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Concise Guide to APA Style Nov 22 2021 Designed specifically for undergraduate writing, this easy-to-use pocket guide provides complete guidance for new writers on effective, clear, and inclusive scholarly communication and the essentials of formatting papers and other course assignments.

The Devil in History Dec 24 2021 The Devil in History is a provocative analysis of the relationship between communism and fascism. Reflecting the author's personal experiences within communist totalitarianism, this is a book about political passions, radicalism, utopian ideals, and their catastrophic consequences in the twentieth century's experiments in social engineering. Vladimir Tismaneanu brilliantly compares communism and fascism as competing, sometimes overlapping, and occasionally strikingly similar systems of political totalitarianism. He examines the inherent ideological appeal of these radical, revolutionary political movements, the visions of salvation and revolution they pursued, the value and types of charisma of leaders within these political movements, the place of violence within these systems, and their legacies in contemporary politics. The author discusses thinkers who have shaped contemporary understanding of totalitarian movements—people such as Hannah Arendt, Raymond Aron, Isaiah Berlin, Albert Camus, François Furet, Tony Judt, Ian Kershaw, Leszek Kolakowski, Richard Pipes, and Robert C. Tucker. As much a theoretical analysis of the practical philosophies of Marxism-Leninism and Fascism as it is a political biography of particular figures, this book deals with the incarnation of diabolically nihilistic principles of human subjugation and conditioning in the name of presumably pure and purifying goals. Ultimately, the author claims that no ideological commitment, no matter how absorbing, should ever prevail over the sanctity of human life. He comes to the conclusion that no party, movement, or leader holds the right to dictate to the followers to renounce their critical faculties and to embrace a pseudo-miraculous, a mystically self-centered, delusional vision of mandatory happiness.

APA Style Guide to Electronic References Dec 12 2020 Expanded and updated from the Electronic Resources section, The APA style guide to electronic resources outlines for students and writers the key elements with numerous examples. Dissertations and theses; bibliographies; curriculum and course material; reference materials, including Wiki; gray literature, such as conference hearings, presentation slides, and policy briefs; general interest media and alternative presses such as audio podcasts; and online communities, such as Weblog posts and video Weblog posts.

Occupational Therapy in Mental Health Jun 17 2021 This revision of a well-loved text continues to embrace the confluence of person, environment, and occupation in mental health as its organizing theoretical model, emphasizing the lived experience of mental illness and recovery. Rely on this groundbreaking text to guide you through an evidence-based approach to helping clients with mental health disorders on their recovery journey by participating in meaningful occupations. Understand the recovery process for all areas of their lives—physical, emotional, spiritual, and mental—and know how to manage co-occurring conditions.

(Free Sample) Comprehensive Guide to VITEEE with 3 Online Tests 7th Edition Jul 31 2022 The book 'Comprehensive Guide to VITEEE Online Test with 3 Online Tests 7th Edition' covers the 100% syllabus in Physics, Chemistry and Mathematics as per latest exam pattern. The book also provides the solved papers of 2017 to 2019. The book also introduces the English Grammar, Comprehension & Pronunciation portion as introduced in the syllabus in the last year. The book is further empowered with 3 Online Tests. Each chapter contains Key Concepts, Solved Examples, Exercises in 2 levels with solutions.

ACT For Dummies Mar 27 2022 Sharpen your ACT test-taking skills with this updated and expanded premier guide premier guide with online links to BONUS tests and study aids Are you struggling while studying for the ACT? ACT For Dummies, Premier Edition is a hands-on, friendly guide that offers easy-to-follow advice to give you a competitive edge by fully preparing you for every section of the ACT, including the writing test. You'll be coached on ways to tackle the toughest questions and how to stay focused and manage the time available for each section. This test guide includes three tests in the book plus two more and 50 interactive math formula flashcards that can be accessed online. ACT For Dummies, Premier Edition with CD, gives you the skills you need to get your best possible score! Get a grip on grammar — prepare yourself for the English portion of the ACT and get a refresher on the grammar rules you once knew but may have forgotten You can count on it — discover time-tested strategies for scoring high on the math portion — from basic math and geometry to algebra and those pesky word problems — and formulate a strategy to memorize lengthy formulas with 50 flashcards online Read all about it — save time and brain cells with helpful tips on how to get through the reading passages — and still have enough time to answer the questions Blinded by science? — learn to analyze the various science passages and graphs and get proven techniques on how to tackle each type Practice makes perfect — take three practice tests in the book, plus two more on online, complete with answers and explanations Open the book and find: An overview

of the exam and how it's scored Tips to help you gauge your strengths and weaknesses How to make the best use of your time Ways to sharpen essential grammar, writing, math, and science skills Practice essay questions and guidance for the optional writing test Five full-length practice tests with complete answer explanations Reasons not to believe common myths about the ACT

MLA Style Manual and Guide to Scholarly Publishing Mar 03 2020 Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law

Digital Literacies for Learning Apr 15 2021 In the 21st century, digital tools enable information to be generated faster and in greater profusion than ever before, to the point where its extent and value are literally beyond imagining. Such quantities can only be meaningfully addressed using more digital tools, and thus our relationship to information is fundamentally changed. This situation presents a particular challenge to processes of learning and teaching, and demands a response from both information professionals and educators. Enabling education in a digital environment means not only changing the form in which learning opportunities are offered, but also enabling students to survive and prosper in digitally based learning environments. This collection brings together a global community of educators, educational researchers, librarians and IT strategists, to consider how learners need to be equipped in an educational environment that is increasingly suffused with digital technology. Traditional notions of literacy need to be challenged, and new literacies, including information literacy and IT literacy, need to be considered as foundation elements for digitally involved learners. Leading international experts from the USA, Canada, Australia, New Zealand, South Africa, Mexico and throughout Europe contribute to the debate, and Hannelore Rader, Librarian and Dean of the University Libraries, University of Louisville, Kentucky, provides the foreword. The book is in two parts: In Part 1, Literacies in the Digital Age, the contributors analyse how digital technologies have enabled transformative change in the ways in which learning can be constructed, and discuss the nature of the new literacies that have emerged in this new virtual and e-learning environment. In Part 2, Enabling and Supporting Digital Literacies, the contributors go on to consider the ways in which digital literacies can be made available to learners, and how these literacies are being relocated in a more student-centred environment within the broader perspective of learning. Readership: This book takes the issues raised in the successful Information and IT Literacy, also co-edited by Allan Martin, into a broader context. It is essential reading for all information professionals and educators involved in developing strategies and practices for learning in a digital age.

An Introduction to Statistical Learning Jul 19 2021 An Introduction to Statistical Learning provides an accessible overview of the field of statistical learning, an essential toolset for making sense of the vast and complex data sets that have emerged in fields ranging from biology to finance to marketing to astrophysics in the past twenty years. This book presents some of the most important modeling and prediction techniques, along with relevant applications. Topics include linear regression, classification, resampling methods, shrinkage approaches, tree-based methods, support vector machines, clustering, and more. Color graphics and real-world examples are used to illustrate the methods presented. Since the goal of this textbook is to facilitate the use of these statistical learning techniques by practitioners in science, industry, and other fields, each chapter contains a tutorial on implementing the analyses and methods presented in R, an extremely popular open source statistical software platform. Two of the authors co-wrote *The Elements of Statistical Learning* (Hastie, Tibshirani and Friedman, 2nd edition 2009), a popular reference book for statistics and machine learning researchers. *An Introduction to Statistical Learning* covers many of the same topics, but at a level accessible to a much broader audience. This book is targeted at statisticians and non-statisticians alike who wish to use cutting-edge statistical learning techniques to analyze their data. The text assumes only a previous course in linear regression and no knowledge of matrix algebra.

Teaching a Psychology of People Sep 28 2019 "Teaching a Psychology of People: Resources for Gender and Sociocultural Awareness" fills an important and much needed place in raising the consciousness of psychologists who teach undergraduates. Psychology does not have an admirable record in educating students about the importance of social-environmental factors (particularly the role of gender, race, and ethnic forces) in behavior. The history of prejudice, long part of the teaching by psychologists, is cause for shame and repentance. It is past time that psychology courses undo the damage that has been done. (PsycINFO Database Record (c) 2004 APA, all rights reserved).

Religions, Culture and Healthcare Aug 08 2020 Health professionals provide care to patients of differing religions and cultures, and knowledge of their cultural and religious background, way of life and beliefs and practices is vital to delivering sensitive and responsive care. This revised and updated guide provides practical and comprehensive information on each of the major faiths, providing an accessible reference for appropriate day to day care of patients in multicultural societies. Healthcare professionals, including doctors, nurses, midwives, healthcare assistants, physiotherapists, psychologists, hospital chaplains and administrative staff will find it an indispensable ready reference.

Mosby's Canadian Textbook for the Support Worker - E-Book Oct 29 2019 Mosby's Canadian Textbook for the Support Worker prepares students to function in the role of support worker in community and institutional settings. The #1 text used by Support Worker programs across Canada and at Canadian-affiliated schools worldwide, the book covers the broad foundation of skills that support workers/resident care aides/health care aides need in order to perform their role safely and effectively. Comprehensive, yet easy to read, Mosby's Canadian Textbook for the Support Worker makes learning easy with clear explanations of concepts and step-by-step presentations of procedures. Numerous full-colour illustrations, photographs, charts, and tables are combined with real-life case studies and examples to provide the reader with an outstanding learning experience. Covers key procedures for Canadian support workers – 95 in total Recognizes provincial/territorial differences in scope of practice Clear, detailed instructions in step-by-step procedures Evidence-based practice: chapter references supplied at end of book Reflects current Canadian practice and terminology Additional First Nations content Chapter summaries to aid student comprehension Rationales for all procedure steps Test Bank features higher-level taxonomies to allow testing that focuses on cognitive level Instructor's Test Bank features higher-level taxonomies to allow testing that focuses on cognitive level And more!

Grammar in Context 1, Seventh Edition: Student Book and Online Workbook Printed Access Code Jun 05 2020

Incivility Among Nursing Professionals in Clinical and Academic Environments: Emerging Research and Opportunities Oct 22 2021 Traditionally, nursing is acknowledged as a caring profession and is associated with advocating for others. However, incivility is increasingly occurring amongst nurses, both in the clinical and academic environments, and is causing affected nurses both psychological and physical harm. *Incivility Among Nursing Professionals in Clinical and Academic Environments: Emerging Research and Opportunities* provides emerging views and consequences surrounding workplace bullying in the healthcare profession including recognizing the signs and symptoms of incivility in the workplace, identifying ways in which affected nurses can seek help, and examining healthy methods of coping with the incivility. Featuring coverage on a broad range of topics such as human resources, therapy, and clinical nursing, this book is ideally designed for nurses, managers, healthcare workers and consumers, hospital and clinical staff, researchers, students, and policymakers.

Writing Your Journal Article in Twelve Weeks Jul 27 2019 This book provides you with all the tools you need to write an excellent academic article and get it published.

JavaScript: The Definitive Guide Nov 10 2020 For web developers and other programmers interested in using JavaScript, this bestselling book provides the most comprehensive JavaScript material on the market. The seventh edition represents a significant update, with new information for ECMAScript 2020, and new chapters on language-specific features. *JavaScript: The Definitive Guide* is ideal for experienced

programmers who want to learn the programming language of the web, and for current JavaScript programmers who want to master it.

Advanced Fitness Assessment and Exercise Prescription Mar 15 2021 *Advanced Fitness Assessment and Exercise Prescription, Seventh Edition With Online Video*, provides a comprehensive approach to physical fitness appraisal and exercise prescription. The text bridges the gap between research and practice and synthesizes concepts and theories from exercise physiology, kinesiology, measurement, psychology, and nutrition to provide a clearly defined approach to physical fitness testing and the design of individualized exercise programs. The accompanying online videos enhance the learning experience and teach the techniques necessary for conducting fitness testing and program design. More than 40 clips featuring common exercise assessments will help users learn essentials of fitness testing, such as calibration of blood pressure cuffs, functional movement assessment, and push-up and pull-up testing. Unlike introductory texts, which typically focus on field testing for evaluating physical fitness, this text includes both field and laboratory assessment techniques. Readers will find the latest information on maximal and submaximal graded exercise testing in healthy populations, muscular fitness testing protocols and norms for children and adults, and field tests and norms for evaluating cardiorespiratory fitness, muscular fitness, body composition, flexibility, and balance. The seventh edition of *Advanced Fitness Assessment and Exercise Prescription* reflects current guidelines and recommendations, including new physical activity recommendations from the U.S. government, American Heart Association, and American College of Sports Medicine (ACSM), as well as the latest ACSM guidelines for medical exam and exercise testing requirements before beginning exercise programs. Additional updates to the seventh edition include the following: • New research substantiating the link between physical activity and disease risk • Expanded information on prediabetes, metabolic syndrome, osteoporosis, and overweight and obesity, including updated statistics on the global prevalence of obesity • New dietary guidelines for Americans, including information on MyPlate • Inclusion of SCORE system to estimate 10-year risk of fatal cardiac event due to atherosclerosis • Expanded information on the use of technology to monitor physical activity • Updated information on the use of exergaming and social networking to promote physical activity and exercise • Additional OMNI pictorial scales for ratings of perceived exertion during exercise • Latest ACSM FITT-VP principle for designing aerobic exercise programs • Whole-body vibration as an adjunct to resistance training and flexibility training

Advanced Fitness Assessment and Exercise Prescription, Seventh Edition, is organized around physical fitness components, providing information on assessment followed by guidelines for designing exercise programs to improve each fitness component. The text begins with an overview of physical activity, health, and chronic disease, followed by discussion of preliminary health screening and risk classification, including the principles of fitness assessment, exercise prescription, and exercise program design. The remainder of the text provides in-depth coverage of assessment and exercise prescription for each of five physical fitness components: cardiorespiratory endurance, muscular fitness (strength, endurance, and power), body composition, flexibility, and balance. In each chapter, key questions help readers focus on essential information. Key points, review questions, and key terms reinforce concepts and summarize chapter content. An instructor guide, test package, chapter quizzes, and presentation package plus image bank provide tools for lecture preparation, creative content delivery, and class assessment. New to the seventh edition are online video clips for both students and instructors to further aid comprehension of the text and provide an additional tool for classroom demonstration. By integrating the latest research, recommendations, and information into guidelines for application, *Advanced Fitness Assessment and Exercise Prescription, Seventh Edition*, bridges the gap between research and practice for fitness professionals. Its unique scope, depth of coverage, and clearly outlined approach make it a valuable resource for students and exercise science professionals who want to increase their knowledge, skill, and competence in assessing clients' fitness and designing individualized exercise programs.

Research Methods for Business Students Jan 01 2020 Brings the theory, philosophy and techniques of research to life and enables students to understand the relevance of the research methods. This book helps you learn from worked examples and case studies based on real student research, illustrating what to do and what not to do in your project.

A New Companion to Malory Jan 31 2020 A comprehensive survey of one of the most important texts of the Middle Ages.

Starting an Online Business For Dummies® Oct 02 2022 The nuts-and-bolts for building your own online business and making it succeed Is there a fortune in your future? Start your own online business and see what happens. Whether you're adding an online component to your current bricks-and-mortar or hoping to strike it rich with your own online startup, the sixth edition of this popular and practical guide can help. Find out how to identify a market need, handle promotion, choose Web hosting services, set up strong security, pop up prominently in search engine rankings, and more. The book explores the hottest business phenomenon today—social media marketing—with full coverage of Twitter, Facebook, blogs, and other technologies that are now firmly part of the online business landscape. Dives into all aspects of starting and establishing an online business, including the very latest big trends Highlights business issues that are of particular concern to online businesses Reveals how to identify a market need, handle promotion, choose Web hosting services, set up strong security, pop up prominently in search engine rankings, and more Covers the hottest social media marketing opportunities, including Twitter, Facebook, YouTube, and blogs Shows you specific types and examples of successful online businesses Provides the latest on B2B Web site suppliers, such as AliBaba.com Build a better online business from the ground up, starting with *Starting an Online Business For Dummies, 6th Edition!*

Starting an Online Business All-in-One For Dummies Apr 27 2022 Start a successful online business—and be your own boss! Being an online entrepreneur means more than just building a website—and this book breaks down everything you need to know to be successful. Inside, you'll get plain-English explanations and easy-to-follow instruction on online business basics, legal and accounting issues, website design, Internet security, boosting sales, e-commerce, and so much more. While the ideas and concepts behind starting an online business are tried and true, the tools available to entrepreneurs change and evolve quickly—and often. *Starting an Online Business All-in-One For Dummies* gets you up to speed on the best new tools, resources, and communities, and shows you how to best leverage them to up your chances of success. Discover your niche and create a business plan Design your website and storefront Increase your reach and market with social media Choose the best web host for your needs If you're a budding entrepreneur with dreams of running your own online business, this book has everything you need to get started and grow your company to extraordinary heights!

A History of Nerve Functions Jan 13 2021 Complete history of nerve cell function from the ancient Greeks to our present knowledge.

Comprehensive Guide to VITEEE with 3 Online Tests 7th Edition Sep 01 2022 The book 'Comprehensive Guide to VITEEE Online Test with 3 Online Tests 7th Edition' covers the 100% syllabus in Physics, Chemistry and Mathematics as per latest exam pattern. The book also provides the solved papers of 2017 to 2019. The book also introduces the English Grammar, Comprehension & Pronunciation portion as introduced in the syllabus in the last year. The book is further empowered with 3 Online Tests. Each chapter contains Key Concepts, Solved Examples, Exercises in 2 levels with solutions.

Investing Online For Dummies® May 17 2021 Straightforward advice on investing online wisely with the most updated information available If you're eager to take control of your investments but don't want to make it your full-time job, *Investing Online For Dummies, 7th Edition* will put you on your way. Completely updated to cover all the newest online tools and resources, this easy-to-understand guide gets you started with investing online and growing your online portfolio using the latest tools, information, and resources available. You'll learn to pick winning stocks, find an online broker, construct a profitable portfolio, research investment data online, and what considerations to take into

account when making key decisions. Addresses critical issues for beginner investors, such as setting reasonable expectations, figuring out how much to invest, assessing how much risk is appropriate, and picking an online broker Pinpoints a variety of Web sites, online calculators, databases, and online communities that will help you make beneficial decisions Delves into using online tools to calculate returns and risk, selecting mutual funds with online databases, analyzing stocks and financial statements, and buying bonds online You'll quickly see the profits of the straightforward and fun online investing advice contained within Investing Online For Dummies, 7th Edition!

APM Body of Knowledge Sep 08 2020

A Manual for Writers of Dissertations Jul 07 2020

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) Aug 27 2019 PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

Global Health 101 Jun 29 2022 Rated by an independent panel as the best introductory Global Health text for undergraduates, Global Health 101, Third Edition is a clear, concise, and user-friendly introduction to the most critical issues in global health. It illustrates key themes with an extensive set of case studies, examples, and the latest evidence. Particular attention is given to the health-development link, to developing countries, and to the health needs of poor and disadvantaged people. The Third Edition is a thorough revision that offers an extensive amount of new and updated information, while maintaining clarity, simplicity, and ease of use for faculty and students. Offering the latest data on the burden of disease, the book presents unique content on key topics that are often insufficiently covered in introductory materials, such as immunization and adolescent health.

The Illustrious Dead Aug 20 2021 The Illustrious Dead is another triumph of narrative nonfiction from the author of the New York Times bestselling Empire of Blue Water. In the spring of 1812, Napoleon was at the height of his power. Forty-five million called him emperor. Unstoppable in his relentless pursuit of territory and authority, he held sole command of a nation that was the richest and most potent on earth, the most cultured, the furthest advanced in medicine and science and technology; In that fateful year, Napoleon turned toward Moscow at the helm of the largest invasion force in the history of mankind. His army was a thing of martial beauty, honed by constant warfare and brilliantly led. No army on earth could stop Bonaparte from conquering the world. But there was something waiting in the Russian steppes that would test Napoleon to his limit and bring his dreams of a world empire to a shocking close. It was not a brilliant general or an unseen alliance, but the tiny typhus microbe. The Illustrious Dead tells the tale of these two unstoppable historical forces meeting on the road to Moscow in a clash of killer pathogen and peerless army.

Principles of Economics Asia-Pacific Edition with Online Study Tools 12 Months May 05 2020 Principles of Economics 7th edition combines microeconomics and macroeconomics into one volume for students who take a full year's course. The latest edition of this text continues to focus on important concepts and analyses necessary for students in an introductory economics course. In keeping with the authors' philosophy of showing students the power of economic tools and the importance of economic ideas, this edition pays careful attention to regional and global policies and economic issues ' such as climate change and resource taxation, the impacts of the ongoing global financial crisis, inflation, unemployment, interest rates, monetary and fiscal policy.

Publication Manual of the American Psychological Association Nov 03 2022 The Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines.

Publication Manual of the American Psychological Association May 29 2022

Advanced Fitness Assessment and Exercise Prescription 7th Edition Sep 20 2021 Built around physical fitness components, this text shows how to assess each fitness component and then how to design exercise programs based on that assessment. It bridges the gap between research and practice for exercise science students and fitness professionals.

Canadian Fundamentals of Nursing Feb 11 2021 With the market-leading nursing fundamentals text in Canada, you can be assured that students will develop a firm educational foundation that will help them to succeed. Written in a clear manner and organized logically, this book will teach students all of the principles, concepts and skills necessary for them to thrive, both academically and professionally. A trusted favourite for Canadian faculty and students, the new Fourth Canadian Edition offers the most complete teaching and learning package available. A companion CD and Evolve website included with the book ensure that students have the most up-to-date and practical tools at their fingertips, and provide instructors with a host of resources to assist in their lesson planning, development and delivery. The new Fourth Canadian Edition of this nursing classic is the most current and comprehensive text available. . Nursing skills include steps and rationales to illustrate how and why a skill is performed . Critical thinking models illustrate how to provide the best care for clients . Nursing care plans include sections on Assessment, Planning, Interventions and Evaluation . Client teaching boxes emphasize key points for patient education . Boxes on older adults, culture and primary health care highlight key principles and aspects of nursing care . Evidence-informed practice guidelines provide examples of recent guidelines for Canadian nursing practice . Research highlights provide abstracts of current nursing research studies and explain the implications for daily practice . Companion CD includes student learning activities, Butterfield's Fluids and Electrolytes Tutorial, and more . Companion Evolve website includes review questions, interactive exercises, and more . Completely revised and updated to reflect current Canadian nursing practice . New chapter on Surviving Cancer . New chapter on Nursing Informatics . 3 new Canadian section editors . An all-new Canadian editorial advisory board . Over 55 contributors from across the country . Emphasis on the Media Resources that accompany each chapter help to detail the comprehensive electronic resources available for that specific topic . Addition of new Nursing Story boxes that describe real-life scenarios . Increased emphasis on nurse and client safety, including Safety Alerts embedded throughout the text that highlight safe practices and techniques . New appendix on laboratory values

Starting a Business For Dummies Feb 23 2022 Starting your own UK business is an exciting - and challenging - time. This updated edition of the startup classic shows you how to build a business agile enough to take advantage of emerging trends and opportunities, and sturdy enough to weather any storm. Packed with real-life examples and links to hundreds of valuable resources, Starting a Business For Dummies, 4th UK Edition gives you what you need to make the leap from employee to successful entrepreneur with confidence. All your favourite, trusted content has been updated including: Laying the groundwork and testing the feasibility of your business idea Writing a winning business plan

and finding funding How to operate effectively, including managing your finances and employing people Growing your business and improving performance New content includes: The latest funding schemes, including government funding and crowdfunding Tendering for public sector work Avoiding business cyber-crime Franchising and pop ups Exporting (the government has set a target of doubling the number of exporting companies by 2020) Environmental impact (a recent survey found 77% of SMEs wanted to know how to measure and improve their environmental impact)

Responsible Leadership in Projects Jan 25 2022 Until now, there has only been a shallow understanding of how the leadership actions of project managers interact with ethics and social responsibility. Empirical research into this subject has been sparse. *Responsible Leadership*, by Nicholas Clarke, Alessia D'Amato, Malcolm Higgs, and Ramesh Vahidi is the first study to investigate how the relationships among managers, team members, and other stakeholders can bring about personal and ethical conflicts that impact decision making. In this groundbreaking book, the authors explore how those who serve as leaders on projects can exercise their roles in ways that respond to the ever-increasing need for ethical decision making. They examine the factors that enable and constrain responsible leadership, looking at the issues faced by project managers as they interact with team members and other stakeholders. *Responsible Leadership* also provides new insights into how project managers view the moral implications of conflicts that occur as they conduct their work and is a valuable addition to the project management toolkit.

Working With Sample Data Apr 03 2020 Managers and analysts routinely collect and examine key performance measures to better understand their operations and make good decisions. Being able to render the complexity of operations data into a coherent account of significant events requires an understanding of how to work well with raw data and to make appropriate inferences. Although some statistical techniques for analyzing data and making inferences are sophisticated and require specialized expertise, there are methods that are understandable and applicable by anyone with basic algebra skills and the support of a spreadsheet package. By applying these fundamental methods themselves rather than turning over both the data and the responsibility for analysis and interpretation to an expert, managers will develop a richer understanding and potentially gain better control over their environment. This text is intended to describe these fundamental statistical techniques to managers, data analysts, and students. Statistical analysis of sample data is enhanced by the use of computers.

Spreadsheet software is well suited for the methods discussed in this text. Examples in the text apply Microsoft Excel. Readers will have access to the example workbooks and Adobe Flash videos illustrating key steps using Microsoft Excel from the Business Expert Press website. **QuickBooks Online For Dummies** Jun 25 2019 Get a handle on the world's most popular cloud bookkeeping and accounting app QuickBooks Online comes second-to-none in providing simple and powerful bookkeeping and accounting features that can streamline your business, make you more profitable, and organize your company's finances. But if you're not quite sure how to make it all work, or if you just want to get a grip on its newest features, *QuickBooks Online For Dummies* is the companion you need to make the most of your favorite cloud accounting software. This book walks you through each and every step of creating an invoice or credit memo, recording a sale, paying bills, setting up and managing your inventory, and tracking your business checkbook and credit cards. It also includes: New updates on exporting data to Microsoft Excel or Google Sheets so that you can analyze your business data new ways. Stepwise walkthroughs of how to install and set up a new instance of QuickBooks Online for your business or personal accounts. Exclusive tips for bookkeepers and accountants working with clients in QuickBooks Online, including new techniques for automating monthly reports that you create in Excel from data that you export from QuickBooks. Whether you're a small business owner, an accountant, a bookkeeper, or just someone trying to help their boss keep up with their accounting records, *QuickBooks Online For Dummies* is the resource you need to make the most popular cloud bookkeeping and accounting software in the world work for you!

The Problems of Philosophy Nov 30 2019 Is there any knowledge in the world which is so certain that no reasonable man could doubt it? This question, which at first sight might not seem difficult, is really one of the most difficult that can be asked. When we have realized the obstacles in the way of a straightforward and confident answer, we shall be well launched on the study of philosophy—for philosophy is merely the attempt to answer such ultimate questions, not carelessly and dogmatically, as we do in ordinary life and even in the sciences, but critically, after exploring all that makes such questions puzzling, and after realizing all the vagueness and confusion that underlie our ordinary ideas. In daily life, we assume as certain many things which, on a closer scrutiny, are found to be so full of apparent contradictions that only a great amount of thought enables us to know what it is that we really may believe. In the search for certainty, it is natural to begin with our present experiences, and in some sense, no doubt, knowledge is to be derived from them. But any statement as to what it is that our immediate experiences make us know is very likely to be wrong. It seems to me that I am now sitting in a chair, at a table of a certain shape, on which I see sheets of paper with writing or print. By turning my head I see out of the window buildings and clouds and the sun. I believe that the sun is about ninety-three million miles from the earth; that it is a hot globe many times bigger than the earth; that, owing to the earth's rotation, it rises every morning, and will continue to do so for an indefinite time in the future. I believe that, if any other normal person comes into my room, he will see the same chairs and tables and books and papers as I see, and that the table which I see is the same as the table which I feel pressing against my arm. All this seems to be so evident as to be hardly worth stating, except in answer to a man who doubts whether I know anything. Yet all this may be reasonably doubted, and all of it requires much careful discussion before we can be sure that we have stated it in a form that is wholly true....

ServSafe Managerbook with Online Exam Voucher Oct 10 2020 THE definitive book for food safety training and certification. The new ServSafe • Manager Book with Online Exam Voucher, 7/e continues to be ideal for courses that cover the basics, condensed courses, continuing education, and even 1-2 day seminars. The updated book will help readers prepare for the most current ServSafe Food Protection Manager Certification Exam, and more importantly, it will promote adherence to food safety practices on-the-job. Food safety has never been more important to the restaurant industry and its customers. Based on the 2013 FDA Food Code, the ServSafe Manager Book, 7/e focuses on the preventative measures to keep food safe. To better reflect the changing needs of a diverse and expanding workforce, food safety topics are presented in a user-friendly, practical way with real-world stories to help readers understand the day-to-day importance of food safety. The streamlined delivery of food safety content will create a learning experience that is activity-based and easily comprehended by a variety of learners. The end result is content that is more focused, leading to stronger food safety practices and a better-trained workforce. Developed by the industry, for the industry, ServSafe• is a proven way to minimize risk and maximize protection for foodservice owners, employees, and customers. Recognized as the industry standard, ServSafe offers a complete suite of printed and online products and is the most important ingredient to food safety training and certification success.