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Exam Board: SQA Level: Higher Subject: Care First Teaching: August 2018 First Exam: June 2019 Develop the values, knowledge, skills and understanding that you need to succeed in your course and become a reflective care worker. Care in Practice combines clear explanations of policy, legislation and theory with practical guidance and real-life case studies. Fully updated throughout and written in a highly accessible style, the Fourth Edition of this book: -

- Comprehensively covers the material and assessment for the revised Higher Care specification and includes relevant content for a range of SVQs and HNCs -**
- Builds your understanding of the latest research and practice in key areas such as human development, psychology, sociology and safeguarding -**
- Encourages you to think about, examine and develop your practice through regular activities that help you reflect on your learning -**
- Provides up-to-date coverage of the Health and Social Care Standards: My support, my life (Scottish Government 2017), the Code of Practice for Social Service Workers (SSSC 2016) and the Nursing and Midwifery Code (NMC 2018) This book supports a variety of courses including: - Higher Care - National 4 and 5 Care - SVQ2 and SVQ3 in Social Services (Children and Young People) and Social Services and Healthcare - HNC Social Services - HNC Care and Administrative Practice - HNC Additional Support Needs - HNC Childhood Practice - Higher Child Care and Development A substantially revised edition of a bestselling text combining explanation and implementation using Excel; for classroom use or as a reference for finance**

practitioners. **Financial Modeling** is now the standard text for explaining the implementation of financial models in Excel. This long-awaited fourth edition maintains the “cookbook” features and Excel dependence that have made the previous editions so popular. As in previous editions, basic and advanced models in the areas of corporate finance, portfolio management, options, and bonds are explained with detailed Excel spreadsheets. Sections on technical aspects of Excel and on the use of Visual Basic for Applications (VBA) round out the book to make **Financial Modeling** a complete guide for the financial modeler. The new edition of **Financial Modeling** includes a number of innovations. A new section explains the principles of Monte Carlo methods and their application to portfolio management and exotic option valuation. A new chapter discusses term structure modeling, with special emphasis on the Nelson-Siegel model. The discussion of corporate valuation using pro forma models has been rounded out with the introduction of a new, simple model for corporate valuation based on accounting data and a minimal number of valuation parameters. New print copies of this book include a card affixed to the inside back cover with a unique access code. Access codes are required to download Excel worksheets and solutions to end-of-chapter exercises. If you have a used copy of this book, you may purchase a digitally-delivered access code separately via the Supplemental Material link on this page. If you purchased an e-book, you may obtain a unique access code by emailing digitalproducts-cs@mit.edu or calling 617-253-2889 or 800-207-8354 (toll-free in the U.S. and Canada). Praise for earlier editions

“**Financial Modeling** belongs on the desk of every finance professional. Its no-nonsense, hands-on approach makes it an indispensable tool.” —Hal R. Varian, Dean, School of Information Management and Systems, University of California, Berkeley

“**Financial Modeling** is highly recommended to readers who are interested in an introduction to basic, traditional approaches to financial modeling and analysis, as well as to those who want to learn more about applying spreadsheet software to financial analysis.” —Edward Weiss, *Journal of Computational Intelligence in Finance*

“Benninga has a clear writing style and uses numerous illustrations, which make this book one of the best texts on using Excel for finance that I've seen.” —Ed McCarthy, *Ticker Magazine*

Invent Your Own Computer Games with Python will teach you how to make computer games using the popular Python programming language—even if you’ve never programmed before! Begin by building classic games like Hangman, Guess the Number, and Tic-Tac-Toe, and then work your way up to more advanced games, like a text-based treasure hunting game and an animated collision-dodging game with sound effects. Along the way, you’ll learn key programming and math concepts that will help you take your game programming to the next level. Learn how to:

- Combine loops, variables, and flow control statements into real working programs
- Choose the right data structures for the job, such as lists, dictionaries, and tuples
- Add graphics and animation to your games with the pygame module
- Handle keyboard and mouse input
- Program simple artificial intelligence so you can play against the computer
- Use cryptography to convert text messages into secret code
- Debug your programs and find common errors

As you work through each game, you’ll build a solid foundation in Python and an understanding of computer science fundamentals. What new game will you create with the power of Python? The projects in this book are compatible with Python 3. A comprehensive update of the leading algorithms text, with new material on matchings in bipartite graphs, online algorithms, machine learning,

and other topics. Some books on algorithms are rigorous but incomplete; others cover masses of material but lack rigor. **Introduction to Algorithms** uniquely combines rigor and comprehensiveness. It covers a broad range of algorithms in depth, yet makes their design and analysis accessible to all levels of readers, with self-contained chapters and algorithms in pseudocode. Since the publication of the first edition, **Introduction to Algorithms** has become the leading algorithms text in universities worldwide as well as the standard reference for professionals. This fourth edition has been updated throughout. New for the fourth edition: New chapters on matchings in bipartite graphs, online algorithms, and machine learning. New material on topics including solving recurrence equations, hash tables, potential functions, and suffix arrays. 140 new exercises and 22 new problems. Reader feedback-informed improvements to old problems. Clearer, more personal, and gender-neutral writing style. Color added to improve visual presentation. Notes, bibliography, and index updated to reflect developments in the field. Website with new supplementary material. **Warning: Avoid counterfeit copies of **Introduction to Algorithms** by buying only from reputable retailers. Counterfeit and pirated copies are incomplete and contain errors.**

Citizenship Today continues to offer all the knowledge students require to do well and will now focus on the new exam, combining advice and practice questions to ensure success. The fourth edition of this best-selling title builds on the strengths of the first three. It continues to combine clear coverage of the Edexcel specification with an engaging, student-focused approach, including exam questions at the end of every section for student practice. **Citizenship Today** is accompanied by a **Teacher's File** that provides detailed guidance and resources to support non-specialist teachers." **Ideal for beginning to intermediate archers, **Archery: Steps to Success** details the skills, techniques, and strategies for shooting safely, accurately, and consistently. The **Steps to Success** format, complete with full-color photos, drills, and assessment exercises, allows casual archers, competitors, and bow hunters to progress at their own pace. **International Economics: Global Markets and Competition** integrates the microeconomics of international trade with open economy macroeconomics and finance. The theory is comprehensive but presented with intuitive diagrams. The book emphasizes the gains from international competition and the limits of trade policy. **Economics** began during the Industrial Revolution with a debate over import tariffs. To this day, domestic industries lobby for tariff protection against foreign competition, paying lawmakers for tariffs on imports. Only under special conditions do tariffs lead to economic gains. Domestic importers of materials and industrial products favor free trade, as do export industries since tariffs encourage other countries to retaliate with tariffs of their own. **Trade theory** includes market analysis and general equilibrium models of the economy. This text integrates the full range of trade theory with exchange rates, balance of payments, international finance, and open economy growth and macroeconomics. The presentation focuses on diagrams and avoids equations and algebra. The theory is presented with numerical examples. The text does not assume intermediate economics, instead developing the theory with thorough explanations. Questions in each section build confidence in applying the theory. Boxed examples illustrate the importance of the theory. Students like the concise and straightforward style. Instructors notice the difference on exams. The classic bestseller about rejecting diet mentality. Now revised and updated for the intuitive eaters of today. Since it was first published in 1995, **Intuitive Eating** has**

become the go-to book on rebuilding a healthy body image and making peace with food. It shows us that the problem is not us; it's that dieting, with its emphasis on rules and regulations, has stopped us from listening to our bodies. Written by Evelyn Tribole, M.S., R.D., and Elyse Resch--two prominent nutritionists who are the originators of this movement--**Intuitive Eating: 4th Edition** will teach you:

- How to reject diet mentality forever
- How to find satisfaction in your eating
- How to feel your feelings with kindness
- How to honor hunger and feel fullness
- How to follow the ten principles of Intuitive Eating
- How to achieve a new and safe relationship with food and, ultimately, your body
- How to raise an intuitive eater
- The incredible science behind intuitive eating
- How eating disorders can be healed through Intuitive Eating

This revised edition is entirely updated throughout. It includes new material on diet culture, weight stigma, and baby-led weaning. These expansions will help readers properly integrate intuitive eating into their daily lives and make peace with food. The fourth edition has an even stronger emphasis on concepts and applications, with greater attention to "real data" both in the examples and exercises. The mathematics is still downplayed, in particular probability, which is all too often a stumbling block for students. On the other hand, the text is not a cookbook. Reliance on an overly simplistic recipe-based approach to statistics is not the route to good statistical practice. Changes in the Fourth Edition: Since the first edition, the increase in computer power coupled with the continued improvement and accessibility of statistical software has had a major impact on the way social scientists analyze data. Because of this, this book does not cover the traditional shortcut hand-computational formulas and approximations. The presentation of computationally complex methods, such as regression, emphasizes interpretation of software output rather than the formulas for performing the analysis. The text contains numerous sample printouts, mainly in the style of SPSS and occasional SAS, both in chapter text and homework problems. This edition also has an appendix explaining how to apply SPSS and SAS to conduct the methods of each chapter and a website giving links to information about other software. The new fourth eBook edition of **Revolution, Industry and Empire** is Book 2 of the best-selling Oxford KS3 History by Aaron Wilkes series. It covers British history during the Tudor, Stuart, Georgian and Victorian periods, including social and cultural history, the Civil War and Cromwell, the Restoration, the Industrial Revolution, public health, slave trade, and the rise of the British Empire. This e-textbook introduces the history content and skills needed to support a coherent knowledge-rich curriculum, prepares students for success in Key Stage 3 History, and builds solid foundations for GCSE study:

- Carefully designed content and assessments support student progression throughout the textbook series
- Historical sources and interpretations are presented with clear provenances
- Over to you activities for every lesson check students' knowledge and understanding, and are ramped in difficulty to build confidence
- Step-by-step guidance on key History skills provides scaffolding to introduce students to the skills needed for further study
- Literacy focus feature helps improve students' essay writing skills and grammar
- Complete assessment support, including quick knowledge quizzes and exam-style assessments
- This book retains Aaron Wilkes' unique and engaging style, shown in recent research to inspire and motivate young historians
- **Revolution, Industry and Empire Kerboodle: Lessons, Resources, Assessment** offers a digital subscription packed full of customisable interactives, worksheets, animations

and automarked assessments. Reliable, flexible, and configurable enough to solve the mail routing needs of any web site, sendmail has withstood the test of time, but has become no less daunting in its complexity. Even the most experienced system administrators have found it challenging to configure and difficult to understand. For help in unraveling its intricacies, sendmail administrators have turned unanimously to one reliable source--the bat book, or sendmail by Bryan Costales and the creator of sendmail, Eric Allman. Now in its third edition, this best-selling reference will help you master the most demanding version of sendmail yet. The new edition of sendmail has been completely revised to cover sendmail 8.12--a version with more features and fundamental changes than any previous version of the Unix-based email routing program. Because the latest version of sendmail differs so significantly from earlier versions, a massive rewrite of this best-selling reference was called for. The book begins by guiding you through the building and installation of sendmail and its companion programs, such as vacation and makemap. These additional programs are pivotal to sendmail's daily operation. Next, you'll cover the day-to-day administration of sendmail. This section includes two entirely new chapters, "Performance Tuning" to help you make mail delivery as efficient as possible, and "Handling Spam" to deal with sendmail's rich anti-spam features. The next section of the book tackles the sendmail configuration file and debugging. And finally, the book wraps up with five appendices that provide more detail about sendmail than you may ever need. Altogether, versions 8.10 through 8.12 include dozens of new features, options, and macros, and this greatly expanded edition thoroughly addresses each, and provides an advance look at sendmail version 8.13 (expected to be released in 2003). With sendmail, Third Edition in hand, you will be able to configure this challenging but necessary utility for whatever needs your system requires. This much anticipated revision is essential reading for sendmail administrators.

SOLIDWORKS 2018: A Tutorial Approach introduces readers to SOLIDWORKS 2018 software, one of the world's leading parametric solid modeling packages. In this book, the author has adopted a tutorial-based approach to explain the fundamental concepts of SOLIDWORKS. This book has been written with the tutorial point of view and the learn-by-doing theme to help the users easily understand the concepts covered in it. The book consists of 12 chapters that are structured in a pedagogical sequence that makes the book very effective in learning the features and capabilities of the software. The book covers a wide range of topics such as Sketching, Part Modeling, Assembly Modeling, Drafting in SOLIDWORKS 2018. In addition, this book covers the basics of Mold Design, FEA, and SOLIDWORKS Simulation. Salient Features: Consists of 12 chapters that are organized in a pedagogical sequence. Tutorial approach to explain various concepts of SOLIDWORKS 2018. First page of every chapter summarizes the topics that are covered in it. Step-by-step instructions that guide the users through the learning process. Several real-world mechanical engineering designs as tutorials and projects. Additional information throughout the book in the form of notes and tips. Self-Evaluation Tests and Review Questions at the end of the chapters for the users to assess their knowledge. Technical support by contacting 'techsupport@cadcam.com'. Additional learning resources at <http://allaboutcadcam.blogspot.com>. Table of Contents Chapter 1: Introduction to SOLIDWORKS 2018 Chapter 2: Drawing Sketches for Solid Models Chapter 3: Editing and Modifying Sketches Chapter 4: Adding Relations and Dimensions to

Sketches Chapter 5: Advanced Dimensioning Techniques and Base Feature Options Chapter 6: Creating Reference Geometries Chapter 7: Advanced Modeling Tools-I Chapter 8: Advanced Modeling Tools-II Chapter 9: Assembly Modeling Chapter 10: Working with Drawing Views Chapter 11: Introduction to FEA and SOLIDWORKS Simulation Chapter 12: Introduction to Mold Design Student Project Index

The market in listed options and non-equity option products provides investors and traders with a wealth of new, strategic opportunities for managing their investments. This updated and revised Fifth Edition of the bestselling *Options as a Strategic Investment* gives you the latest market-tested tools for improving the earnings potential of your portfolio while reducing downside risk—no matter how the market is performing. Inside this revised edition are scores of proven techniques and business-tested tactics for investing in many of the innovative new options products available. You will find:

- Buy and sell strategies for Long Term Equity Anticipation Securities (LEAPS)
- A thorough analysis of neutral trading, how it works, and various ways it can improve readers' overall profit picture
- Detailed guidance for investing in Preferred Equity Redemption Cumulative Stocks (PERCS) and how to hedge them with common and regular options
- An extensive overview of futures and futures options

Written especially for investors who have some familiarity with the option market, this comprehensive reference also shows you the concepts and applications of various option strategies -- how they work, in which situations, and why; techniques for using index options and futures to protect one's portfolio and improve one's return; and the implications of the tax laws for option writers, including allowable long-term gains and losses. Detailed examples, exhibits, and checklists show you the power of each strategy under carefully described market conditions. This, the fourth edition of Schein's *Common Sense Emergency Abdominal Surgery*, builds on the reputation of the three previous editions. Already a worldwide benchmark, translated into half a dozen languages, this book guides surgical trainees logically through the minefields of assessment and management of acute surgical abdominal conditions. General surgery as a concept may have been overtaken in many parts of the world by the development of niche specialties, but the need for a cohort of generalists able to deal competently with common surgical emergencies has not gone away. If you recognise this need then this is the book for you! Tyro surgeons and experienced practitioners alike will benefit from the distilled wisdom contained in these pages. The direct, no nonsense, writing style, supported by entertaining cartoons, gives clear guidance while at the same time providing amusing insights into our collective surgical psyche. NOT a standard textbook. Buy it! You'll not regret it. Some new editors and authors enhance the new edition. Almost all chapters have been revised to take account of new concepts and modern developments. New chapters have been added and some completely rewritten often with a new emphasis on the importance of a laparoscopic approach. Reviews of previous editions "This is written with short punchy chapters making it a very difficult book to put down... ". R.A.B. Wood, *Journal of the Royal College of Surgeons of Edinburgh* "Since Mondor's times in the forties of the last century there was no other book in surgery to be written so easy and witty ...". Boris D. Savchuk, *World Journal of Surgery* "By the end I was a total enthusiast... this is a text like no other I read... Unreservedly recommended to old and young and alike." M. Winslet, Royal Free Hospital, London, *Colorectal Disease* "The title describes this book perfectly. This is a no-

nonsense approach to the sometimes very difficult situations in general surgery.... The authors describe their experiences in tough situations of patient care for residents and young attendings.... the historical quotes add a good amount of insight and interest. I have not come across another book like this.... Focused on the real situations that surgeons come across, the book answers the questions that are not addressed in the major textbooks." Robert A. Hanfland, Doody's Review Service "This book covers emergency abdominal surgery in a useful and interesting way. [It is] a small and handy book yet the coverage is wide. It would be of interest to any general surgeon and should certainly be read by surgical trainees. [It] allows mention of many things which would otherwise be excluded from a more rigidly structured work. I was also glad to be reminded of many things which I had known but forgotten. The writers clearly know what they are talking about." David Evans, Annals of the Royal College of Surgeons of England A sample of testimonials posted on amazon... By Donald Dupuis, MD, Lahey Clinic ««««« "A Must Have Book. I am about to end my chief year in general surgery residency – my copy of the first edition shows the wear of half a dozen total read throughs and probably hundreds of referencings. Newest edition is equally good. For the last 3 years I have given this book to our interns if they finish their surgical internship. And I've paid for this myself – if you know how little residents get paid you will know how important I think it is. If you are in surgical training DO NOT WAIT ANOTHER DAY BEFORE YOU BUY THIS BOOK. I do agree with another reviewer who thought a bit of cool surgical technique would have been good too. But, all in all, best, most useful little book on surgery ever. Nuff said." By Chet A. Morrison, Assistant Professor of Surgery, Director of Surgical Critical Care, Michigan State University ««««« "A very useful practical guide. This is a fine book in the tradition of 'guides to being on call' – or maybe the 'guide to the perplexed'. I like the straightforward get to the point style, and the directness of the book makes this a useful book to have handy when confronted with some of the emergency surgery problems. I would only say it could have had a bit more on surgical technique, and one or two references would have been useful (instead there was almost a militant insistence on as few as possible). But I would recommend it for any resident who is on call, and I find it useful as a staff surgeon as well." By K. M. Kemp ««««« "Love it. I'm a big fan of this book, having just finished it a month ago. It's a good mix of the author's own experience as well as expert commentary when indicated. Compared to a textbook, it's much more engaging and easier to read. Also compared to a text, it seems much more practical in the advice it gives. As a brand new intern, I gleaned a lot from this book. Highly recommended for fellow trainees." By Jendri ««««« "A surgical must have. This is a very well written and very practical guide to emergency surgery. It covers virtually all aspects of emergency general surgery and does it in a very interesting way. I think this is one of the best books on the subject. For me it certainly is a must have. In the next edition, probably the only thing that I would like to add to this book would be the information about the military uniform worn by Dr Karl Schein on the photograph on one of the first pages. Dr Schein is wearing a uniform of the 1st Polish Army formed in Soviet Union in 1943. Altogether a great book." By andreromeo ««««« "A must. Dr. Moshe Schein has a very personal view about medicine and about the art of surgery, and that is why this book is really a must for clinicians and surgeons." By Andy ««««« "Simply perfect. The best choice in surgery for trainees! It makes the more difficult surgery areas very easy to understand. I recommend it to all

surgeons.” By Maxim ««««« “Worth every penny. Invaluable as a guide to assist in the resolution of a broad range of abdominal problems. The book is well structured, running from opening chapters addressing pre-operative issues, and on through a pretty complete spectrum of gut complaints likely to arise in the real world, and how best to sort them out. It’s not only useful, but very well written, and, for a text book, an absolute pleasure to read. Short bite size chapters combined with the occasional cartoon make this 3rd edition of Schein well worth the investment. Blend with Cope’s *Diagnosis of the Acute Abdomen* for the ideal cocktail.” By J. D. Wassner ««««« “Well-written, easy to read. Should be required reading for any General Surgery resident, & anyone who does acute-care & trauma.” Drawing on their numerous years experience as counsellors, tutors, and writers, Jan Sutton and William Stewart introduce readers to the basic principles that underpin counselling practice. Written in a clear, concise and jargon-free style, and with its wealth of case studies, examples of skills in practice, and practical exercises, this new edition is an ideal text for those embarking on a counselling or psychotherapy course, trainee counsellors, counselling tutors to use in training, professionals working in the area of health care, management and education, and counsellors working in the voluntary sector. It provides insight into various counselling approaches; clarifies the nature of counselling and the role of the counsellor, and assists readers to develop a repertoire of key counselling skills and qualities, such as active listening, genuineness, unconditional positive regard, empathy, goal-setting, etc. The book also addresses the important issues of ongoing supervision to enhance counselling practice, and counsellor self-care to reduce the risk of burnout. The classic guide for the individual investor, *The Economist Guide to Investment Strategy* sets out the basic - and the not-so-basic - principles for putting your wealth to work. It looks at risk, pointing out the hazards for those who wish to explore a variety of investment approaches. It also teaches the importance of sophisticated self-knowledge in finance, distilling insights from behavioural analysis as well as the principles of traditional finance. It highlights how habitual patterns of decision-making can lead any of us into costly mistakes, and it stresses how markets are most dangerous when they appear to be most rewarding. This fourth edition includes new material on private investment and non-standard asset classes - art, wine, collectibles and the like - helping readers to navigate those areas in which prudence meets passion. The previous three editions of *BIOLOGY*, written by Dr. Rob Brooker, Dr. Eric Widmaier, Dr. Linda Graham, and Dr. Peter Stiling, have reached thousands of students and provided them with an outstanding view of the biological world. Now, the fourth edition has gotten even better! The author team is dedicated to producing the most engaging and current text that is available for undergraduate students who are majoring in biology. The authors want students to be inspired by the field of biology and become critical thinkers. They understand the goal of a professor is to prepare students for future course work, lab experiences, and careers in the sciences. Building on the successes of the previous editions, the fourth edition reflects a focus on core competencies and provides a more learner-centered approach. The strength of an engaging and current text is improved with the addition of new pedagogical features that help develop and strengthen critical thinking skills. Trust this bestselling resource to provide you with the clearest introduction to the major approaches in counselling. Written by expert counsellor and bestselling author Margaret Hough, this textbook provides the

clearest overview and introduction to the subject. It covers the major approaches to the field, how they interrelate and how you can put them into practice. Suitable for a wide range of qualifications from Foundation courses to Higher Education, it will help you to understand the nature of counselling, the skills you will need to develop and how to overcome the challenges you might face in this rewarding profession. This new edition, now in full colour, provides up-to-date research on topics such as ethics in counselling and the importance of both supervision and person-centred care in residential and hospital settings. - Navigate your way easily with the book's clear language and structure - Translate theory into practice with realistic case studies, exercises and other useful features - Develop your knowledge with extended coverage of cognitive behavioural therapy, Brief therapy and online counselling - Further your understanding with expanded coverage of working with younger clients, counselling for trauma and disaster and psychodynamic theories Terrorism. Same-sex marriage. Debt cancellation. The AIDS pandemic. These are just some of the critical contemporary issues addressed in this book. Issues Facing Christians Today helps thinking Christians sift through and respond to a sweeping array of complex and pressing topics. Thoroughly revised and updated by Roy McCloughry and fully endorsed by John Stott, this fourth edition continues a two-decades-plus legacy of bringing important current issues under the lens of biblically informed thinking. Combining a keen global awareness with a gift for penetrating analysis, the authors examine such vital topics as: Pluralism and Christian witness Cohabitation, environmentalism, and ecological stewardship War and peace Abortion and euthanasia And much more. An entirely new chapter on bio-engineering has been contributed by Professor John Wyatt of University College London. Including a study guide, Issues Facing Christians Today is essential reading for Christians who wish to engage our culture with insight, passion, and faith, knowing that the gospel is as relevant and deeply needed today as at any time in history. As the culture wars continue, this book will remain a critical contribution, helping to define Christian social and ethical thinking in the years ahead. With feedback from adopters, editor Laurence O'Toole retains important classic selections from earlier editions while freshening this volume with new selections that cover not only the impact of recent fiscal developments and international influences on U.S. intergovernmental relations, but also explore the key role of the Supreme Court in shaping the system's evolution in such areas as homeland security, interstate relations, and local finance. Judicious editing of essays and substantial part introductions make American Intergovernmental Relations an invaluable text and an engaging read. Originally published in 1975, Voyaging Under Power created a revolution in small-boat cruising. Until then, essentially all long-distance cruising was done in sailboats because there simply were no production powerboats capable of crossing oceans. Author Robert Beebes book showed for the first time how to cruise under power, covering boat design, engine selection, outfitting, and operations. The result was the birth of a new market, served by a whole new industry of power cruiser designers, builders, equipment manufacturers, and magazines. The 4th edition of this book has been updated to meet the new requirements of the students, professors, and practitioners. This is an enhanced version of the earlier editions. To update and enhance the coverage of the book, many chapters have been restructured, and some new content/chapters have also been added. In addition, to have better engagement

and learning outcomes for the reader, certain new pedagogical features have also been added. **NEW IN THIS EDITION** • A new chapter on 'Ethical and Social Issues' • Applications using MS-Access in the upgraded Chapter 5 - Data Resource Management • Concepts on organisations in Chapter 2 - Information, Systems and Organisation Concepts • Concepts of e-Governance in chapter 7 - e-Commerce, e-Business and e-Governance • Some latest trends and concepts in Chapter 4 - IT Infrastructure • Concepts on Project Management in chapter 12 - IS development and Project Management **KEY FEATURES** • Some new cases have been added, and various case studies from the earlier edition have been updated • New pedagogical elements, such as Objective-type Questions, True/False Questions, Review Questions and Assignments have been added in chapters • Glossary has also been incorporated to get a quick understanding of the terms used in the book • Instructor support has been added on the web through Online Resources

KnowThis: Marketing Basics 4th 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 insights not found in other books. The new edition includes enhanced coverage of numerous new developments and how these affect marketing including the effects of an unforeseen global pandemic, the implications of voice-activated assistants, the use of advanced payment systems, to name a few. The new edition also features expanded coverage of social networks, digital apps, 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

In this comprehensive revision of the most influential, widely read analysis of the US trade policymaking system, Destler addresses how globalization has reshaped trade politics, weakening traditional protectionism but intensifying concern about trade's societal impacts. Entirely new chapters treat the deepening of partisan divisions and the rise of "trade and..." issues (especially labor and the environment). The author concludes with a comprehensive economic and political strategy to cope with globalization and maximize its benefits. The original edition of *American Trade Politics* won the Gladys Kammerer Award of the American Political Science Association for the best book on US national policy. The Cambridge Latin Course is a well-established five-part Latin programme whose approach combines a stimulating, continuous storyline with grammatical development, work on derivatives, and cultural information. There is also a complete Language Information section, plus numerous colour photographs illustrating life in the Roman world. The Course has now been fully revised and updated in the light of feedback from user schools, and includes the very best in new research. The Fourth Edition continues to offer students and teachers alike a stimulating, reading-based approach to the study of Latin. Book V is set in and around the court of the Emperor Domitian. The topics covered are: town and country life,

the emperor's council, the senatorial career, recitationes and the writing of literature, marriage, and the lawcourts. Verse by Martial and Ovid is integrated with the stories. Packed with advice, information, and shows how to enjoy the experience. This edition is the essential read for all sailors and cruisers dreaming of making an Atlantic crossing. Labeled as being "The Ultimate Guide to Raising and Showing Rabbits", Raising Rabbits 101 is an essential "how to guide" that every modern rabbit raiser should have on their shelf. The book was written specifically for anyone involved with or looking to get started raising rabbits for show, meat and or pets. Topics of this 170+ page book include; breed selection, feeding 101, building your own cages and hutches, health, kindling help, herd management, pedigrees, showing, 4-h and FFA, breeding, marketing and MUCH more. An accessible comprehensive approach to the anatomy and function of the fascial system in the body combined with a holistic. The Access to History series is the most popular and trusted series for AS and A level history students. The new editions combine all the strengths of this well-loved series with a new design and features that allow all students access to the content and study skills needed to achieve exam success. This is a new edition of 'France in Revolution' and has been fully updated and extended to cover the 2008 AS and A2 specifications for all examination boards. This title charts the long- and short-term causes of the French Revolution, the political, social and economic impact of the Revolution itself and the establishment of the Terror. There is also an additional chapter on Napoleonic rule in France from 1799-1815. Throughout the book, key dates, terms and issues are highlighted, and historical interpretations of key debates are outlined. Summary diagrams are included to consolidate knowledge and understanding of the period, and exam-style questions and tips written by examiners for each examination board provide the opportunity to develop exam skills. Updated and expanded, this new edition is the perfect starter text for students of film studies. The book illustrates basic film concepts in context and in depth. It addresses techniques and terminology used in film production and criticism, emphasizing thinking and writing critically and effectively. With reference to 460 new and existing images, the authors discuss contemporary films and film studies scholarship, as well as recent developments in film production and exhibition, such as digital technologies and new modes of screen media. The new fourth eBook edition of Technology, War and Independence is Book 3 of the best-selling Oxford KS3 History by Aaron Wilkes series. It covers twentieth century history, including the suffragettes, First and Second World Wars, democracy and dictatorship, the Cold War, the end of the British Empire, migration, changes in medicine and public health, and globalization. This e-textbook introduces the history content and skills needed to support a coherent knowledge-rich curriculum, prepares students for success in Key Stage 3 History, and builds solid foundations for GCSE study: - Carefully designed content and assessments support student progression throughout the textbook series - Historical sources and interpretations are presented with clear provenances - Over to you activities for every lesson check students' knowledge and understanding, and are ramped in difficulty to build confidence - Step-by-step guidance on key History skills provides scaffolding to introduce students to the skills needed for further study - Literacy focus feature helps improve students' essay writing skills and grammar - Complete assessment support, including quick knowledge quizzes and exam-style assessments - This book retains Aaron Wilkes' unique and engaging style, shown

in recent research to inspire and motivate young historians - Technology, War and Independence Kerboodle: Lessons, Resources, Assessment offers a digital subscription packed full of customisable interactives, worksheets, animations and automarked assessments. A comprehensive revision to the textbook on modern psychiatric diagnosis and treatment, keyed to the DSM-5 and ICD-10. Long considered a leading text on the assessment, diagnosis, and treatment of psychiatric disorders, this latest revision includes cutting-edge updates in neuroscience, psychopharmacology, and genetics. Geared to resident students in psychiatry and related disciplines, it makes practical, readable sense of the field. Python Essential Reference is the definitive reference guide to the Python programming language--the one authoritative handbook that reliably untangles and explains both the core Python library. Designed for the practicing programmer, the book is concise, to the point, and highly accessible. It also includes detailed information on the Python library and many advanced subjects that is not available in either the official Python documentation or any other single reference source. Thoroughly updated to reflect the significant new programming language features and library modules that have been introduced in Python 2.6 and Python 3, the fourth edition of Python Essential Reference is the complete guide for programmers who need to modernize existing Python code or who are planning an eventual migration to Python 3. This newly revised and updated guide tells you everything you need to know about visiting Germany. Covering the entire country region by region, the guide begins in the youthful capital of Berlin and proceeds to Mecklenburg, Hamburg, Niedersachsen, Rheinland-Pfalz, Hessen, Thuringe, Sachsen, northern Bavaria, Munich and the Alps, and finally Baden-Wurtemberg. Interesting narratives describe the best sites to visit (as well as lesser-known ones), complete with detailed background descriptions and how best to tour each one. Among the special features are self-guided walking and driving tours: Stroll along the streets of ever changing Berlin, for instance, or through a breathtaking corner of the Black Forest. National Geographic and local experts provide insider tips on favorite or little known sites and events, and dozens of sidebars highlight experiences that show you how to truly get the most from your trip, including attending the medieval festivals celebrated at many castles in the Rhine Valley; touring underground Berlin; surfing and windsurfing off the northern Baltic coast; and learning how to brew beer in Bavaria. A chapter full of practical information rounds out the guide, including how to get to Germany and an extensive listing of author-picked hotels and restaurants in all price ranges. The National Geographic Traveler series is aimed at active travelers who want authentic, enriching, cultural experiences and look to a guidebook for expert advice and insider tips from a trustworthy source. We offer ways for people to experience a place rather than just visit, and give the feel of each destination not easily found online. The fourth edition of this book is thoroughly updated in accordance with the competency-based curriculum of Microbiology. This book highlights the important aspects of Medical Microbiology and presents a concise exam-oriented text as per the revised guidelines of Medical Council of India and health universities across the country, and nearby countries. Ideal for undergraduate students of medical, dental, physiotherapy, nursing, pharmacy and science Revised as per the Competency Based Undergraduate Curriculum and ensured coverage of all the competencies. Format based upon the pattern followed by the examiners in framing questions in the exams-both theory and practical. Enriched text with

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