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### KEY=OLD - RYAN LIN

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#### TEACHING ENGLISH, LANGUAGE AND LITERACY

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Routledge **This fully updated second edition of Teaching English, Language and Literacy is an essential introduction for anyone learning to teach English at primary school level. Designed for students on initial teacher training courses, but also of great use to those teachers wanting to keep pace with the latest developments in their specialist subject. The book covers the theory and practice of teaching English, language and literacy and includes comprehensive analysis of the Primary National Strategy (PNS) Literacy Framework. Each chapter has a specific glossary to explain terms and gives suggestions for further reading. This second edition covers key areas that students, teachers and English co-ordinators have to manage, and includes advice on: developing reading, including advice on choosing texts, and the role of phonics improving writing skills, including advice on grammar and punctuation planning and assessing speaking and listening lessons working effectively with pupils who are multilingual understanding historical developments in the subject the latest thinking in educational policy and practice, the use of multimedia maintaining good home-school links. gender and the teaching of English language and literacy All these chapters include clear examples of practice, coverage of key issues, analysis of research, and reflections on national policy to encourage the best possible response to the demands of the National Curriculum.**

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#### CONVEYANCING

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Conveyancing is designed for law students and new lawyers studying applied land law on the Irish Professional Practice Course. As the fourth edition is published at a time when major reform and modernisation of land law and conveyancing is proposed, the text has been fully revised and updated to include reference to proposed reforms, recently published bills and new legislation enacted. This includes new coverage on the Land Act 2005, the Title Act 2006 and the fundamental changes proposed by the Land and Conveyancing Law Reform Bill 2006. In two volumes, the fourth edition also features updated sample documentation and precedents to enable students to consider the procedural aspects of conveyancing. It includes complete coverage of all the essential knowledge needed when practicing conveyancing, including the legal concept of property, and the protection, acquisition and movement of proprietary interests. The principles of conveyancing practice are clearly explained, ensuring that this is an essential text for apprentices and practitioners in this field.

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#### CORPORATE CITIZENSHIP

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Oxford University Press, USA **Corporate citizenship is a prominent international issue as contemporary corporations are no longer expected to perform financially, but are also expected to have an ethical relationship of responsibility between the corporate itself and the society in which it operates and performs its business activities. Provides an up-to-date theoretical content pertaining to corporate citizenship, providing local and global examples and case studies.**

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#### THE RESPONSIBLE ADMINISTRATOR

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#### AN APPROACH TO ETHICS FOR THE ADMINISTRATIVE ROLE

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John Wiley & Sons **Praise for the Fifth Edition of The Responsible Administrator "Cooper's fifth edition is the definitive text for students and practitioners who want to have a successful administrative career. Moral reasoning, as Cooper so adeptly points out, is essential in today's rapidly changing and complex global environment."—Donald C. Menzel,**

president, American Society for Public Administration, and professor emeritus, public administration, Northern Illinois University "The Responsible Administrator is at once the most sophisticated and the most practical book available on public sector ethics. It is conceptually clear and jargon-free, which is extraordinary among books on administrative ethics."—H. George Frederickson, Stone Distinguished Professor of Public Administration, University of Kansas "Remarkably effective in linking the science of what should be done with a prescriptive for how to actually do it, the fifth edition of Cooper's book keeps pace with the dynamic changes in the field, both for those who study it and those who practice it. The information presented in these pages can be found nowhere else, and it is information we cannot ethically afford to ignore."—Carole L. Jurkiewicz, John W. Dupuy Endowed Professor, and Woman's Hospital Distinguished Professor of Healthcare Management, Louisiana State University, E. J. Ourso College of Business Administration, Public Administration Institute

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## AUDITING THEORY AND PRACTICE

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## INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

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Springer Science & Business Media After describing the functions of the PC and the role of computers in local and global networks, the authors explain the fundamentals of data management, as well as the support of firms' functions and processes through information processing. The concepts utilized are deployed in a multitude of modern and integrated application systems in manufacturing and service industries. These application examples make up the core of the book. Many application examples illustrate the methodologies addressed.

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## CONTEMPORARY ISSUES IN MANAGEMENT

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Edward Elgar Publishing This book is for upper-level students, managers and academics who are interested in exploring the messy reality of the contemporary workplace and in considering how things might be done differently. In particular, it offers a critical perspective on

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## HANDBOOK OF EARLY LITERACY RESEARCH

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Guilford Publications Current research increasingly highlights the role of early literacy in young children's development--and facilitates the growth of practices and policies that promote success among diverse learners. The Handbook of Early Literacy Research presents cutting-edge knowledge on all aspects of literacy learning in the preschool years. Volume 1 covers such essential topics as major theories of early literacy; writing development; understanding learning disabilities, including early intervention approaches; cultural and socioeconomic contexts of literacy development; and tutoring programs and other special intervention efforts.

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## BEHAVIORAL FINANCE: PSYCHOLOGY, DECISION-MAKING, AND MARKETS

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Cengage Learning Now you can offer your students a structured, applied approach to behavioral finance with the first academic text of its kind--Ackert/Deaves' BEHAVIORAL FINANCE: PSYCHOLOGY, DECISION MAKING, AND MARKETS. This comprehensive text--ideal for your behavioral finance elective-- links finance theory and practice to human behavior. The book begins by building upon the established, conventional principles of finance that students have already learned in their principles course. The authors then move into psychological principles of behavioral finance, including heuristics and biases, overconfidence, emotion and social forces. Students learn how human behavior influences the decisions of individual investors and professional finance practitioners, managers, and markets. Your students gain a strong understanding of how social forces impact people's choices. The book clearly explains what behavioral finance indicates about observed market outcomes as well as how psychological biases potentially impact the behavior of managers. Students learn the implications of behavioral finance on retirement, pensions, education, debiasing, and client management. This book is unique as it spends a significant amount of time examining how behavioral finance can be used effectively by practitioners today. The book's solid academic approach provides opportunities for students to utilize theory and complete applications in every chapter. A wide variety of end-of-chapter exercises, discussion questions, simulations and experiments reinforce the book's applied approach, while useful instructor supplements ensure you have the resources to clearly present theories of behavioral finance and their applications. 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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## ADVANCED FINANCIAL MANAGEMENT

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[Lulu.com](https://www.lulu.com)

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## THE EVOLUTION OF ECONOMIC THOUGHT

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[Cengage Learning](https://www.cengage.com) In this scholarly and timely presentation of the history of economic thought, you'll see how new ideas, evidence, problems and values can be used to reconsider basic disputes and major contributions of the past. THE EVOLUTION OF ECONOMIC THOUGHT, 8e covers the history of economics, the philosophies that drive the economic way of thinking, the ideas of the great economic thinkers and their logical connections to the world. You'll see how Robert Solow's pioneering model can be used to discuss recent renewed emphasis on growth theory and technological change and will explore antitrust perspectives and game theory. 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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## HANDBOOK OF EARLY LITERACY RESEARCH

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[Guilford Press](https://www.guilford.com) Building crucial bridges between theory, research, and practice, this volume brings together leading authorities on the literacy development of young children. The Handbook examines the full range of factors that shape learning in and out of the classroom, from basic developmental processes to family and sociocultural contexts, pedagogical strategies, curricula, and policy issues. Highlights of Volume 3 include cutting-edge perspectives on English language learning; innovative ways to support print knowledge, phonological awareness, and other code-related skills; and exemplary approaches to early intervention and teacher professional development.

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## FOOD ETHICS

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[Cengage Learning](https://www.cengage.com) FOOD ETHICS, 2E explores the ethical choices we make each time we eat. With twenty-six readings that bring together a diverse group of voices, this textbook dives into issues such as genetically modified foods, animal rights, population and consumption, the food industry's impact on pollution, centralized versus localized production, and more. In addition, this edition includes new introduction, new readings, a comprehensive index, and study questions that frame these significant issues for discussion and reflection. 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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## PROJECT MANAGEMENT FOR ENGINEERING, BUSINESS AND TECHNOLOGY

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[Routledge](https://www.routledge.com) Project Management for Engineering, Business and Technology is a highly regarded textbook that addresses project management across all industries. First covering the essential background, from origins and philosophy to methodology, the bulk of the book is dedicated to concepts and techniques for practical application. Coverage includes project initiation and proposals, scope and task definition, scheduling, budgeting, risk analysis, control, project selection and portfolio management, program management, project organization, and all-important "people" aspects—project leadership, team building, conflict resolution, and stress management. The systems development cycle is used as a framework to discuss project management in a variety of situations, making this the go-to book for managing virtually any kind of project, program, or task force. The authors focus on the ultimate purpose of project management—to unify and integrate the interests, resources and work efforts of many stakeholders, as well as the planning, scheduling, and budgeting needed to accomplish overall project goals. This sixth edition features: updates throughout to cover the latest developments in project management methodologies; a new chapter on project procurement management and contracts; an expansion of case study coverage throughout, including those on the topic of sustainability and climate change, as well as cases and examples from across the globe, including India, Africa, Asia, and Australia; and extensive instructor support materials, including an instructor's manual, PowerPoint slides, answers to chapter review questions and a test bank of questions. Taking a technical yet accessible approach, this book is an ideal resource and reference for all advanced undergraduate and graduate students in project management courses, as well as for practicing project managers across all industry sectors.

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## COMMUNICATION LAW

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## PRACTICAL APPLICATIONS IN THE DIGITAL AGE

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[Routledge](https://www.routledge.com) This fully revised third edition brings a fresh approach to the fundamentals of mass media and communication law in a presentation that undergraduate students find

engaging and accessible. Designed for students of communication that are new to law, this volume presents key principles and emphasizes the impact of timely, landmark cases on today's media world, providing an applied learning experience. This new edition offers expanded coverage of digital media law and social media, a wealth of new case studies, expanded discussions of current political, social, and cultural issues, and new features focused on ethical considerations and on international comparative law. Communication Law serves as a core textbook for undergraduate courses in communication and mass media law. Online resources for instructors, including an Instructor's Manual, Test Bank, and PowerPoint slides, are available at: [www.routledge.com/9780367546694](http://www.routledge.com/9780367546694)

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## **PUBLIC ECONOMICS**

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"Public Economics 7e is a southern African textbook on the subject, written by well-respected South African experts. The new edition equips senior undergraduate and postgraduate students with the basic analytic skills and demonstrates how these apply these."--

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## **ENVIRONMENTAL EDUCATION IN CONTEXT**

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### **AN INTERNATIONAL PERSPECTIVE ON THE DEVELOPMENT ENVIRONMENTAL EDUCATION**

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**BRILL** This book presents an international perspective on environmental educational and specifically the influence that context has on this aspect of curriculum. The focus is on environmental education both formal and non formal and the factors that impact upon its effectiveness, particularly in non-Western and non-English-speaking contexts (i.e., outside the UK, USA, Australia, NZ, etc. ).

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## **MANAGING INVESTMENT PORTFOLIOS**

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### **A DYNAMIC PROCESS**

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**John Wiley & Sons** "A rare blend of a well-organized, comprehensive guide to portfolio management and a deep, cutting-edge treatment of the key topics by distinguished authors who have all practiced what they preach. The subtitle, *A Dynamic Process*, points to the fresh, modern ideas that sparkle throughout this new edition. Just reading Peter Bernstein's thoughtful Foreword can move you forward in your thinking about this critical subject." —Martin L. Leibowitz, Morgan Stanley "Managing Investment Portfolios remains the definitive volume in explaining investment management as a process, providing organization and structure to a complex, multipart set of concepts and procedures. Anyone involved in the management of portfolios will benefit from a careful reading of this new edition." —Charles P. Jones, CFA, Edwin Gill Professor of Finance, College of Management, North Carolina State University

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## **THE POLITICAL IDEAS OF ST. THOMAS AQUINAS**

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**Simon and Schuster** Originally published in The Hafner Library of Classics in 1953, *The Political Ideas of St. Thomas Aquinas* provides important insights into the human side of one of the most influential medieval philosophers. St. Thomas Aquinas (c. 1226-1274) is recognized for having synthesized Christian theology with Aristotelian metaphysics, and for his spirited philosophical defense of Christianity that was addressed to the non-Christian reader. In this collection, editor Dino Bigongiari has selected Aquinas's key writings on politics, justice, social problems, and forms of government, including the philosopher's main works: *Regimine Principis (On Kinship)* and *The Summa Theologica*. In an authoritative discussion of the historical background and evolution of St. Thomas Aquinas's political ideas, Dr. Bigongiari's commentary explains this philosopher's enduring influence and legacy. Accompanying explanatory notes and a helpful glossary of unusual terms and familiar words help to make this practical volume an ideal text for students and general readers alike.

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## **CRIME PREVENTION**

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### **PRINCIPLES, PERSPECTIVES AND PRACTICES**

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**Cambridge University Press** *Crime Prevention: Principles, Perspectives and Practices* is a concise, comprehensive introduction to the theory and practice of crime prevention. The authors contend that crime prevention strategies should include both social prevention and environmental prevention. It embraces these strategies as an alternative to policing, criminal justice and 'law and order'. Part 1 presents an overview of the history and theory of crime prevention, featuring chapters on social prevention, environmental prevention

and evaluation. Part 2 explores the practice of crime prevention and the real life challenges of implementation, including policy making, prevention in public places, dealing with social disorder and planning for the future. Crime Prevention provides readers with an understanding of the political dimension of crime prevention and the ability to critically analyse prevention techniques. It is essential reading for undergraduate students of criminology, crime prevention and public policy.

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### **JAVASCRIPT: THE WEB WARRIOR SERIES**

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Cengage Learning Now in its sixth edition, JAVASCRIPT guides beginning programmers through web application development using the JavaScript programming language. As with previous editions of the book, the authors introduce key web authoring techniques with a strong focus on industry application. New coverage includes developing for touchscreen and mobile devices, and using the jQuery library. A real-world project, similar to what students would encounter in a professional setting, is developed chapter by chapter. Because professional web development jobs often require programmers to add features to existing sites, each chapter project uses a professionally designed web site. After completing a course using this textbook, students will be able to use JavaScript to build professional quality, dynamic web sites. 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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### **RELATIONSHIP MARKETING AND CUSTOMER RELATIONSHIP MANAGEMENT**

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Juta Written with undergraduate and postgraduate students in mind, this second edition provides new perspectives on the meaning of marketing. Delineating the basic principles of Relationship Marketing (RM) and Customer Relationship Management (CRM), this reference offers guidelines for planning and implementing CRM strategy. It argues that companies should move away from marketing to anonymous masses and toward developing and managing relationships with identifiable customers and stakeholders.

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### **VICTIMOLOGY**

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Routledge Victimology, Seventh Edition, introduces students to the criminal justice system in the United States and its impact on crime victims. Authors William Doerner and Steven Lab provide a fresh look at the theoretical basis of victimology and then present the key facets of crime and its effects. They examine financial and social costs both to the individual and to the larger community. This new edition uses the theoretical foundation of victimology to establish a clear conceptual framework and reduce repetition. Emerging trends in the field receive greater emphasis in this edition, including non-adversarial resolutions that offer remediation for crime victims. Crimes like intimate-partner violence and victimization in work or school environments continue to take a toll, and the authors examine efforts to prevent these crimes as well as responses after an incident occurs. Doerner and Lab challenge students to rethink the current response to crime victims, and to develop improved approaches to this costly social issue. Online supplements are available for both professors and students. A new chapter on explaining victimization provides context and a backdrop for examining emerging trends A new chapter on hate crimes delves into the complexities faced by victims as they negotiate the reporting process The text is supplemented by learning tools including chapter-by-chapter learning objectives, key terms, illustrative figures and tables, and call-outs to related Internet sites

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### **ASEM**

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### **INTEGRATED PRINCIPLES OF ZOOLOGY**

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McGraw-Hill Education Emphasizing the central role of evolution in generating diversity, this best-selling text describes animal life and the fascinating adaptations that enable animals to inhabit so many ecological niches. Featuring high quality illustrations and photographs set within an engaging narrative, Integrated Principles of Zoology is considered the standard by which other texts are measured. With its comprehensive coverage of biological and zoological principles, mechanisms of evolution, diversity, physiology, and ecology, organized into five parts for easy access, this text is suitable for one- or two-semester introductory courses.

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### **INTRODUCTION TO BUSINESS INFORMATION SYSTEMS**

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Most students, regardless of their major, need to understand information systems and technologies and their importance to the success of business organizations. While many of today's students have lived with technology their whole lives, they do not see the connection between what they use every day and what they need to understand to be successful in the business world. Introduction to Business Information Systems, Third Canadian Edition by James Norrie, Michelle Nanjad and Mark Huber focuses on IT as a source of business value

and outlines the innovative technologies, as well as the innovative ways to use technology, that help businesses excel. The goal of this book is to teach students that the effective integration of IS with knowledge can drive the creation of significant business value. *Introduction to Business Information Systems, Third Canadian Edition* is written for both the IT and non-IT major. It is written in a friendly, accessible style that will draw students in and engage them with the content. Expanded coverage of highly technical concepts is included in the Technology Core box found in each chapter as well as the TechGuides.

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### **THE EDUCATOR AS MEDIATOR OF LEARNING**

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Van Schaik Publishers This title focuses on the fundamentals of supervision and how supervision can be utilised effectively. The authors are involved in the fields of education, counseling and clinical psychology.

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### **INTRODUCING ENGLISH LANGUAGE**

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#### **A RESOURCE BOOK FOR STUDENTS**

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Routledge **Routledge English Language Introductions cover core areas of language study and are one-stop resources for students. Assuming no prior knowledge, books in the series offer an accessible overview of the subject, with activities, study questions, sample analyses, commentaries and key readings - all in the same volume. The innovative and flexible 'two-dimensional' structure is built around four sections - introduction, development, exploration and extension - which offer self-contained stages for study. Each topic can also be read across these sections, enabling the reader to build gradually on the knowledge gained. *Introducing English Language: is the foundational book in the Routledge English Language Introductions series, providing an accessible introduction to the English language contains newly expanded coverage of morphology, updated and revised exercises, and an extended Further Reading section comprehensively covers key disciplines of linguistics such as historical linguistics, sociolinguistics and psycholinguistics, as well as core areas in language study including acquisition, standardisation and the globalisation of English uses a wide variety of real texts and images from around the world, including a Monty Python sketch, excerpts from novels such as Virginia Woolf's *To the Lighthouse*, and news items from Metro and the BBC provides updated classic readings by the key names in the discipline, including Guy Cook, Andy Kirkpatrick and Zoltán Dörnyei is accompanied by a website with extra activities, project ideas for each unit, suggestions for further reading, links to essential English language resources, and course templates for lecturers. Written by two experienced teachers and authors, this accessible textbook is an essential resource for all students of the English language and linguistics.***

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### **INTRODUCTION TO MARKETING**

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Juta and Company Ltd **With a full explanation on the basic principles of marketing, this guidebook helps readers answer such questions as What is marketing? What is a marketing forecast? and What is the best way to conduct market research? Written by professionals for students and entrepreneurs, this text also features international case studies, numerous up-to-date examples of the latest developments and trends in marketing, and tried and tested information that helps students learn.**

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### **INTERNATIONAL FINANCIAL REPORTING STANDARDS**

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#### **A PRACTICAL GUIDE**

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World Bank Publications **Annotation. International Financial Reporting Standards (IFRS) in a business situation can have a significant effect on the financial results and position of a division or an entire business enterprise. 'International Financial Reporting Standards: A Practical Guide' gives private or public sector executives, managers, and financial analysts without a strong background in accounting the tools they need to participate in discussions and decisions on the appropriateness or application of IFRS. Each chapter summarizes an International Financial Reporting Standard, following a consistent structure: • Problems addressed by the IFRS • Scope of the Standard • Key concepts and definitions • Accounting treatment • Presentation and disclosure • Financial analysis and interpretation.**

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### **CONTEMPORARY ISSUES IN CRIMINOLOGY**

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**Policing, crime, poverty, prison management - these are just some of the key issues facing society today. This book addresses such issues, raising questions that should be of**

interest not only to academic criminologists but also to all those involved in the criminal justice system.

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### **ACCOUNTING PRINCIPLES FOR LAWYERS**

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Cambridge University Press Many lawyers, especially those dealing with commercial matters, need to understand accounting yet feel on shaky ground in the area. This book is written specifically for them. It breaks down and makes clear basic concepts (such as the difference between profit and cash flow), the accounting profession and the legal and regulatory framework within which accounting operates. The relevant provisions of the Companies Act 1985 are discussed at some length. Holgate explains generally accepted accounting principles in the UK (GAAP), the trend towards global harmonisation and the role of international accounting standards. He then deals with specific areas such as group accounts, acquisitions, tax, leases, pensions, financial instruments, and realised profits, focusing in each case on those aspects that are likely to confront lawyers in their work. This book will appeal to the general practitioner as well as to lawyers working in corporate, commercial, and tax law.

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### **INTEGRATED ORGANISATIONAL COMMUNICATION**

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Juta and Company Ltd This work adopts a multidisciplinary approach to corporate communication, including management communication, public relations, organizational behavior and change, marketing communication, and advertising. The many-faceted approach adopts the perspective of a practicing communications professional, emphasizes corporate branding, and focuses on an integrated approach to communication.

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### **INTERNATIONAL FINANCIAL REPORTING STANDARDS**

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#### **A FRAMEWORK-BASED PERSPECTIVE**

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Routledge International Financial Reporting Standards: A Framework-based Perspective links broad concepts and general accounting principles to the specific requirements of IFRS to help students develop and understand the judgments required in using a principle-based standard. Although it is still unclear whether the US will adopt IFRS, the global business environment makes it necessary for accounting students and professionals to be bilingual in both US GAAP and IFRS. This comprehensive textbook offers: A clear presentation of the concepts underlying IFRS A conceptual framework to guide students in interpreting and applying IFRS rules A comparison between IFRS and US GAAP to develop students' understanding of the requirements of each standard Real world examples and case studies to link accounting theory to practice, while also exposing students to different interpretations and applications of IFRS End of chapter material covering other aspects of financial reporting, including international auditing standards, international ethics standards, and corporate governance and enforcement, as well as emerging topics, such as integrated accounting, sustainability and social responsibility accounting and new forms of financial reporting Burton & Jermakowicz have crafted a thorough and extensive tool to give students a competitive edge in understanding, and applying IFRS. A companion website provides additional support for both students and instructors.

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### **HIV/AIDS CARE AND COUNSELLING**

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#### **A MULTIDISCIPLINARY APPROACH**

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#### **PRACTISING STRATEGY**

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#### **A SOUTHERN AFRICAN CONTEXT 2E**

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"Given the common acknowledgement that strategy implementation is the greatest challenge to managers in the 21st century and the greatest reason for strategy failure we decided to focus on strategy implementation. Rather than promoting the unrealistic idea of strategy as a purely rational and deliberate outcome, this book acknowledges and explores the idea that strategy is often emergent, messy and experimental and features a number of new chapters, focusing on strategy implementation and change management, resource allocation and responsible leadership. It also includes a more detailed coverage of managing strategic risk."--Publisher's description.

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**COMMUNICATION AND MEDIA ETHICS**

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"Ethics in communication and media has arguably reached a pivotal stage of maturity in the last decade, moving from disparate lines of inquiry to a theory-driven, interdisciplinary field presenting normative frameworks and philosophical explications for communicative practices. The intent of this volume is to present this maturation, to reflect the vibrant state of ethics theorizing and to illuminate promising pathways for future research"--

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**COMMERCIAL LAW**

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Oxford University Press, USA **Commercial Law** offers a fresh, modern, and stimulating exploration of this diverse and fascinating area of law. The text provides thorough coverage of all key aspects of the syllabus, including the law of agency, the sale of goods, international trade, and methods of payment, finance, and security. This coverage is enhanced through a range of novel learning features, including examples, definitions, and diagrams, that encourage understanding and demonstrate how the principles behind the law are applied in practical transactions. **Online Resources** This text is accompanied by online resources, including bonus chapters on insurance law, consumer credit, competition law, commercial ADR, and the Convention on the International Sale of Goods, multiple choice questions, answer guidance for the questions in the textbook, further reading, glossary flashcards, a referencing guide

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**INTRO TO CRIMINOLOGY**

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**CORPORATE GOVERNANCE HANDBOOK**

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**PRINCIPLES AND PRACTICE**

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Juta Academic **This informative text will provide the reader with the critical skills needed to achieve superior levels of customer service in today's competitive markets, ensuring that customers become and remain loyal. Offering guidelines for companies to develop their own governance best practices, this account integrates South African case studies that act as examples for professional advisors and academics alike. Courses in corporate strategy, business law, tax, accounting, and entrepreneurship will especially benefit from this comprehensive book.**