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**KEY=2013 - SANTANA SIMMONS**

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## Payroll Accounting 2016

Cengage Learning **Readers gain firsthand experience and the thorough foundation for success in calculating payroll, completing payroll taxes, and preparing payroll records and reports with this market-leading PAYROLL ACCOUNTING 2016 text. This edition prepares readers to deal with the latest laws in payroll for business today. The book focuses on practical applications rather than theory, giving readers opportunities to practice concepts with useful, hands-on exercises. Detailed examples and real business applications clearly demonstrate the relevance of what you are learning. This 2016 edition also covers topics on the Fundamental Payroll Certification (FPC) given by the American Payroll Association. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

## High Risk

## The California State Auditor's Updated Assessment of

# High-risk Issues the State and Select State Agencies Face

## Managing Public Money

## All I Want Is a Job!

## Unemployed Women Navigating the Public Workforce System

Stanford University Press **In All I Want Is a Job!**, Mary Gatta puts a human face on workforce development policy. An ethnographic sociologist, Gatta went undercover, posing as a client in a New Jersey One-Stop Career Center. One-Stop Centers, developed as part of the federal Workforce Investment Act, are supposed to be an unemployed worker's go-to resource on the way to re-employment. But, how well do these centers function? With swarms of new clients coming through their doors, are they fit for the task of pairing America's workforce with new jobs? Weaving together her own account with interviews of jobless women and caseworkers, Gatta offers a revealing glimpse of the toll that unemployment takes and the realities of social policy. Women—both educated and unskilled—are particularly vulnerable in the current economy. Since they are routinely paid less than their male counterparts, economic security is even harder for them to grasp. And, women are more easily tracked into available, low-wage work in sectors such as retail or food service. Originally designed to pair job-ready workers with available openings, the current system is ill fitted for diverse clients who are seeking gainful employment. Even if One-Stops were better suited to the needs of these workers, good jobs are scarce in the wake of the Great Recession. In spite of these pitfalls, Gatta saw hope and a sense of empowerment in clients who got intensive career counseling, new jobs, and social support. Drawing together

tales from the frontlines, she highlights the promise and weaknesses of One-Stop Career Centers, recommending key shifts in workforce policy. America deserves a system that is less discriminatory, more human, and better able to assist women and their families in particular. The employed and unemployed alike would be better served by such a system—one that would meaningfully contribute to our economic recovery and future prosperity.

## Introduction to Programming with C++

Cengage Learning Readers quickly become motivated to learn C++ with popular author Diane Zak's distinctive emphasis on the importance of C++ programming skills in business today. **AN INTRODUCTION TO PROGRAMMING WITH C++, 7E** distinguishes itself from all other C++ instructional books with its unique, reader-focused approach. Memorable new examples demonstrate concepts in action while a wealth of hands-on unique exercises allow readers to apply concepts as they progress. The book's visually-driven presentation clarifies concepts with useful IPO charts, flowcharts and code examples throughout. New videos and PDF files for each chapter demonstrate how readers can complete exercises using various compilers. Microsoft Visual Studio 2012 is also available with the book as an optional bundle. Trust **AN INTRODUCTION TO PROGRAMMING WITH C++, 7E** to stay engaged and enthusiastic about mastering the skills of C++ today. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Fundamentals of Information Systems

Cengage Learning Combining the latest research and most current coverage available into a succinct nine chapters, **FUNDAMENTALS OF INFORMATION SYSTEMS, 8E** equips students with a solid understanding of the core principles of IS and how it is practiced. The streamlined 560-page eighth edition features a wealth of new examples, figures, references, and cases as it covers the latest developments from the field--and highlights their impact on the rapidly changing role of today's IS professional. In addition to a stronger career emphasis, the text includes expanded coverage of mobile solutions, energy and environmental concerns, the increased use of cloud computing across the globe, and two cases per chapter. Learning firsthand how information systems can increase profits and reduce costs, students explore new information on e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping the industry. The text introduces the challenges and risks of computer crimes,

hacking, and cyberterrorism. It also presents some of the most current research on virtual communities, global IS work solutions, and social networking. No matter where students' career paths may lead, **FUNDAMENTALS OF INFORMATION SYSTEMS, 8E** and its resources can help them maximize their success as employees, decision makers, and business leaders. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

## EBOOK: Accounting: What the Numbers Mean

McGraw Hill Accounting has become known as the language of business. This new edition is written to meet the needs of those students who will not be accountants but who do need to understand accounting to learn the key language that embarks us in the business world. Marshall, the leading text in the Survey market, takes readers through the basics: what accounting information is, what it means, and how it is used. The authors help students succeed through clear and concise writing, a conceptual focus and unparalleled technology support. In using this text, students examine financial statements and discover what they do and do not communicate. This enables them to gain the crucial decision-making and problem-solving skills they need in order to succeed in a professional environment.

## Ethics in Information Technology

Cengage Learning Develop a strong understanding of the legal, ethical, and societal implications of information technology with Reynolds' **ETHICS IN INFORMATION TECHNOLOGY, 6E**. The latest edition of this dynamic book provides up-to-date, thorough coverage of notable technology developments and their impact on business today. Readers examine issues surrounding professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, freedom of expression, Internet censorship, protection and infringement of intellectual property, development of high-quality software systems, the impact of IT on society, social networking, and the ethics of IT corporations. Business vignettes, Critical-Thinking exercises, thought-provoking Cases and decision-making features prepare readers to make key business decisions and resolve ethical dilemmas in today's workplace. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

# Construction Law Update

Wolters Kluwer For the past twenty one years, legal and business professionals in the construction law industry have eagerly anticipated the annual release of this best-selling guide. The Construction Law Update chronicles and communicates changes in the construction law industry. Comprised of 14 informative chapters -- each written by an expert or experts in the field -- the 2015 Edition offers these contributing authors' timely, practical analysis on many current issues in the construction law industry. Construction Law Update brings you up-to-date with new developments impacting six major geographical regions of the United States: Southeast, Northeast, Southwest, West, Northwest, and Midwest. For these regions, you'll discover what's happening in vital areas like: New legislation affecting payment obligations Bidding rights and obligations Contractual rights and obligations Bonds and liens Insurance and sureties Building Code issues Arbitration And more!

## Running the Numbers

# A Practical Guide to Regional Economic and Social Analysis

M.E. Sharpe Through use of practical examples and a plainspoken narrative style that minimizes the use of math, this book demystifies data concepts, sources, and methods for public service professionals interested in understanding economic and social issues at the regional level.

## Federal Register

# Excel 2013: The Missing Manual

"O'Reilly Media, Inc." **The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.**

## Paths between Peace and Public Service

### A Comparative Analysis of Public Service Reform

#### Trajectories in Postconflict Countries

World Bank Publications **This study provides policy guidance on how to rebuild public services in postconflict settings. It conducts a comparative analysis of public service reform trajectories in five postconflict countries: Afghanistan, Liberia, Sierra Leone, South Sudan, and Timor-Leste.**

# Managerial Accounting

John Wiley & Sons "Realizing that most students in an introductory managerial accounting course are not going to major in accounting, this book seeks to position managerial accounting in a broader context of business decision making."-- Pref.

# Microsoft Visual Basic 2012: RELOADED

Cengage Learning Pairing fundamental programming concepts with both business applications and fun and engaging game applications, the fully revised fifth edition of MICROSOFT VISUAL BASIC 2012: RELOADED provides a solid foundation in programming principles and how to use them. The book begins by covering the basics, from creating user interfaces to understanding variables, constants, and calculations. Building on this knowledge, coverage progresses to more advanced topics, such as manipulating and querying a Microsoft Access database, creating Web applications, and creating classes and objects. This new edition leverages the powerful pedagogy of previous editions while bringing the content up-to-date with detailed explanations of the new features of Visual Basic 2012 and new examples and applications that illustrate how those features are put to work. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

# Principles of Information Systems

Cengage Learning Delivering the latest research and most current coverage available, PRINCIPLES OF INFORMATION SYSTEMS, 12E equips students with a solid understanding of the core principles of IS and how it is practiced. Covering the latest developments from the field and their impact on the rapidly changing role of today's IS professional, the twelfth edition includes expanded coverage of mobile solutions, an increased focus on energy and environmental concerns, new discussions on the growing use of cloud computing across the globe, a stronger career emphasis, and a fully updated running case. Learning firsthand how information systems can increase profits and reduce costs, students explore new information on e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping the industry. The text introduces the challenges and risks of computer crimes,

hacking, and cyberterrorism. It also presents some of the most current research on virtual communities and global IS work solutions as well as social networking. A long-running example illustrates how technology was used in the design, development, and production of this text. No matter where students' career paths may lead, **PRINCIPLES OF INFORMATION SYSTEMS, 12E** can help them maximize their success as employees, decision makers, and business leaders. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

## Managerial Accounting for Strategic Decision Making, Preliminary Edition

John Wiley & Sons **Business professionals that need to gain a stronger understanding of key accounting concepts will appreciate this book's approach. It focuses on the core concepts framed within the context of one company, C & C Sports and its supply chain. Through this example, they'll learn fundamentals of how a business operates along with the type of decisions that managers must make on a daily basis. Focus On mini chapters incorporate streamlined, complete coverage of certain topics. Reinforcing examples and exercises are also included to enable business professionals to assess their level of understanding before progressing to more advanced discussions.**

## Management and Leadership for Nurse Administrators

Jones & Bartlett Learning **"Management and Leadership for Nurse Administrators, Ninth Edition provides a comprehensive overview of key management and administrative concepts critical to leading healthcare organizations and ensuring patient safety and quality care. The text prepares nursing students and professional administrators to lead a workplace that is rapidly evolving due to technology, culture, and changes in the U.S. healthcare system"--**

## The Long-term Budget Outlook

# Wiley GAAP 2013

## Interpretation and Application of Generally Accepted Accounting Principles

John Wiley & Sons **The most practical, authoritative guide to GAAP Wiley GAAP 2013 contains complete coverage of all levels of GAAP, indexed to the ASC. Wiley GAAP renders GAAP more understandable and accessible for research, and has been designed to reduce the amount of time and effort needed to solve accounting research issues. Providing interpretive guidance and a wealth of real-world, content-rich examples and illustrations, this invaluable guide offers clear, user-friendly guidance on every pronouncement including FASB Technical Bulletins, AcSEC Practice Bulletins, FASB Implementation Guides, AICPA Statements of Position, and AICPA Accounting Interpretations. Offers insight into the application of complex financial reporting rules Contains detailed index for easy reference use Includes a comprehensive cross-reference of accounting topics to the FASB codification system With easy-to-access information, this reliable resource offers complete coverage of the entire GAAP hierarchy.**

## Marigold Mine Expansion Project

## Environmental Impact Statement

## Certain Security

# Finding Refuge from Criminal, Economic, and Political Instability Through Us Investment Visas

iUniverse Through investment visa programs administered by US Citizenship and Immigration Services, more than 7,000 families have immigrated to the United States, investing more than three billion dollars over the past twenty-two years. In "Certain Security," author Brian Dickens shares proven tools and strategies families can use to achieve personal and financial security through valuable and little-known programs. He describes the history and detailed requirements of the EB-5 Immigrant Investor Program and explains why this may be the best time in history to invest and live in the United States. He also discusses choosing a qualified EB-5 investment and introduces his four-step process for successfully navigating US investment visa programs. "Certain Security" examines US Citizenship and Immigration Services and its process for administering visas. Dickens then presents general information relative to taxation and immigrant investment and explores how US companies become eligible to attract these investments. He also shares secrets to identifying qualified service providers to help investors through the investment visa process. Dickens' personal immigration experience with his own family, combined with his clinical expertise from the investment visa industry and general investment and business-development industries, provides insight into these exciting programs from multiple perspectives. "Certain Security" serves as a valuable resource for those who wish to learn about these programs, overcome fear of change, and lead their families to safety and security in the United States.

## California Labor Code 2017

Lulu.com

## The Phoenix Project

# A Novel about IT, DevOps, and Helping Your Business Win

IT Revolution \*\*\*Over a half-million sold! The sequel, *The Unicorn Project*, is coming Nov 26\*\*\* “Every person involved in a failed IT project should be forced to read this book.”—TIM O’REILLY, Founder & CEO of O’Reilly Media “The Phoenix Project is a must read for business and IT executives who are struggling with the growing complexity of IT.”—JIM WHITEHURST, President and CEO, Red Hat, Inc. Five years after this sleeper hit took on the world of IT and flipped it on its head, the 5th Anniversary Edition of *The Phoenix Project* continues to guide IT in the DevOps revolution. In this newly updated and expanded edition of the bestselling *The Phoenix Project*, co-author Gene Kim includes a new afterword and a deeper delve into the Three Ways as described in *The DevOps Handbook*. Bill, an IT manager at Parts Unlimited, has been tasked with taking on a project critical to the future of the business, code named Phoenix Project. But the project is massively over budget and behind schedule. The CEO demands Bill must fix the mess in ninety days or else Bill’s entire department will be outsourced. With the help of a prospective board member and his mysterious philosophy of The Three Ways, Bill starts to see that IT work has more in common with a manufacturing plant work than he ever imagined. With the clock ticking, Bill must organize work flow streamline interdepartmental communications, and effectively serve the other business functions at Parts Unlimited. In a fast-paced and entertaining style, three luminaries of the DevOps movement deliver a story that anyone who works in IT will recognize. Readers will not only learn how to improve their own IT organizations, they’ll never view IT the same way again. “This book is a gripping read that captures brilliantly the dilemmas that face companies which depend on IT, and offers real-world solutions.”—JEZ HUMBLE, Co-author of *Continuous Delivery*, *Lean Enterprise*, *Accelerate*, and *The DevOps Handbook* ——— “I’m delighted at how *The Phoenix Project* has reshaped so many conversations in technology. My goal in writing *The Unicorn Project* was to explore and reveal the necessary but invisible structures required to make developers (and all engineers) productive, and reveal the devastating effects of technical debt and complexity. I hope this book can create common ground for technology and business leaders to leave the past behind, and co-create a better future together.”—Gene Kim, November 2019

## Soda Politics

### Taking on Big Soda (and Winning)

Oxford University Press, USA **How did products containing absurdly inexpensive ingredients become multibillion dollar industries and international brand icons, while also having a devastating impact on public health? In Soda Politics, Dr. Marion Nestle answers this question by detailing all of the ways that the soft drink industry works overtime to make drinking soda as common and accepted as drinking water, for adults and children. Dr. Nestle shows how sodas are principally miracles of advertising; Coca-Cola and PepsiCo spend billions of dollars each year to promote their sale to children, minorities, and low-income populations, in developing as well as industrialized nations. And once they have stimulated that demand, they leave no stone unturned to protect profits. That includes lobbying to prevent any measures that would discourage soda sales, strategically donating money to health organizations and researchers who can make the science about sodas appear confusing, and engaging in Corporate Social Responsibility (CSR) activities to create goodwill and silence critics. Soda Politics follows the money trail wherever it leads, revealing how hard Big Soda works to sell as much of their products as possible to an increasingly obese world.--From publisher description.**

### Revelations of Dominance and Resilience

### Unearthing the Buried Past of The Akpini, Akan, Germans and British at Kpando, Ghan

Sub-Saharan Publishers **Chinua Achebe ("The art of fiction") famously observed that until lions have their own historians "the history of the hunt will always glorify the hunter." In this volume chronicling the complex imperial and colonial entanglements of the Kpando region in eastern Ghana over recent centuries, the lions have found their proverbial historian. Drawing on an array of sources—archaeological, oral historical and documentary—Wazi Apoh brings locally**

nuanced perspective to the complex social political economic entanglements among Akpini, German and British actors. His illumination of previously silenced histories provides a rich platform from which to provoke us to imagine and act on the possibilities for restorative repatriation in the present. Its novel combination of historical study with analysis of ongoing dialogues over repatriation is a unique contribution to African studies.

## Social Expenditure in Central America, Panama and the Dominican Republic at a Glance

### 2007-2013

Inter-American Development Bank **Social spending is a powerful tool to reduce poverty, achieve higher equality and better life conditions for the inhabitants of a country. In "Social Expenditure in Central America, Panama and the Dominican Republic: 2007-2013", a characterization of the different variables that have taken social expenditure to its current position is performed. During the economic crisis period, many governments of the region confront this situation with an increase in social expenditures. However, part of the increase was centered on inflexible items, particularly wages, which facilitated the increase in fiscal deficits and, consequently, on public debt. Thus, after the financial crisis, the fiscal situation has reduced governments' buffers to respond to economic shocks, which imply that we need to examine the fiscal policy given its rigidity, the scarcity of public resources and the institutional contract. The study of wage bill increases provides more information related to the causes of this dynamic, and allow us to offer recommendations to improve spending management without threatening public finances. A better use of resources could contribute to define a more efficient and equitable agenda for the countries in the region. Finally, something that was not deeply explored, as of today, is the institutional complexity and how this could facilitate, or hinder, the government's ability to express its fiscal policy, including the effectiveness in the use of public resources.**

# Inside the Crystal Ball

## How to Make and Use Forecasts

John Wiley & Sons **A practical guide to understanding economic forecasts** In **Inside the Crystal Ball: How to Make and Use Forecasts**, UBS Chief U.S. Economist Maury Harris helps readers improve their own forecasting abilities by examining the elements and processes that characterize successful and failed forecasts. The book: Provides insights from Maury Harris, named among Bloomberg's 50 Most Influential People in Global Finance. Demonstrates "best practices" in the assembly and evaluation of forecasts. Harris walks readers through the real-life steps he and other successful forecasters take in preparing their projections. These valuable procedures can help forecast users evaluate forecasts and forecasters as inputs for making their own specific business and investment decisions. Emphasizes the critical role of judgment in improving projections derived from purely statistical methodologies. Harris explores the prerequisites for sound forecasting judgment—a good sense of history and an understanding of contemporary theoretical frameworks—in readable and illuminating detail. Addresses everyday forecasting issues, including the credibility of government statistics and analyses, fickle consumers, and volatile business spirits. Harris also offers procedural guidelines for special circumstances, such as natural disasters, terrorist threats, gyrating oil and stock prices, and international economic crises. Evaluates major contemporary forecasting issues—including the now commonplace hypothesis of sustained economic sluggishness, possible inflation outcomes in an environment of falling unemployment, and projecting interest rates when central banks implement unprecedented low interest rate and quantitative easing (QE) policies. Brings to life Harris's own experiences and those of other leading economists in his almost four-decade career as a professional economist and forecaster. Dr. Harris presents his personal recipes for long-term credibility and commercial success to anyone offering advice about the future.

## Prealgebra

Cengage Learning **Offering a uniquely modern, balanced approach**, Tussy/Koenig's **PREALGEBRA, Fifth Edition**, integrates the best of traditional drill and practice with the best elements of the reform movement. To many developmental math

students, algebra is like a foreign language. They have difficulty translating the words, their meanings, and how they apply to problem solving. Emphasizing the language of algebra, the text's fully integrated learning process is designed to expand students' reasoning abilities and teach them how to read, write, and think mathematically. It blends instructional approaches that include vocabulary, practice, and well-defined pedagogy with an emphasis on reasoning, modeling, communication, and technology skills. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

## Mastering Tax, BAS and Payroll

Cengage AU **Mastering Tax, BAS & Payroll** is the all-new reincarnation of what was formerly Vinton's Office Tax Procedures. This new text has been extensively updated to align it with the current units of the relevant qualifications. The new author, Bhupendra Sethia, is supported by three contributing authors, Paul Panebianco (Chisholm TAFE, VIC), Upasana Mahajan (Glenvale Education, VIC), and Susan Loane (formerly Open Colleges, NSW). The result is an entirely revised and up-to-date textbook that will fully support students undertaking Certificate IV in Bookkeeping and Certificate IV in Accounting. The text has been technically reviewed to ensure its currency, accuracy and adherence to the FNS Training Package.

## Experiencing MIS

Pearson Higher Education AU **Real-World Lessons + Excellent Support** Whatever you do in business, you will experience MIS. What kind of experience will you have with MIS? Will you understand how businesses use--and need--information systems to accomplish their goals and objectives, and develop their competitive strategy? By presenting real-world cases **Experiencing MIS** helps you to experience MIS right now at university, where you can exercise your enquiring mind and unlock the potential of information systems for business. With an approachable, easy-to-use and sometimes humorous attitude this text shows you how to become a better problem-solver and a valued business professional.

# Critical Analysis and Architecture for Strategic Business Planning

IGI Global **To strategically plan the future of a business, it is necessary to thoroughly understand the business and its position in the marketplace. This knowledge must be gathered through a comprehensive analysis of the organization, its suppliers, and customers. It is critical to review the tools and techniques that are available to develop a complete picture of the strength and value of a company and its internal interactions and relationships, together with the surrounding environment of competition and other factors that will enable planners to reliably assess the possibilities for the strategic direction for the organization. Insufficient attention is currently being given in business studies to achieve critical, useful information for the strategic development of an organization. Critical Analysis and Architecture for Strategic Business Planning seeks to fill current gaps in business and operations research by highlighting the need for greater focus on the research and analysis required to obtain the right kind of information pertaining to the effective business development of an organization. This publication examines the literature for best practices for business research and analysis, which would lead to obtaining the most advantageous information for guiding business and organizations. Covering topics such as business planning, information systems, and competitive advantage, it is an essential resource for managers, business leaders, business strategists, consultants, students and educators of higher education, researchers, and academicians.**

## Communities in Action

## Pathways to Health Equity

National Academies Press **In the United States, some populations suffer from far greater disparities in health than others. Those disparities are caused not only by fundamental differences in health status across segments of the population, but also because of inequities in factors that impact health status, so-called determinants of health. Only part of an individual's health status depends on his or her behavior and choice; community-wide problems like poverty,**

unemployment, poor education, inadequate housing, poor public transportation, interpersonal violence, and decaying neighborhoods also contribute to health inequities, as well as the historic and ongoing interplay of structures, policies, and norms that shape lives. When these factors are not optimal in a community, it does not mean they are intractable: such inequities can be mitigated by social policies that can shape health in powerful ways. **Communities in Action: Pathways to Health Equity** seeks to delineate the causes of and the solutions to health inequities in the United States. This report focuses on what communities can do to promote health equity, what actions are needed by the many and varied stakeholders that are part of communities or support them, as well as the root causes and structural barriers that need to be overcome.

## Foundations of the Islamic State

### Management, Money, and Terror in Iraq, 2005-2010

Rand Corporation Drawing from 140 recently declassified documents, this report comprehensively examines the organization, territorial designs, management, personnel policies, and finances of the Islamic State of Iraq (ISI) and al-Qa'ida in Iraq. Analysis of the Islamic State predecessor groups is more than a historical recounting. It provides significant understanding of how ISI evolved into the present-day Islamic State and how to combat the group.

## Model Rules of Professional Conduct

American Bar Association The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

## Political Tone

### How Leaders Talk and Why

University of Chicago Press **It's not what you say, but how you say it. Solving problems with words is the essence of politics, and finding the right words for the moment can make or break a politician's career. Yet very little has been said in political science about the elusive element of tone. In *Political Tone*, Roderick P. Hart, Jay P. Childers, and Colene J. Lind analyze a range of texts—from speeches and debates to advertising and print and broadcast campaign coverage— using a sophisticated computer program, DICTION, that parses their content for semantic features like realism, commonality, and certainty, as well as references to religion, party, or patriotic terms. Beginning with a look at how societal forces like diversity and modernity manifest themselves as political tones in the contexts of particular leaders and events, the authors proceed to consider how individual leaders have used tone to convey their messages: How did Bill Clinton's clever dexterity help him recover from the Monica Lewinsky scandal? How did Barack Obama draw on his experience as a talented community activist to overcome his inexperience as a national leader? And how does Sarah Palin's wandering tone indicate that she trusts her listeners and is open to their ideas? By focusing not on the substance of political arguments but on how they were phrased, *Political Tone* provides powerful and unexpected insights into American politics.**

### Ethnicity, Identity, and the Development of Nationalism in Iran

Syracuse University Press ***Ethnicity, Identity, and the Development of Nationalism in Iran* investigates the ways in which Armenian minorities in Iran encountered Iranian nationalism and participated in its development over the course of the twentieth century. Based primarily on oral interviews, archival documents, memoirs, memorabilia, and photographs, the book examines the lives of a group of Armenian Iranians—a truck driver, an army officer, a parliamentary representative, a civil servant, and a scout leader—and explores the personal conflicts and paradoxes attendant upon**

their layered allegiances and compound identities. In documenting individual experiences in Iranian industry, military, government, education, and community organizations, the five social biographies detail the various roles of elites and nonelites in the development of Iranian nationalism and reveal the multiple forces that shape the processes of identity formation. Yaghoubian combines these portraits with a theoretical grounding to answer recurring pivotal questions about how nationalism evolves, why it is appealing, what broad forces and daily activities shape and sustain it, and the role of ethnicity in its development.

## Engineering Design, Planning, and Management

Academic Press **Engineering Design, Planning and Management** covers engineering design methodology with an interdisciplinary approach, concise discussions, and a visual format. The book explores project management and creative design in the context of both established companies and entrepreneurial start-ups. Readers will discover the usefulness of the design process model through practical examples and applications from across the engineering disciplines. The book explains useful design techniques such as concept mapping and weighted decision matrices, supported with extensive graphics, flowcharts, and accompanying interactive templates. The discussions are organized around 12 chapters dealing with topics such as needs identification and specification; design concepts and embodiments; decision making; finance, budgets, purchasing, and bidding; communication, meetings, and presentations; reliability and system design; manufacturing design; and mechanical design. Methods in the book are applied to practical situations where appropriate. The design process model is fully demonstrated via examples and applications from a variety of engineering disciplines. The text also includes end-of-chapter exercises for personal practice. This book will be of interest to product designers/product engineers, product team managers, and students taking undergraduate product design courses in departments of mechanical engineering and engineering technology. Chapter objectives and end-of-chapter exercises for each chapter Supported by a set of PowerPoint slides for instructor use Available correlation table links chapter content to ABET criteria

## The Courage to be Profitable

# Get and Stay Profitable in Less than 30 Minutes a Month

Morgan James Publishing In **"The Courage to be Profitable"**, small business financial expert Ruth King shows business owners the easy steps to really understanding the financial part of their businesses. Written in English rather than accounting babble, profit and loss statements, balance sheets, proper pricing, and cash flow come alive and are easily understood. Anyone can follow this simple, three step process to avoid being another failure statistic. **"The Courage to be Profitable"** shows business owners how to get and stay profitable.

## Producing for TV and New Media

Taylor & Francis Gain a thorough understanding of the nuanced and multidimensional role producers play in television and new media today. Harness the creative, technical, interpersonal, and financial skills essential for success in this vibrant and challenging field. **Producing for TV and New Media** third edition is your guide to avoiding the obstacles and pitfalls commonly encountered by new and aspiring producers. New to this edition: \* "Focus on New Media" sections that highlight emerging media, web video, and mobile/small format media \* New sample production forms and contracts \* New review questions accompanying each interview and chapter \* All new interviews with industry professionals offer practical insight into cutting edge developments in television and new media production \* Fresh analysis of new media technology \* A revised and revamped companion website with all the sample forms and contracts in the book, updated web link resources, and much more Written especially for new and aspiring producers, with insight that simply cannot be found in any other books, this new edition is an indispensable guide for anyone looking to find success as a new media or TV producer.