

Understanding Business 9th Edition Chapter 1

Master today's important spreadsheet and business analytics skills with SPREADSHEET MODELING AND DECISION ANALYSIS: A PRACTICAL INTRODUCTION TO BUSINESS ANALYTICS, 9E, written by respected business analytics innovator Cliff Ragsdale. This edition's clear presentation, realistic examples and fascinating topics help you become proficient in today's most widely used business analytics techniques using the latest version of Excel in Microsoft Office 365 or Office 2019. Become skilled in using the newest Excel functions and tools as well as Analytic Solver and Data Mining add-ins. This edition helps you develop both algebraic and spreadsheet modeling skills with step-by-step instructions and annotated, full-color screen images that make examples easy to follow. Special sections, such as World of Business Analytics, emphasize how to apply what you learn about descriptive, predictive and prescriptive analytics to today's real business situations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

For 21st-century entrepreneurs, this book provides the practical guidance they need to overcome the often intimidating challenges of starting, organizing, and running a new business effectively and efficiently. • 400 unique evaluative descriptions of print and electronic resources for initial start-up, creating a business plan, management, marketing, personnel and HR, and competitive analysis • Screenshots of important and useful web pages • A glossary of relevant terms and acronyms • An index provides access by author, title, subject, and webpage

In the second book of the Jannah Jewels Series, the girls are caught and thrown aboard the ship of Zheng He, the famous Chinese Muslim Admiral. Caught in a lightning thunderstorm, they must sail in raging waters to retrieve a rare medicine plant. Can the Jannah Jewels escape the fiery arrows of pirates and make it safely back home?

How can you be an ethical corporate citizen in an increasingly complex, multiple-stakeholder world? This is the most pressing question facing businesses today, small and large, local and global. Business Ethics is a thorough yet accessible exploration of the main ethical theories and how these apply to the major stakeholders facing this question. Written from a truly international perspective and supported by diverse and innovative learning features, this book provides the tools and concepts necessary to understand and effectively manage ethical challenges wherever you are in the world. 'Key Concepts' and 'Think Theory' boxes ensure the essential ideas are straightforward to grasp but don't go unchallenged, while 'Ethics in Action' boxes and Case Studies illustrate these ideas at play in the working world. Step into the shoes of a decision-maker with 'Ethical Dilemma' boxes and hear from them first hand with new 'Practitioner Spotlight' boxes, which feature fascinating insights from real-life practitioners on how they manage ethical decisions and what skills they consider to be crucial to success. The fourth edition offers a wealth of new cases and examples as well as updates of favourites from previous editions, including features on AirBnB, TOMS, and McDonalds. Bespoke video interviews with the practitioners from the book and new multiple-choice questions enhance the online resources for students, while workshop and flipped classroom activity ideas support lecturers. In addition, content has been thoroughly updated across the book and online to reflect the latest developments and issues surrounding corporate citizenship, globalization, and sustainability. Award-winning, best-selling, and up-to-date; this is the textbook of choice for those wishing to excel in business ethics. The book is supported by an extensive range of online resources: For students: Practitioner Spotlight videos and web links Additional Case Study web links Additional Ethics in Action web links Addition Ethics on Screen web links Think Theory responses Film list Ethics career guide Further reading Multiple-choice questions For lecturers: VLE content PowerPoint slides Test bank Case bank Sample course outline Teaching notes for Case Studies Teaching notes for Ethical Dilemmas Teaching notes for Ethics in Action features Teaching notes for Ethics on Screen features Ideas for structured workshops

Principles of Management

Capitalism at the Crossroads

Business Law: Text & Exercises

Charting the Path to Small Business Success

School, Family, and Community Partnerships

Writing Your Journal Article in Twelve Weeks

Business Statistics continues the tradition of presenting and explaining the wonders of business statistics through a clear, complete, student-friendly pedagogy. In this 10th edition, author Ken Black uses current real-world data to equip students with the business analytics techniques and quantitative decision-making skills required to make smart decisions in today's workplace.

Introduction to Business covers the scope and sequence of most introductory business courses. The book provides detailed explanations in the context of core themes such as customer satisfaction, ethics, entrepreneurship, global business, and managing change. Introduction to Business includes hundreds of current business examples from a range of industries and geographic locations, which feature a variety of individuals. The outcome is a balanced approach to the theory and application of business concepts, with attention to the knowledge and skills necessary for student success in this course and beyond.

WHAT'S IN IT FOR ME? Information technology lives all around us-in how we communicate, how we do business, how we shop, and how we learn. Smart phones, iPods, PDAs, and wireless devices dominate our lives, and yet it's all too easy for students to take information technology for granted. Rainer and Turban's Introduction to Information Systems, 2nd edition helps make Information Technology come alive in the classroom. This text takes students where IT lives-in today's businesses and in our daily lives while helping students understand how valuable information technology is to their future careers. The new edition provides concise and accessible coverage of core IT topics while connecting these topics to Accounting, Finance, Marketing, Management, Human resources, and Operations, so students can discover how critical IT is to each functional area and every business. Also available with this edition is WileyPLUS - a powerful online tool that provides instructors and students with an integrated suite of teaching and learning resources in one easy-to-use website. The WileyPLUS course for Introduction to Information Systems, 2nd edition includes animated tutorials in Microsoft Office 2007, with iPod content and podcasts of chapter summaries provided by author Kelly Rainer.

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

The Chase in China

Services Marketing: People, Technology, Strategy (Ninth Edition)

Supporting and Transforming Business

BUS 101, Middlesex County College

Competing in the Connected Economy

Model Rules of Professional Conduct

Understanding Business

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Visually engaging, enticing and current examples with an overall focus on business. Business Law continues to be the most engaging text for readers by featuring a visually appealing format with enticing and current examples while maintaining its focus on business. Readers will learn business law, ethics, and the legal environment in a way that will encourage them to ask questions and go beyond basic memorization.

This text's user-friendly format, manageable length, and up-to-date real world examples enable students to experience business firsthand. 'Business in Action' takes students on an engaging exploration of the fundamentals, strategies, and dynamics that make the business world work.

Principles of Management is designed to meet the scope and sequence requirements of the introductory course on management. This is a traditional approach to management using the leading, planning, organizing, and controlling approach. Management is a broad business discipline, and the Principles of Management course covers many management areas such as human resource management and strategic management, as well as behavioral areas such as motivation. No one individual can be an expert in all areas of management, so an additional benefit of this text is that specialists in a variety of areas have authored individual chapters. Contributing Authors David S. Bright, Wright State University Anastasia H. Cortes, Virginia Tech University Eva Hartmann, University of Richmond K. Praveen Parboteeah, University of Wisconsin-Whitewater Jon L. Pierce, University of Minnesota-Duluth Monique Reece Amit Shah, Frostburg State University Siri Terjesen, American University Joseph Weiss, Bentley University Margaret A. White, Oklahoma State University Donald G. Gardner, University of Colorado-Colorado Springs Jason Lambert, Texas Woman's University Laura M. Leduc, James Madison University Joy Leopold, Webster University Jeffrey Muldoon, Emporia State University James S. O'Rourke, University of Notre Dame

Jannah Jewels Book 2

Business Ethics

UNDERSTANDING BUSINESS

For Contemporary Decision Making

Introduction to Information Systems

Understanding Business Strategy Concepts Plus

For home-based family child care (daycare) providers, taking care of the children is only half of the job. The other half is taking care of the business—tracking expenses, being profitable, filing taxes, and meeting government requirements. This resource covers everything family child care providers need to keep accurate business records. If a family child care provider pays close attention to the recommendations in this book, he or she will be able to claim the maximum allowable deductions and pay the lowest possible federal taxes. Since the previous edition of Family Child Care Record-Keeping Guide, Congress and the IRS have made many changes to tax rules that affect family child care providers. There have been changes in depreciation rules, adjustments to food and mileage rates, and clarifications on how to calculate the Time-Space percentage. Author Tom Copeland has been involved in many IRS audits and represented providers in several Tax Court cases that have also clarified numerous rules. Further necessitating this ninth edition, the IRS issued two significant new rules in 2013. These updates, new rules, and clarifications are detailed in this book; all of the information is applicable to child care providers in every state, regardless of local regulations. Tom Copeland, is a writer, trainer, lawyer, and consultant focusing on family child care business issues. He has conducted record-keeping, tax preparation, and business workshops for family child care providers across the country since 1981.

Over the past few years, many fundamental changes have occurred in data communications and networking that will shape the future for decades to come. Updated with the latest advances in the field, Jerry FitzGerald and Alan Dennis' 10th Edition of Business Data Communications and Networking continues to provide the fundamental concepts and cutting-edge coverage applications that students need to succeed in this fast-moving field. Authors FitzGerald and Dennis have developed a foundation and balanced presentation from which new technologies and applications can be easily understood, evaluated, and compared.

Strengthen family and community engagement to promote equity and increase student success! When schools, families, and communities collaborate and share responsibility for students' education, more students succeed in school. Based on 30 years of research and fieldwork, this fourth edition of a bestseller provides tools and guidelines to use to develop more effective and equitable programs of family and community engagement. Written by a team of well-known experts, this foundational text demonstrates a proven approach to implement and sustain inclusive, goal-oriented programs. Readers will find: Many examples and vignettes Rubrics and checklists for implementation of plans CD-ROM complete with slides and notes for workshop presentations

Focus on the basics of business law principles with BUSINESS LAW: TEXT AND EXERCISES, 9E. Written in user-friendly language, each chapter concentrates on one important topic, allowing readers to easily explore specific points of law and concepts. The authors have taken special care to provide straightforward descriptions, everyday examples, and varied exercises to help readers apply what they are reading and learning to real-life situations. Developed to provide a business law overview, this edition's short, concise chapters are punctuated with illustrative and timely features, including Highlighting the Point and real case summaries. Each chapter's learning tools clarify contemporary legal principles in a practical presentation that ensures readers gain a solid understanding of business law.

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The Entrepreneur's Information Sourcebook: Charting the Path to Small Business Success, 2nd Edition

Business Statistics

Global Strategy

Spreadsheet Modeling & Decision Analysis: A Practical Introduction to Business Analytics

Family Child Care Record-Keeping Guide, Ninth Edition

Loose-Leaf Edition Understanding Business

Now in its ninth edition, *Financial Management for Decision Makers* provides students with a unique focus on the practical application of financial management and its role in decision making. Covering topics such as financial planning, making capital investment decisions, and financing a small business, it provides an ideal introduction to the world of financial management. New to this edition: · A new chapter on international aspects of financial management, which explores the benefits and problems associated with internationalisation and the management of foreign exchange risk · Updated explanations throughout including greater coverage of behavioural finance and share valuation methods · Increased number of activities, giving more opportunities to engage with the key concepts · Updated Real World examples, which provide connections between the theory and practice of financial decision making This text is ideal for undergraduates from a non-accounting or non-finance discipline taking an introductory module in financial management. It is also suitable for postgraduate students enrolled on certificate and diploma courses in financial management, as well as those enrolled on Diploma in Management Studies and MBA programmes. The text can also be used by finance and accounting students as a foundation for further study. Visit www.pearsoned.co.uk/atrill to gain access to a suite of resources which accompany this text: · For instructors: Solution's manual, and PowerPoint slides · For students: Opportunities to practise and additional support given through a companion website Peter Atrill is a freelance academic who has worked with leading institutions in the UK, Europe and SE Asia. He was formerly the Head of Business and Management and Head of Accounting and Law at Plymouth Business School, Plymouth University.

Today's era of economic crisis has sent a powerful message: The age of "mercenary" capitalism is ending. We must finally embark on a new age of sustainable, stakeholder-based capitalism. While enlightened executives and policymakers understand the critical need for change, few have tangible plans for making it happen. In *Capitalism at the Crossroads: Next Generation Business Strategies for a Post-Crisis World*, Third Edition, Stuart L. Hart presents new strategies for identifying sustainable products, technologies, and business models that will drive urgently needed growth and help solve social and environmental problems at the same time. Drawing on his experience consulting with top companies and NGOs worldwide, Hart shows how to craft your optimal sustainability strategy and overcome the limitations of traditional "greening" approaches. In this edition, he presents new and updated case studies from the United States and around the world, demonstrating what's working and what isn't. He also guides business leaders in building an organizational "infrastructure for sustainability"—one that can survive budgeting and boardrooms, recharging innovation and growth throughout your enterprise. Discover: · The new business case for pursuing sustainable capitalism · Sustainability strategies that go far beyond environmental sensitivity · How to fully embed your enterprise in the local context—and why you should · Tactics for making long-term sustainability work in a short-term world

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Health Care Law and Ethics, Ninth Edition offers a relationship-oriented approach to health law—covering the essentials, as well as topical and controversial subjects. The book provides thoughtful and teachable coverage of every aspect of health care law. Current and classic cases build logically from the fundamentals of the patient/provider relationship to the role of government and institutions in health care.

The book is adaptable to both survey courses and courses covering portions of the field. Key Features: New authors Nick Bagley and Glenn Cohen Incorporated anticipated changes to the Affordable Care Act More current cases and more streamlined notes, including ones on medical malpractice, bioethics, and on finance and regulation More coverage of “conscientious objection” and “big data” - Discussion of new

“value based” methods of physician payment - Expanded coverage of “fraud and abuse” Current issues in public health (e.g., Ebola, Zika) and controversies in reproductive choice (e.g., Hobby Lobby) Coverage of cutting-edge genetic technologies (e.g., gene editing and mitochondrial replacement)

The S Corporation Answer Book

Health Care Law and Ethics

Business Law

Business Research Methods (Book Only)

Financial Management for Decision Makers 9th Edition

Next Generation Business Strategies for a Post-Crisis World

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.

Global Strategy: Competing in the Connected Economy details how firms enter, compete and grow in foreign markets. Jain moves away from the traditional focus on developed countries and their multinational enterprises, instead focusing on both developed and emerging economies, as well as their interaction in an increasingly connected world. As the current global business environment is increasingly shaped—and connected—by faster technological developments, geopolitical forces, emerging economies, and new multinationals from those economies, this highly charged dynamic provides rich opportunity to revisit mainstream paradigms in globalization, innovation, and global strategy. The book rises to the challenge, exploring new competitive phenomena, new business models, and new strategies. Rich illustrations, real-world examples, and case data, provide students and executives with the insights necessary to connect, compete, and grow in a globalized business environment. This bold book succinctly covers strategy models and implementation for a range of global players, providing students of strategy and international business with a rich understanding of the contemporary business environment. For access to additional materials, including Powerpoint slides, a list of suggested cases, and sample syllabus, please contact Vinod Jain (vinod.jain01@yahoo.com).

'A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.' - Joan Bolker, author of Writing Your Dissertation in Fifteen Minutes a Day 'Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher's Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

Discover the knowledge and tools that today's most successful firms use to build business and consistently outperform the competition when you open the latest edition of Ireland/Hoskisson/Hitt's UNDERSTANDING BUSINESS STRATEGY CONCEPTS PLUS, Third Edition. This concise, hands-on approach by recognized leaders in business strategy clearly demonstrates how solid management strategy equals the decisive, responsive action that prosperous firms use to create sustainable competitive advantage. This edition guides you, step-by-step, through creating strong strategy, planning for success, implementing responsive action, competing effectively with strategy, analyzing the environment and firm, and improving upon results. The authors clearly connect strategy concepts to the real business world, giving you the unique opportunity to examine and learn from strategy that has worked as well as strategy that has failed within familiar companies. The latest research and insights from global business leaders, extensive examples, and practical cases help equip you with the hands-on skills and career tools for your own superior performance and strategic management success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Basic Statistics for Business and Economics

The Legal Environment of Business: Text and Cases

Business in Action

Principles of Business

Business Communication for Success

Packed with examples, this book offers a clear and engaging overview of ethical issues in business. It begins with a discussion of foundational issues, including the objectivity of ethics, the content of ethical theories, and the debate between capitalism and socialism, making it suitable for the beginning student.

It then examines ethical issues in business in three broad areas. The first is the market. Issues explored are what can be sold (the limits of markets) and how it can be sold (ethics in marketing). The second is work. Topics in this area are health and safety, meaningful work, compensation, hiring and firing, privacy, and whistleblowing. The third area is the firm in society. Here readers explore corporate social responsibility, corporate political activity, and the set of ethical challenges that attend international business. Issues are introduced through real-world examples that underscore their importance and make them come alive. Arguments for opposing positions are given fair hearings and students are encouraged to develop and defend their own views. Key Features Introduces each topic with a real-world example, which is referenced regularly in the subsequent argument. Contains a critical evaluation of capitalism and socialism, with a focus on private property, the market system, and the welfare state. Explores the limits of markets and encourages students to ask what should and should not be for sale. Explores the phenomena of corporate political activity and ethical consumerism. Includes initial chapter overviews and – at the end of each chapter – study questions and suggested additional readings.

This quick-reference manual lets you help clients take full advantage of their S corporation status and minimize their taxes. It leads you directly to authoritative information on every aspect of the S corporation, enabling you to: Arm the S corporation against the potential tax traps hidden in the Small Business Tax Protection Act. Maximize the tax benefits of S corporation status. Make a qualified Subchapter S Subsidiary (QSub) election. Identify dispositions that will trigger the built-in gains tax. Avoid added tax liability or loss of S corporation status from passive investment income. Capitalize on the permissible differences in stock rights to facilitate estate planning and ownership transfers. Determine allocation of income, losses, and deductions in the termination year of the S corporation . Plus, there are citations to The controlling rules, regulations, and court decisions that will save you hours of research.

"Our experienced and diverse authors and long-tenured editorial team have created a product that meets the needs of nearly all classrooms, no matter the size, teaching modality, or learning objectives. The content is unmatched in depth, breadth, currency, and relevancy, and is presented in an extremely readable format for students with all learning styles. A wealth of technology solutions engages students, enriches learning, furthers understanding, and simplifies instructors' assessment processes. Course supplements tightly align with chapter concepts and enhance retention, making instructors of all experience levels Grade-A rock stars. And unparalleled support from our digital faculty consultants helps ensure you and your students benefit from the full experience of what is now the gold standard in Introduction to Business classes. Nickels/McHugh/McHugh, Understanding Business, 13th Edition does more than teach-it prepares students to create real impact on the world"--

The experienced author team, alongside the long-tenured McGraw Hill product team have created a market-leading product that meets the needs of nearly all classrooms, no matter the size, teaching modality or learning objectives. The content is unmatched in depth, breadth, currency, and relevancy, and is presented in an extremely readable format for students with all learning styles. A wealth of technology solutions engages students, enriches learning, furthers understanding, and simplifies instructors' assessment processes. Course supplements tightly align with chapter concepts and to enhance retention, making instructors of all experience levels Grade-A rockstars. Unparalleled support from our Digital Faculty Consultants, Student Ambassadors, Implementation, Sales and Product Teams, all help to ensure both instructors and students benefit from the full experience of what is now the Gold Standard in Introduction to Business classes.

A Contemporary Introduction

Cengage Advantage Books: Business Law: Principles and Practices

Essentials of Business Law

With a Guide to Abbreviation of Bibliographic References : for the Guidance of Authors, Editors, Compositors, and Proofreaders

International Business Law and Its Environment

Financial Accounting

PRINCIPLES OF BUSINESS, Eighth Edition, provides complete instruction in business concepts and skills students need in today's competitive environment. This market-leading introductory business text offers extensive coverage in major business concepts, such as finance, marketing, operations, and management.

Students gain valuable information and skills for the workplace, as well as preparation for success in competitive events, such as DECA, FBLA, and BPA. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding Business has long been the market leader because we listen to instructors and students. With this eleventh edition we are proud to offer a platinum experience, that: Improves Student Performance—Understanding Business puts students at the center. It's the only learning program on the market to offer proven adaptive technology that increases grades by a full letter through Connect® Business, and the only program to offer the first and only adaptive eBook ever, SmartBook. Enhances your Teaching—The authors are dedicated to supporting your teaching and your student's learning, which is why they listen to YOU and develop resources based on YOUR suggestions and course needs. This is the only author-team on the market that carefully review each and every resource to ensure cohesion. Accessible to All—This learning program has moved toward tighter compliance with the Web Content Accessibility Guidelines, and provides students the opportunity to learn regardless of learning style or disability. What's more, it earner a perfect score of 100 points possible by Quality Matters, an independent organization that reviews and certifies the quality of online courses and online components. Choose a platinum experience. Choose Understanding Business.

The most up-to-date and reliable record-keeping resource for home-based family child care providers

Comprehensive, authoritative, and cutting-edge, THE LEGAL ENVIRONMENT OF BUSINESS combines a classic black letter law approach with an interesting and accessible reader-friendly format. The cases, content, and features of the exciting new ninth edition have been thoroughly updated to represent the latest developments in the business law environment. An excellent assortment of cases ranges from precedent-setting landmarks to important recent decisions, and ethical, global, and corporate themes are integrated throughout. In addition, numerous features and exercises help you master the material and apply what you have learned to real-world issues, and the text offers an unmatched range of support resources, including innovative online study tools that help you work effectively and maximize your results. It's no wonder THE LEGAL ENVIRONMENT OF BUSINESS is used by more colleges and universities than any other legal environment text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Business Data Communications and Networking

Eighth Edition

Tools for Business Decision Making 5th Edition for University of Arizona

Managing Corporate Citizenship and Sustainability in the Age of Globalization

A Guide to Academic Publishing Success

Your Handbook for Action

INTERNATIONAL BUSINESS LAW AND ITS ENVIRONMENT, 8e, International Edition centers on the basic market-entry strategies most firms deploy as they expand into international markets: trade in goods and services, protecting and licensing intellectual property, and foreign direct investment. Interweaving the law with ethics-related issues, the text shows how individual firms manage these strategies in different ways while discussing the latest political, economic, and legal developments around the world. Helpful features such as case examples, end-of-chapter questions, and ethics activities help solidify your understanding of the material.

Services Marketing: People, Technology, Strategy is the ninth edition of the globally leading textbook for Services Marketing by Jochen Wirtz and Christopher Lovelock, extensively updated to feature the latest academic research, industry trends, and technology, social media, and case examples. This book takes on a strong managerial approach presented through a coherent and progressive pedagogical framework rooted in solid academic research. It features cases and examples from all over the world and is suitable for students who want to gain a wider managerial view. Supplementary Material Resources: Resources are available to instructors who adopt this textbook for their courses. These include: (1) Instructor's Manual, (2) Case Teaching Notes, (3) PowerPoint deck, and (4) Test Bank. Please contact sales@wspc.com. Key Features:

Introduction to Business

The Core

Understanding Business

Suggestions to Medical Authors and A.M.A. Style Book