -- should be removed so that the health system can reap the full benefit of nurses' training, skills, and knowledge in patient care. In this book, the Institute of Medicine makes recommendations for an action-oriented blueprint for the future of nursing.

Contemporary Topics 1 John Wiley & Sons
Jones/Haddad - Essentials of Contemporary Management, "Makes Management Real" for students. The sixth Canadian edition presents management in a way that makes its relevance obvious even to students who may lack exposure to a "real-life" management context. Jones relates management theory to real life examples and drives home the message that management matters. Management matters because it determines how well organizations perform, and

because managers and organizations affect the lives of people who work inside and the people outside the organization, such as customers, communities, and shareholders. Essentials of Contemporary Management, Sixth Canadian edition, provides a concise offering of current management theories and research. Through a variety of real world examples from small, medium, and large companies, students learn how those ideas are used by practicing managers. The organization of the Jones text follows the mainstream functional approach of

planning, organizing, leading, and controlling, but the content is flexible. The important themes of diversity, ethics, globalization, and information technology are integrated throughout with examples, strengths, weaknesses, opportunities, personalities, and problems to provide this context.

Project Management Essentials You Always Wanted To Know
Business Expert Press
Management Information Systems provides comprehensive and integrative coverage of essential new technologies, information system applications, and their impact on business

models and managerial decision-making in an exciting and interactive manner. The twelfth edition focuses on the major changes that have been made in information technology over the past two years, and includes new opening, closing, and Interactive Session cases.

Essentials of Dental Caries

Pearson Education ESL
Fully revised and expanded, the Second Edition contains valuable tips, techniques, illustrative real-world examples, exhibits, and best practices. This handy and concise paperback will help you stay up to date on the newest thinking, strategies, developments, and technologies in supply chain management.

"Michael Hugos presents the core concepts and techniques of supply chain management in a clear, concise, and easily readable style for those desiring an introduction to the subject or for those wanting to refine their understanding and application of supply chain issues. The case studies and executive insights are very useful in illustrating how to effectively employ supply chains to enable companies to accomplish their business goals." -Perry J. Gaid, Vice President of Purchasing, OneSource Facility Services, Inc.
"My company is involved in both manufacturing and distribution. Mr. Hugos's book provides a valuable framework of concepts and techniques that people at all

levels of the company can use to organize and improve our supply chain management capabilities and tie them to our business strategy." -Grant Watkinson, Ph.D., President, Coastwide Laboratories, Inc. Praise for the First Edition "An excellent introduction into supply chain management . . . a book you should own and loan out to others frequently." -Supply Management "In clear and concise prose, this lean book outlines the most crucial tenets and concepts of supply chain management." -Supply Chain Management Review The Wiley Essentials Series-because the business world is always changing...and so should you.

Loose-Leaf Essentials of Contemporary Management Crown Jones and George are dedicated to the challenge of "Making It Real" for students. As a team, they are uniquely qualified to write about the organizational challenges facing today's managers. No other author team in the management discipline matches their combined research and text-writing experience. **Essentials of Management** concisely surveys current management theories and

research. Through a variety of real world examples from small, medium, and large companies the reader learns how those ideas are used by practicing managers. The organization of this text follows the mainstream functional approach of planning, organizing, leading, and controlling; but the content is flexible and encourages instructors to use the organization they are most comfortable with. The themes of diversity, ethics, and information technology are clearly evident through in-

text examples, photographs, "unboxed" stories, and the end-of-chapter material - all areas of importance that truly serve to bring to life the workplace realities that today's student will encounter in the course of a career.

Essentials of Supply Chain Management McGraw-Hill Education

This is the "go to" book for newly appointed records managers, as well as experienced records and information management (RIM) professionals who want a review of specific

topics. The approach here is practical rather than theoretical and emphasizes best practices and published standards.

The Future of Nursing W. W. Norton & Company

Comprehensive and easy to read, this authoritative resource features the most up-to-date, research-based blend of practice and theory related to the issues that impact nursing management and leadership today. Key topics include the nursing professional's role in law and ethics, staffing and scheduling, delegation, cultural considerations, care

management, human resources, outcomes management, safe work environments, preventing employee injury, and time and stress management. Research Notes in each chapter summarize relevant nursing leadership and management studies and show how research findings can be applied in practice. Leadership and Management Behavior boxes in each chapter highlight the performance and conduct expected of nurse leaders, managers, and executives. Leading and Managing Defined boxes in each chapter list key terminology related to

leadership and management, and their definitions. Case Studies at the end of each chapter present real-world leadership and management situations and illustrate how key chapter concepts can be applied to actual practice. Critical Thinking Questions at the end of each chapter present clinical situations followed by critical thinking questions that allow you to reflect on chapter content, critically analyze the information, and apply it to the situation. A new Patient Acuity chapter uses evidence-based tools to discuss how patient acuity measurement can be

done in ways that are specific to nursing. A reader-friendly format breaks key content into easy-to-scan bulleted lists. Chapters are divided according to the AONE competencies for nurse leaders, managers, and executives. Practical Tips boxes highlight useful strategies for applying leadership and management skills to practice. **Essentials of Contemporary Management** F A Davis Company KnowThis: Marketing Basics 2nd edition offers detailed coverage of essential marketing concepts. This very affordable book is written by a marketing professor and covers the same ground as

much more expensive books while offering its own unique insights. The book takes a highly applied approach including offering over 150 real-world examples. The new edition includes enhanced coverage of numerous new developments and how these affect marketing including social networks, mobile device applications ("apps"), neuro-research, group couponing, smartphone payments, quick response codes, to name a few. The new edition also features expanded coverage of globalization, Internet and mobile networks, consumer purchase behavior and much more. The book is ideal for marketing professionals, students, educators,

and anyone else who needs to know about marketing. Supported by KnowThis.com, a leading marketing resource. Contents: 1: What is Marketing? 2: Marketing Research 3: Managing Customers 4: Understanding Customers 5: Targeting Markets 6: Product Decisions 7: Managing Products 8: Distribution Decisions 9: Retailing 10: Wholesaling & Product Movement 11: Promotion Decisions 12: Advertising 13: Managing the Advertising Campaign 14: Sales Promotion 15: Public Relations 16: Personal Selling 17: Pricing Decisions 18: Setting Price 19: Managing External Forces 20: Marketing Planning & Strategy Appendix: Marketing to the Connected

Customer
Contemporary Management
Pearson Educación
"This text is a valuable new resource that we recommend for all of our professionals and are proud to incorporate as part of our AFC® certification program. With expertise representing the breadth and depth of the financial counseling profession, the content in this text provides you with a rigorous foundation of knowledge, considers critical theoretical models, and explores foundational skills

of communication, self-awareness, and bias. This type of comprehensive approach aligns with our mission and vision—providing you with the foundational knowledge to meet clients where they are across the financial life-cycle and impact long-term financial capability." -Rebecca Wiggins, Executive Director, AFCPE® (Association for Financial Counseling and Planning Education®) This timely volume presents a comprehensive overview of financial counseling skills in

accessible, practical detail for readers throughout the career span. Expert financial counselors, educators, and researchers refer to classic and current theories for up-to-date instruction on building long-term client competence, working with clients of diverse backgrounds, addressing problem behavior, and approaching sensitive topics. From these core components, readers have a choice of integrated frameworks for guiding clients in critical areas of financial decision-making.

This essential work: · Offers an introduction to financial counseling as a practice and profession · Discusses the challenges of working in financial counseling · Explores the elements of the client/counselor relationship · Compares delivery systems and practice models · Features effective tools and resources used in financial counseling · Encourages counselor ethics, preparedness, and self-awareness A standout in professional development references, Financial

Counseling equips students and new professionals to better understand this demanding field, and offers seasoned veterans a robust refresher course in current best practices.

Festival and Special Event Management
McGraw-Hill
Ryerson

This full featured text is provided as an option to the price sensitive student. It is a full 4 color text that's three whole punched and made available at a discount to students. Also, available in a package with Connect Plus –

(ISBN-13: 9780077713355). *Decision Support Systems* McGraw-Hill Education A definitive guide to the depth and breadth of the ecological sciences, revised and updated The revised and updated fifth edition of *Ecology: From Individuals to Ecosystems* – now in full colour – offers students and practitioners a review of the ecological sciences. The previous editions of this book earned the authors the prestigious ‘Exceptional Life-time Achievement Award’ of the British Ecological Society – the aim for the fifth edition is not only to maintain standards but indeed to enhance its coverage of Ecology. In the first edition, 34 years ago, it seemed acceptable for ecologists to hold a comfortable, objective, not to say aloof position, from which the ecological communities around us were simply material for which we sought a scientific understanding. Now, we must accept the immediacy of the many environmental problems that threaten us and the responsibility of ecologists to play their full part in addressing these problems. This fifth edition addresses this challenge, with several chapters devoted entirely to applied topics, and examples of how ecological principles have been applied to problems facing us highlighted throughout the remaining nineteen chapters. Nonetheless, the authors remain wedded to the belief that environmental action can only ever be as sound as the ecological principles on which it is based. Hence,

while trying harder than ever environmental problems of
to help improve preparedness the future.
for addressing the
environmental problems of
the years ahead, the book
remains, in its essence, an
exposition of the science of
ecology. This new edition
incorporates the results from
more than a thousand recent
studies into a fully up-to-date
text. Written for students of
ecology, researchers and
practitioners, the fifth edition
of *Ecology: From Individuals
to Ecosystems* is an essential
reference to all aspects of
ecology and addresses