

## Technical Business Writing (Quickstudy Reference Guides Academic)

**This recently updated guide thoroughly covers the process of conducting business activities, using diagrams and concise outlining.**

**Quick reference guide to the essentials of two of the most highly used writing style guides for college- level students. The 7th edition of the American Psychological Association's publication manual combined with reference to the 8th edition of the Modern Language Association's rules of punctuation, reference citation, structure and format in 6 laminated handy pages filled with the answers you need for these commonly used guidelines. APA is used largely in academics, psychology, communications, business, nursing, social sciences, criminology, education, economics and more. MLA is used for language and literature, foreign language, literary criticism and cultural studies. Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper, ensuring a better grade if you are a student or a more professionally clean article or paper if writing for publication in your field. For the convenience and benefit of increasing the quality of your writings, the price makes it easy to add this to your writers toolbox. 6 page laminate guide includes: APA STYLE 7th Edition What is APA Style? Writing for the Behavioral & Social Sciences Manuscript Structure & Content Writing Clearly & Concisely The Mechanics of Style Statistics in Text Paper Format Citing Sources in the Text with Examples Reference List with Formatting Samples MLA STYLE 8th Edition What is MLA Style? Research & Writing & Reference Works Plagiarism & Academic Integrity Research Paper Format Citing Sources in the Text Mechanics of Writing with Examples Works Cited List with Examples Suggested uses: Students - Handy reference while writing papers & easily switch between styles Professors/Teachers - Keep handy while writing for academic journals in your subject area Professionals - Use while writing academic articles or papers for publication**

**Quick reference guide to the essentials of two of the most highly used writing style guides for college-level students. The most frequently used elements of the 7th edition of the American Psychological Association's publication manual are combined with elements of the 9th edition of the Modern Language Association's rules of punctuation, reference citation, structure and format. This concise 6 page, colorfully organized, durably laminated guide is filled with the answers you need. APA is used largely in academics, psychology, communications, business, nursing, social sciences, criminology, education, economics and more. MLA is used for language and literature, foreign language, literary criticism and cultural studies. Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper, ensuring a better grade for students and professionally formatted articles when writing for publication in your field. For the convenience and benefit of increasing the quality of your writings, the price makes this an easy add to your writer's toolbox. 6 page laminate guide includes: APA STYLE 7th Edition What is APA Style? Writing for the Behavioral & Social Sciences Manuscript Structure & Content Writing Clearly & Concisely The Mechanics of Style Presentation of Statistics in Text Reference List with Examples MLA STYLE 9th Edition What is MLA Style? Research & Writing Plagiarism & Academic Integrity Research Paper Format Citing Sources in the Text Inclusive Language Principles Mechanics of Writing with Examples Works Cited List with Examples Suggested uses: Students - Handy reference while writing papers & easily switch between styles Professors/Teachers - Keep handy while writing for academic journals in your subject area Professionals - Use while writing academic articles or papers for publication**

**Whether you are majoring in business, looking for investors or developing solid plans for your boss or your own business, this guide can pave the way and/or be there for you when you need a refresher.**

**Quick reference guide to the 7th edition of the American Psychological Association's publication manual for rules of punctuation, reference citation, structure and format in 6 laminated handy pages filled with the answers you need for these commonly used guidelines. This style guide is used largely in academics, psychology, communications, business, nursing, social sciences, criminology, education, economics and more. Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper, ensuring a better grade if you are a student or a more professionally clean article or paper if writing for publication in your field. For the convenience and benefit of increasing the quality of your writings, the price makes it easy to add this to your writers toolbox. 6 page laminate guide includes: What is APA Style? Scientific Writing Manuscript Structure & Content Clear & Concise Writing The Mechanics of Style Visuals & Results Paper Format with Sample Paper Citing Sources in the Text with Examples Reference Type List Sample Reference List Publication Process Suggested uses: Students - Handy reference while writing papers, collect the set of guides you need for your classes to easily switch between styles Professors/Teachers - Keep handy while writing for academic journals in your subject area Professionals - Use while writing academic articles or papers for publication**

**A Quickstudy Laminated Law Reference & Bar Exam Study Guide**

### English Composition & Style

#### The Associated Press Stylebook 2015

#### The Art of War

\*\*\*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 it's 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

Technical and Business WritingQuickstudy

Project strategic superiority. Often a required read for business in college or required by an employer, The Art of War by Sun Tzu remains one of the most influential books of all time.

Becky Sheetz, author and corporate trainer specializing in Sun Tzu's strategies covers core principles offering the original text plus a breakdown of the business application of that principle. Organized graphically for easy access and retention in 6 laminated pages, this guide can be used throughout your career. Suggested uses: \* Students/Teachers - inexpensive reference for any business student for principles everyone should know (since your competition will be using them against you) \* Personal - knowing these principles is a must and can be a strategy in itself that shows a deeper knowledge of business as it relates to people and organizations

Our 3-panel (6-page) guide offers a concise review of tips to help improve skills in English grammar and word usage, which is sure to make it a hit with "grammarphobes" and word lovers, alike. Jam-packed with information that is divided into separate sections on grammar pitfalls and usage pitfalls, including: \*Subject-Verb Agreement \*Tense & Pronoun Shifts \*Run-on Sentences & Sentence Fragments \*Commas & Apostrophes \*Double Negatives \*Misused Modifiers \*Split Infinitives \*Redundancy \*Verb Form Mistakes \*Misused Words \*And more!

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: • Push past writer's block • Grab-and keep-readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage

International Business

The Phoenix Project

1001 Words for Success

Academic Writing

1001 Words for Success - Synonyms, Antonyms & Homonyms

Explains essential business math and how to create equations and spreadsheets in Microsoft® Excel to compute that math. More than a guide to using Excel, written by a professor that teaches the course Business Math with Spreadsheets, this well-rounded coverage includes screenshots, Excel equations and an explanation of the math. Great for students or anyone needing a handy guide for reference.

Set up your business for success with the perfect shot. The experts at Entrepreneur provide a two-part guide to success. First, learn how to take your writing career into your own hands as a professional freelance writer. Then, master the fundamentals of business startup including defining your business structure, funding, staffing, and more. This kit includes: Essential industry and business-specific startup steps with worksheets, calculators, checklists, and more Entrepreneur magazine's Start Your Own Business, a guide to starting any business and surviving the first three years and beyond Interviews and advice from successful entrepreneurs in the industry Worksheets, brainstorming sections, and checklists Entrepreneur's Startup Resource Kit (downloadable) MORE ABOUT ENTREPRENEUR'S STARTUP RESOURCE KIT Every small business is unique. Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents, and more—all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter, and letters covering all aspects of sales operations to help you make the sale and generate new customers and huge profits.

full-size - laminated technical & business writi guide

Essential core of real property law in a 6 page laminated guide authored and designed for quick reference. Use as a review for exams, to find a fact fast, for refreshing memory, or to constantly reinforce your knowledge base. With the mass of knowledge and facts needed for a law degree and then for practicing law, a trusted reference source is rarely found at this price that works so well. Lamination ensures the guides will last a lifetime through school and beyond. Law students, lawyers and paralegals have agreed QuickStudy law guides are a must-have. 6-page laminated guide includes: Estate Adverse Possession Servitude Easement Real Covenant & Equitable Servitude Sale of Real Property, "Land Conveyance," or "Sale of Real Estate" Recording System Lender Use of Real Property to Assure Repayment of Loan Land Use Law Miscellaneous Terms

In our global economy and marketplace, it is more critical than ever to understand the dynamics of international business, and our 3-panel (6-page) guide is jam-packed with valuable information for both students and businesspeople. Theories and their proponents, principles and concepts all are explained and complemented by eye-catching graphics.

Atlas of Human Anatomy

HBR Guide to Better Business Writing (HBR Guide Series)

How to Write a Business Plan Quick Reference Guide

Common Grammar Pitfalls and Mistakes

Business Terminology

*Provides information on manuscript preparation, punctuation, spelling, quotations, captions, tables, abbreviations, references, bibliographies, notes, and indexes, with sections on journals and electronic media.*

*Updated for 2018 ICD-10 CM (International Classification of Diseases, Clinical Modification) guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed for you to find answers fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals for classifying and coding diagnoses, symptoms and procedures recorded in conjunction with hospital care. 6-page laminated guide includes: General Coding Conventions & Official Guidelines Instructional Notations Chapter-Specific Official Guidelines Selection of Principal Diagnosis Reporting Additional Diagnoses Diagnostic Coding & Reporting Guidelines for Outpatient Services Steps to Coding Diagnoses Using the ICD-10-CM Manual Documentation of Complications of Care Rules of Compliance External Cause Codes Sequencing Multiple Codes Correctly What to Code & What Not to Code The Process of Abstracting Medical Coding ICD-10-PCS Selection of Principal Procedure ICD-10-PCS Coding Conventions ICD-10-PCS Sections & Subsections Medical & Surgical Section: Guidelines Obstetrics Section: Guidelines New Technology Section: Guidelines ICD-10-PCS Terms*

*Guide to how "elements of style" function in the composition and editing process of writing. Useful for any student from middle school through college as a quick-reference writing tool.*

*There is a reason why it's called "writer's block": long writing projects are daunting regardless of whether you are a student writing an essay or a professional who suddenly must access those long-forgotten academic skills to write a report. Our new Writing Tips & Tricks guide contains the information you need to get that project underway in an easy-to-use, color coded format. Use it to improve your writing so your point gets across and your readers take away the main ideas. Diagrams help illustrate key points in the writing process, and often forgotten grammar and mechanics issues are explained with examples.*

*Ideal for overseas students studying at English-medium colleges and universities, this practical writing course enables international students to meet the required standard of writing and use an appropriate style for essays, exams and dissertations. Newly revised and updated to include extra exercises and material suggested by teachers and students, Academic Writing explains and demonstrates all the key writing skills and is ideal for use in the classroom or for independent study. Useful at every stage of an academic career and beyond, this indispensable book features: different styles and formats from CVs and letters to formal essays a focus on accuracy coverage of all stages of writing, from understanding titles to checking your work essential academic writing skills such as proper referencing, summarising and paraphrasing diagrams and practice exercises, complete with answers.*

*Medical Coding ICD-10-CM*

*Chicago Manual of Style Guidelines*

*A QuickStudy Laminated Guide*

*Freelance Writing Business: Step-by-Step Startup Guide*

*How To Write A Business Plan (Speedy Study Guides)*

If you can write clear, concise instructions, then you can be a technical writer. Learn, step-by-step, how to turn your creative writing talent into a highly lucrative career, where you get paid big money consistently to use your writing skills.

Find yourself making faux pas with frequent malapropisms? Are you using the same banal terms, day in and day out? Have friends pointed out your overuse of platitudes or your plebeian vocabulary? Improve it and pick up a few neologisms along the way with 1,001 Words for Success, a myriad list of frequently looked-up words in BarCharts' handy three-panel format! 1,001 terms and their most common definitions, along with their part of speech, will enhance your writing, speaking, correspondence, reading comprehension, and presentations, whatever your bailiwick might be!

BarCharts understands that proper managing of employees within a company results in a happier, more productive work environment--that's why our newest 3-panel guide will come in handy for any business leader! Comprehensive details regarding every type of management are featured, along with key definitions and useful tips to help achieve office harmony.

A fully revised and updated edition of the bible of the newspaper industry

Basic algebraic concepts. Useful for any student in pre-algebra and beyond as a reference tool.

Style Guide for Business Writing

How to Become a Technical Writer

APA & MLA: Easy and Quick Study Guidelines in Tables

Ap - Associated Press Style Guide

Pre-Algebra

**This best-of, quick reference thesaurus will ensure you find the perfect word faster than an internet search or 300 page book. In 6 laminated pages, the words handpicked by our wordsmith Erin Brenner (speaker, writer, and contributor to thesaurus and vocabulary-related websites) are selections based on twenty plus years of word-choice through her editorial expertise. These powerful words can raise everything from test scores to social status. Essays and speeches with a broad yet expertly honed vocabulary have elevated people to the highest forms of leadership. Those leaders say the use of the right word at the right instant is crucial. In school, with the right vocabulary in your toolbox, the better grades you will build. In business, communication skills can make or break a career. Have the best selection handy for reference while writing, memorizing or preparing a speech. 6 page laminated guide includes: Well over 1001 words with definitions Part of speech signified per word Words include best synonym & antonym per word Select homophones included**

**Comprehensive guide which is a must for business students, professionals or anyone looking to broaden their business vocabulary. 6-page laminated guide packed with 100's of daily business terms.**

**Not sure about the meaning of "curtilage?" Want to find out what "pro hac vice" entails? The perfect study aid for law students and the ideal quick reference for legal professionals, this up-to-date, comprehensive 3-panel (6-page) guide provides the most commonly used legal terms--complete with fluff-free definitions--in an easy-to-read A-to-Z format. Including such need-to-know terms as, affidavit, defendant ,estoppel, juvenile, quid pro quo, res ipsa loquitur, zoning, and more, this guide proves beyond a reasonable doubt why QuickStudy is America's #1 legal reference chart!**

**"APA & MLA: Easy and Quick Study Guidelines in Tables" is specifically designed for students and professional writers to quickly learn updated APA Publication Manual (7th edition) and MLA Handbook (9th edition). The book includes over 120 tables of the vast majority of rules about using APA 7th edition and MLA 9th edition correctly. The guide consists of 2 parts: --- Guide to APA Style (7th Edition) --- Guide to MLA Style (9th Edition) 1. Guide to APA Style (7th Edition) Revised according to the 7th edition of the APA Manual, this guide is offering general format and examples of APA: - paper layout - title page - abstract - contents - headings - in-text citations - quotations - reference list - footnotes - lists - tables and figures - notes - appendices, etc. among others including - APA Student Sample Paper and - APA Professional Sample Paper. 2. Guide to MLA Style (9th Edition) With this guide, you will be able to format your paper according to the MLA style right away thanks to its easy-to-navigate structure and step-by-step guidelines on setting up research papers in MLA format. Revised according to the 9th edition of the MLA Handbook, this guide is offering general format and examples of MLA: - paper layout - title page - running head, headings, lists - tables, figures, and examples - in-text citations - quotations, paraphrases, making changes to quotations - Works Cited list - footnotes and endnotes - text styling (spelling, punctuation, capitalization, italics, numbers) and - abbreviations, etc. among others including - MLA-formatted Sample Paper. Learn more about spelling, punctuation, capitalization, italics, abbreviations, numbers, etc. These student guidelines reflect the newest versions of the APA Manual and MLA Handbook with 80+ examples of references for each style.**

**Students and working professionals will find this guide filled with top to bottom essentials of management to be the most comprehensive and utilitarian tool for study or reference. Expertly written and designed to fit in 6 laminated pages, the condensed outline format covers the essence of a management college course. Organized for quick access to the answers you need for class, tests, or for reference to mainstays of a working day - a quick review of core concepts and the full listing of key factors for anything from human resources to operations can keep you on your toes. By sticking to facts and eliminating fluff, we give you a great return on investment through better grades and better business as well as laminated durability to ensure this guide will lasts through college and your career. 6 page laminated guide includes: Who is a Manager? Factors Affecting Management Evolution of Management Making Decisions Economic Considerations Work Groups & Teams General Operations Changing Environments Human Resources Planning for the Future Organizing, Staffing & Coordinating Leading the Organization Controlling Direction & Operations Communications International Business Ethical Reasoning in Business Management in the 21st Century**

**Technical and Business Writing**

**Managing People**

**Real Property**

**Legal Terminology**

**Business Communications**

When that research paper comes due and you've forgotten your style manual, get the guidance you need quickly with the Chicago Manual of Style QuickStudy guide. Based on the 16th edition of CMS, this handy, easy-to-carry three-panel guide contains the information you need for writing academic papers to CMS specifications, pared down to the essentials, including common, real-world sample references for both CMS citation formats so that you can be sure you are giving appropriate credit where credit is due.

Handy reference that is as fast and durable as those people who choose to work in the world of mass media. Every tool helps with today's challenging goal of sharing information that is accurate, precise, clear and without bias, online, on air or in print (in words, photos, videos, or graphics, and in many mediums). The info you need to know regarding principles and guidelines to ethics, types of writing, uses of photography and videography, terminology, style, spelling, punctuation, and grammar is here in 6 laminated pages designed for quick access.

Students in communications, mass media, and journalism, experienced writers, editors, managers and others at magazines, newspapers and news bureaus will find this tool a must-have. AP is also used in business for writing press releases, marketing campaigns and other corporate items, as well as online-only publishers, web content creators and bloggers. 6 page laminated guide includes: What Is AP Style? Special AP Stylebook Sections Broadcast Guidelines Business Guidelines Data Journalism Food Guidelines AP Principles Accuracy in Images Aim for On-the-Record Reporting Avoid Hate Speech Conflicts of Interest Copyright Infringement Corrections Data & Graphics Privacy Responses Social Media Terminology Punctuation Other Styles Recent Updates

Essentials of the college level Intermediate Accounting 1 course expertly written in our time-tested condensed format that is proven to support students, their studies, grades and even their professional life after graduation. Our experienced author, professor and consultant Michael Griffin, MBA, CMA, CFM, ChFC has outdone himself providing the clearest organization of concepts streamlined to offer facts, equations, examples and explanations in 6 laminated pages offering incredible value for quality course and professional support that you will not find anywhere else. Any business professional that deals with top-level management of multifaceted companies would also find this to be a great reference for facets they may not deal with on a daily basis, but that they are expected to understand regarding operations and strategy, again at an unbeatable value. 6 page laminated guide includes: Financial Accounting Conceptual Framework of Financial Accounting Income Statement Revenue Recognition Discontinued Operations Comprehensive Income Earnings Per Share Statements Balance Sheet Cash & Cash Equivalents Receivables Inventory Self-Constructed Assets Research & Development Property, Plant & Equipment (PP&E) Depreciation, Depletion & Amortization Intangible Assets Time Value of Money Financial Disclosures Auditor's Report

This 6-page guide outlines the basic concepts of business writing, ranging from memos to customer correspondence. Statistics problems can make the best students shudder as they near the classroom, but they need not worry any longer--QuickStudy is here to help! A comprehensive, up-to-date collection of tips and tricks for understanding statistics/probability is contained in this 3-panel (6-page) guide, which is designed with easy-to-use icons to help students go right to the equations and problems they most need to learn, and also call out helpful tips to use and common pitfalls to avoid.

Intermediate Accounting

You Can Earn a Great Living as a Writer Now!

Second Edition

Gre Test Prep - Reasoning Through Language Arts

APA/MLA Guidelines - 7th/9th Editions Style Reference for Writing

*Author's credits taken from front cover and p. ix.*

*Contains full-color illustrations of fifteen human body systems, covering surface anatomy, joints and ligaments, the brain, the senses, the heart, origins and insertions, and the skeletal, muscular, nervous, digestive, respiratory, circulatory, lymphatic, urogenital, and reproductive systems.*

*Good communication skills are essential for companies in terms of marketing their services to the public, and for co-workers interacting with each other. BarCharts' new 3-panel guide addresses this important area of business, using a format that breaks down each element into sections featuring comprehensive lists of key definitions, tips and suggestions. It's a must-have for any businessperson's bookshelf.*

*So you're planning on starting a business but you need funding. One of the requirements asked by any financial agency is the submission of a viable business plan. Save on professional fees by writing the plan yourself. Here's a quick study guide that will present a step-by-step instruction on crafting an irresistible business proposal. Secure a of this guide today!*

*Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include Stock Market Math, Candlestick Charting, The Mathematics of Options, and A Technical Approach to Trend Analysis.*

*Strategic Management*

*APA Guidelines - 7th Edition*

*The Chicago Manual of Style*

*APA and MLA Simplified Formatting for Students*

*Quick Study Excel for Business Math*

Quick and easy-to-read coverage of every language arts concept covered on the exam with examples and practice questions to boost your score all in one 6 page laminated reference guide that is handy and durable enough to take anywhere for studying, reviewing or refreshing. We do not add pages to charge higher prices or leave pages half empty, we pack each page with quality answers to your questions and design guides so you can find facts fast for the most powerful study tool at the lowest possible price. 6 page laminated guide includes: Test Overview Reading Comprehension: Analysis Reading Comprehension: Close Reading Language & Grammar: Part One

Elements of the Extended Response Essay Test-Taking Tips

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

Writing Tips & Tricks

Implementing Basic Business Math Concepts in Excel 2010

Business 101

A Quickstudy Laminated Reference Guide