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## Microsoft PowerPoint 2013: Introductory

*Cengage Learning* Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT POWERPOINT 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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*Cengage Learning* INTRODUCTION TO BUSINESS LAW, 4E presents the full range of business law topics in a series of brief, quick-reading chapters, perfect for single-semester or one-quarter courses. Accurate, comprehensive, and extremely reader-friendly, INTRODUCTION TO BUSINESS LAW, 4E uses an innovative storytelling style to bring cases and legal concepts to life. Plus, it highlights

the material's business applications, so students can envision how they'll apply the content in their careers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Small Business Management

*Cengage Learning* Realize your dream for small business success with this market-leading book. **SMALL BUSINESS MANAGEMENT: LAUNCHING AND GROWING ENTREPRENEURIAL VENTURES, 17E** provides the practical concepts, entrepreneurial insights, and comprehensive resources you'll find essential both now and throughout your management future. **SMALL BUSINESS MANAGEMENT** delivers solid coverage of the fundamentals of business management as it teaches you not only how to start a business, but also how to manage, grow, and harvest a business. This market leading text places you in the role of decision maker, allowing you to immediately apply what you've learned to current challenges in today's small businesses. The book's thorough emphasis on building business plans ensures that you can effectively create, manage, and analyze a plan for your own venture. Unforgettable examples, exciting video cases, and coverage of the most current developments in business management today keep this engaging text as current and practical now as it was when it led the market in its first edition 50 years ago. Each edition builds upon past strengths with new innovations and breakthrough developments. **SMALL BUSINESS MANAGEMENT: LAUNCHING AND GROWING ENTREPRENEURIAL VENTURES, 17E** offers the insights and practical principles that you'll reference again and again throughout your business career. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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## Cengage Advantage Books: Essentials of Business Law

*Cengage Learning* No other text conveys such a passion for this profoundly important discipline. Delivering the material in their signature engaging style, the authors pepper their writing with a focus on human conflict that illustrates legal issues from the business manager's perspective. While more brief than traditional business law texts, **ESSENTIALS OF BUSINESS LAW, 5TH Edition** provides solid coverage of the core topics, especially contracts. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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## Cengage Advantage Books: Business Law: Principles and

## Practices

*Cengage Learning* BUSINESS LAW: PRINCIPLES AND PRACTICES, 9E has been revised dramatically to enhance learning! The 9th edition offers a new learning system with clear learning objectives to guide students. The fresh two-color design engages students with its contemporary features: Ethics in a Business Setting, You React, and the Self-Check Quizzes. The case examples are presented in readable segments to be clear, current, and jargon-free. Co-authored by Arnold J. Goldman, a practicing attorney and William D. Sigismund, a veteran business law educator, this straightforward text shows students about the law using fascinating cases and ethical dilemmas. Hypothetical examples immediately follow discussion of concepts to further reinforce understanding. The new edition is updated throughout to reflect recent changes in the law, covering legal rights and responsibilities in both the public and private sectors. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Business Law: Text and Cases

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## Entrepreneurship: Theory, Process, and Practice

*Cengage Learning* Learn the true process of a successful entrepreneur with ENTREPRENEURSHIP: THEORY, PROCESS, PRACTICE, 9e! Presenting the most current thinking in this explosive field, this renowned entrepreneurship text provides a practical, step-by-step approach that makes learning easy. Using exercises and case presentations, you can apply your own ideas and develop useful entrepreneurial skills. Cases and examples found throughout the text present the new venture creations or corporate innovations that permeate the world economy today. This book will be your guide to understanding the entrepreneurial challenges of tomorrow. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Employment and Labor Law

*Cengage Learning* A comprehensive introduction to employment and labor relations law, EMPLOYMENT AND LABOR LAW is ideal for non-legal students and professionals. Excerpts from real case law throughout the book illustrate how labor-related disputes arise and get resolved in the courts. And, eye-opening chapter features like The Working Law and Ethical Dilemma demonstrate how labor legislation and ethical decision-making can impact companies today. Complete with the most up-to-date information on the ADA Amendments Act, ERISA Amendments under the Obama Administration's 2009 economic stimulus plan, the Lilly Ledbetter Fair Pay Act, and much more, no other book combines such balanced coverage with an accessible, reader-friendly approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Factfulness

### Ten Reasons We're Wrong About the World--and Why Things Are Better Than You Think

*Flatiron Books* INSTANT NEW YORK TIMES BESTSELLER "One of the most important books I've ever read—an indispensable guide to thinking clearly about the world." - Bill Gates "Hans Rosling tells the story of 'the secret silent miracle of human progress' as only he can. But Factfulness does much more than that. It also explains why progress is so often secret and silent and teaches readers how to see it clearly." —Melinda Gates "Factfulness by Hans Rosling, an outstanding international public health expert, is a hopeful book about the potential for human progress when we work off facts rather than our inherent biases." - Former U.S. President Barack Obama Factfulness: The stress-reducing habit of only carrying opinions for which you have strong supporting facts. When asked simple questions about global trends—what percentage of the world's population live in poverty; why the world's population is increasing; how many girls finish school—we systematically get the answers wrong. So wrong that a chimpanzee choosing answers at random will consistently outguess teachers, journalists, Nobel laureates, and investment bankers. In Factfulness, Professor of International Health and global TED phenomenon Hans Rosling, together with his two long-time collaborators, Anna and Ola, offers a radical new explanation of why this happens. They reveal the ten instincts that distort our perspective—from our tendency to divide the world into two camps (usually some version of us and them) to the way we consume media (where fear rules) to how we perceive progress (believing that most things are getting worse). Our problem is that we don't know what we don't know, and even our guesses are informed by unconscious and predictable biases. It turns out that the world, for all its imperfections, is in a much better state than

we might think. That doesn't mean there aren't real concerns. But when we worry about everything all the time instead of embracing a worldview based on facts, we can lose our ability to focus on the things that threaten us most. Inspiring and revelatory, filled with lively anecdotes and moving stories, Factfulness is an urgent and essential book that will change the way you see the world and empower you to respond to the crises and opportunities of the future. --- "This book is my last battle in my life-long mission to fight devastating ignorance...Previously I armed myself with huge data sets, eye-opening software, an energetic learning style and a Swedish bayonet for sword-swallowing. It wasn't enough. But I hope this book will be." Hans Rosling, February 2017.

## Basic Business Statistics: Concepts and Applications

*Pearson Higher Education AU* Student-friendly stats! Berenson's fresh, conversational writing style and streamlined design helps students with their comprehension of the concepts and creates a thoroughly readable learning experience. Basic Business Statistics emphasises the use of statistics to analyse and interpret data and assumes that computer software is an integral part of this analysis. Berenson's 'real world' business focus takes students beyond the pure theory by relating statistical concepts to functional areas of business with real people working in real business environments, using statistics to tackle real business challenges.

## Introduction to Global Business: Understanding the International Environment & Global Business Functions

*Cengage Learning* The global business environment is rapidly changing because of shifts in geopolitical alliances, active roles of global institutions, and advances in information technology. Gaspar et al. INTRODUCTION TO GLOBAL BUSINESS, 1e introduces the comprehensive foundational and functional tools to better prepare students for a global business landscape. As part of the functional approach, the text flows smoothly and clearly from concept to application, asking students to implement their learning into real-world personal and professional applications. The specialized author team introduces globalization through unparalleled scholarship and a world-view presentation of the fundamental pillars of the global landscape - culture, ethics, economic, and information technology. The purpose of this book is to introduce students to these principles in an engaging, current, and relevant way in the hope that they may develop the knowledge for successful careers in a globalized business landscape. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Cengage Advantage Books: Business Law: Text & Cases - An Accelerated Course

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## Cengage Advantage Books: Business Law: Text and Cases - The First Course

*Cengage Learning* Based on the first half of the longtime market-leader BUSINESS LAW: TEXT AND CASES by Clarkson/Miller/Cross, this paperback text offers an affordable solution for the first course in a business law series, often a requirement for business majors. It delivers an ideal blend of classic black letter law and contemporary cases. The text's strong student orientation makes the law accessible, interesting, and relevant, with cases that represent the latest developments. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Cengage Advantage Books: Business Law Today, The Essentials: Text and Summarized Cases

*Cengage Learning* Interesting, clear, and applied, BUSINESS LAW TODAY: THE ESSENTIALS is your concise guide to the law and what it means in the business world--from contracts and secured transactions to warranties and government regulations. Easy to understand with an engaging writing style that is matched by vibrant visuals, BUSINESS LAW TODAY includes coverage of contemporary topics that impact not only the business world, but your life such as identity theft. Fascinating features and intriguing cases highlight the material's practicality. The text's companion website includes resources to help you study, such as sample answers to selected end-of-chapter business scenarios and case problems (one per chapter) ; Internet exercises; and interactive quizzes for every chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook

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## Essential Mathematics for Economics and Business

*John Wiley & Sons Essential Mathematics for Economics and Business* is established as one of the leading introductory textbooks on mathematics for students of business and economics. Combining a user-friendly approach to mathematics with practical applications to the subjects, the text provides students with a clear and comprehensible guide to mathematics. The fundamental mathematical concepts are explained in a simple and accessible style, using a wide selection of worked examples, progress exercises and real-world applications. New to this Edition Fully updated text with revised worked examples and updated material on Excel and Powerpoint New exercises in mathematics and its applications to give further clarity and practice opportunities Fully updated online material including animations and a new test bank The fourth edition is supported by a companion website at [www.wiley.com/college/bradley](http://www.wiley.com/college/bradley), which contains: Animations of selected worked examples providing students with a new way of understanding the problems Access to the Maple T.A. test bank, which features over 500 algorithmic questions Further learning material, applications, exercises and solutions. Problems in context studies, which present the mathematics in a business or economics framework. Updated PowerPoint slides, Excel problems and solutions. "The text is aimed at providing an introductory-level exposition of mathematical methods for economics and business students. In terms of level, pace, complexity of examples and user-friendly style the text is excellent - it genuinely recognises and meets the needs of students with minimal maths background." —Colin Glass, Emeritus Professor, University of Ulster "One of the major strengths of this book is the range of exercises in both drill and applications. Also the 'worked examples' are excellent; they provide examples of the use of mathematics to realistic problems and are easy to follow." —Donal Hurley, formerly of University College Cork "The most comprehensive reader in this topic yet, this book is an essential aid to the avid economist who loathes mathematics!" —Amazon.co.uk

## Business Law: Text & Cases - An Accelerated Course

*Cengage Learning* Based on the longtime market-leader BUSINESS LAW: TEXT AND CASES by Clarkson/Miller/Cross, this paperback text offers an affordable solution for those looking for a concise one-semester text that offers in-depth treatment of today's business law topics. Designed for the contemporary one-semester course, BUSINESS LAW: TEXT AND CASES--AN ACCELERATED COURSE provides the rigor and seriousness of a classic black-letter law text with a brief nineteen-chapter table of contents. The text combines the benefits of a black-letter law approach with a strong student orientation, making the law accessible, interesting, and relevant for readers. An excellent assortment of included cases range from precedent-setting landmarks to important recent decisions, and ethical, global, e-commerce, digital, and corporate themes are integrated throughout this edition. In addition, numerous critical-thinking exercises challenge students to apply what they have learned to real-world issues. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Cornerstones of Financial Accounting

*Cengage Learning* Get where you need to be with CORNERSTONES OF FINANCIAL ACCOUNTING. Cornerstones delivers a truly unique learning system that is integrated through the entire introductory managerial accounting journey — ensuring students will leave the course with the knowledge they need to be future business leaders. Students are guided through: Building A Strong Foundation: Students need to build a strong foundation of the fundamentals before they can move forward in this course. The unique Cornerstones approach gets them through the fundamentals FASTER so that they can transition to analyzing and applying concepts. Understanding Relationships: Rather than focusing on concepts in isolation, students should understand accounting as a system and recognize how the end result changes based on how the numbers affect each other. CORNERSTONES aids students in this step as an important part in training them to be good decision makers. Making Decisions: Armed with the knowledge they have gained from working through the other aspects of the Cornerstones approach, students are now given the tools to bring their knowledge full-circle and practice making good business decisions. Students love this approach because it presents materials the way they learn. Instructors love it because it gets students to master the foundations more quickly and allows more time to learn and apply the analysis and decision making of accounting. Get There with Cornerstones! Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Switched on Schoolhouse Office Applications 1 Tutorial Tutorial for Microsoft Word, PowerPoint, and Publisher

Students entering the job market will need multiple years' experience with Microsoft Word, PowerPoint, and Publisher--ensure they have the necessary skill set with Switched-On Schoolhouse Office Applications 1: Tutorials for Microsoft Word 2010, PowerPoint, and Publisher. This one-semester elective for high school students uses interactive lessons and multimedia to cover designing, editing and sharing business documents. Grades 9-12. New for Switched-On Schoolhouse 2013: Quiz & Test Answers: go directly to lessons where material was presented to students. Quiz & Test Scores: students can now see scores immediately. Reusable custom assignments: create one assignment and use in multiple units. Improved lesson plans that display scores and assignments that need grading. "Due Today" icon for students. Reading Log widget and ability to filter by dates. Print a yearly school calendar. New attendance tracker widget. New themes and quarterly updates for multimedia items. SOS 2013 System Requirements: Note: XP users MUST have Service Pack 3 installed. Vista users MUST have Service Pack 2 installed. Vista, Windows 7, & Windows 8 users are strongly recommended to meet the optimal performance requirements. Only English Language versions of Microsoft are supported. Windows RT is not supported. XP Service Pack 3 Windows Vista Service Pack 2 Windows 7 & 8 1 GHz or higher processor; 2 GHz for optimal performance.

1.4 GHz or higher processor; 2 GHz for optimal performance. 1.4 GHz or higher processor; Dual core for optimal performance. 512 MB RAM; 2 GB for optimal performance. 1 GB RAM (2GB for 64 bit); 4 GB for optimal performance. 2 GB RAM (2 GB for 64 bit); 4 GB for optimal performance. 3 GB Hard Drive Space; 10 GB for optimal performance. 3 GB RAM (2GB for 64 bit); 10 GB for optimal performance. 3 GB RAM (2 GB for 64 bit); 10 GB for optimal performance. CD-ROM Drive CD-ROM Drive CD-ROM Drive Adobe Reader Adobe Reader Adobe Reader Printer Recommended Printer Recommended Printer Recommended 1024 x 768 or higher 1024 x 768 or higher 1024 x 768 or higher

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## Microsoft Office 2013: Essential

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## Microsoft Access 2013: Introductory

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## Microsoft Excel 2013: Complete

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# Introduction to Information Systems

*John Wiley & Sons* Introduction to Information Systems, 9th Edition delivers an essential resource for undergraduate business majors seeking ways to harness information technology systems to succeed in their current or future jobs. The book assists readers in developing a foundational understanding of information systems and technology and apply it to common business problems.

## Microsoft Access 2013: Comprehensive

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