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KEY=TEST - SHERLYN HAILEY

Microsoft Excel 2013: Introductory

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

Enhanced Microsoft Excel 2013: Comprehensive

Cengage Learning Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer

skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2013: Complete

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

Technology Now: Your Companion to SAM Computer Concepts

Cengage Learning TECHNOLOGY NOW: YOUR COMPANION TO SAM COMPUTER CONCEPTS helps students learn computer concepts that are essential for success in the workplace today. Technology Now aligns perfectly with the SAM Computer Concepts tasks; this 1:1 correspondence of book topics to SAM content provides a streamlined learning experience for all students, no matter what their learning style or level of experience. Adapted for print (or digital e-book) by technology expert and author Professor Corinne Hoisington, Technology Now not only compliments and reinforces the online experience, but also provides additional material beyond what is in SAM to help students learn; hands-on activities let students try new technologies and ethical issues scenarios, critical thinking activities, and team projects help to elevate their thinking and keep them engaged and motivated. Technology Now is written

in simple language with fun and interesting examples that today's students can relate to; information is current, concise and presented visually in bite-sized chunks with key terms highlighted and defined. Customize the printed book to include just the chapters that meet your course's learning objectives, and set up your SAM course so it contains only the SAM tasks covered in the book. Use the e-book version with SAM for a 100% digital course. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010: Essential

Cengage Learning Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2010: ESSENTIAL you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010: Introductory

Cengage Learning Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

IC3 Certification Guide Using Microsoft Windows 10 & Microsoft Office 2016

Cengage Learning Readers prepare for success with IC3 (Internet and Computing Core Certification) as they master basic requirements for all three IC3 certification exams: Computing Fundamentals, Key Applications, and Living Online. IC3 CERTIFICATION GUIDE USING MICROSOFT WINDOWS 10 & MICROSOFT OFFICE 2016 offers IC3 global training and certification preparation to help users earn globally accepted, validated credentials and prove to employers, customers or higher education institutions that they have the computer skills to excel in today's digital world. This book emphasizes key knowledge and timely skills to ensure proficiency in using computer technology, ranging from basic hardware and software to operating systems, applications, and the Internet. Comprehensive instruction helps readers advance their careers through computer certifications, such as CompTIA's A+ and similar exams. Rely on this book for the computer and Internet skills needed for success in both employment and higher education. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Microsoft Office 2016

Introductory

Modern Business Statistics with Microsoft Excel

Cengage Learning MODERN BUSINESS STATISTICS, 5E allows students to gain a strong conceptual understanding of statistics with a balance of real-world applications and a focus on the integrated strengths of Microsoft Excel 2013. To ensure student understanding, this best-selling, comprehensive text carefully discusses and clearly develops each statistical technique in a solid application setting. Microsoft Excel 2013 instruction, which is integrated in each chapter, plays an integral part in strengthening this edition's applications orientation. Immediately after each easy-to-follow presentation of a statistical procedure, a subsection discusses how to use Excel to perform the procedure. This integrated approach emphasizes the applications of Excel while focusing on the statistical

methodology. Step-by-step instructions and screen captures further clarify student learning. A wealth of timely business examples, proven methods, and additional exercises throughout this edition demonstrate how statistical results provide insights into business decisions and present solutions to contemporary business problems. High-quality problems noted for their unwavering accuracy and the authors' signature problem-scenario approach clearly show how to apply statistical methods to practical business situations. New case problems and self-tests allow students to challenge their personal understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Statistics for Management and Economics

Cengage Learning Discover how important statistical methods are for today's managers and economists as you learn how to apply these tools to real business problems with Keller's best-selling STATISTICS FOR MANAGEMENT AND ECONOMICS, 12E. This edition emphasizes applications over calculations. A unique three-step ICI approach to problem solving teaches you how to identify the correct statistical technique by focusing on the problem objective and data type; compute the statistics by hand or using Excel, XLSTAT or Stata; and, finally, interpret the results within the context of the problem. Data-driven examples and more than 30 updated cases demonstrate how marketing managers, financial analysts, accountants and economists rely on statistical applications. In addition, thousands of exercises and datasets use actual interesting, recent data from individuals, sports teams or even stock returns to let you practice what you've learned. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe Photoshop CS6: Complete

Cengage Learning Part of the highly successful Shelly Cashman Series, ADOBE PHOTOSHOP CS6: COMPREHENSIVE follows the proven Shelly Cashman Series step-by-step, screen-by-screen approach to learning the Photoshop CS6 software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Adobe Photoshop CS6: Introductory

Cengage Learning Part of the highly successful Shelly Cashman Series, ADOBE PHOTOSHOP CS6: INTRODUCTORY follows the proven Shelly Cashman Series step-by-step, screen-by-screen approach to learning the Photoshop CS6 software. In this text, you will find

features designed to engaged students, improve retention, and prepare them for future success. Students are encouraged to expand their understanding of the Photoshop CS6 software and graphic design concepts through experimentation, exploration and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical-thinking and problem-solving skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series

Custom Edition

Introduction to Research in Education

Cengage Learning A classic in the field, INTRODUCTION TO METHODS IN EDUCATION, 10th Edition, helps students master the basic competencies necessary to understand and evaluate the research of others, and shows them how to plan and conduct original research. The text's strengths include a clear writing style, comprehensive topic coverage, well-chosen and effective examples that clarify complex concepts, and strong end-of-chapter exercises that expose students to intriguing research problems. This edition builds on the text's strengths of teaching students to become more competent consumers and producers of research, with expanded coverage of qualitative methods, action research, and indigenous research; and an up-to-date feature focusing on research issues in the public realm. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Microsoft Office 365 & Office 2019

Introductory

Mindtap Course List Now students can master the nuances of Microsoft Office quickly with ILLUSTRATED MICROSOFT OFFICE 365 & OFFICE 2019 INTRODUCTORY, part of today's popular Illustrated Series. This focused, user-friendly approach uses a proven two-page

layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

Applications of Microsoft Excel in Analytical Chemistry

Cengage Learning This supplement can be used in any analytical chemistry course. The exercises teaches you how to use Microsoft Excel using applications from statistics, data analysis equilibrium calculations, curve fitting, and more. Operations include everything from basic arithmetic and cell formatting to Solver, Goal Seek, and the Data Analysis Toolpak. The authors show you how to use a spreadsheet to construct log diagrams and to plot the results. Statistical data treatment includes descriptive statistics, linear regression, hypothesis testing, and analysis of variance. Tutorial exercises include nonlinear regression such as fitting the Van Deemter equation, fitting kinetics data, determining error coefficients in spectrophotometry, and calculating titration curves. Additional features include solving complex systems of equilibrium equations and advanced graphical methods: error bars, charts with insets, matrices and determinants, and much more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Basic Marketing Research

Cengage Learning Why is BASIC MARKETING RESEARCH the best-selling marketing textbook? It is a best seller because it's written from a student's perspective. Authors Brown, Suter, and Churchill know that for a marketing textbook to be effective, students have to be able to understand it. And they've achieved that time and again. This edition is packed with the features that made it a best-seller in the first place, from study tools to updated content to an easy-to-read writing style. Plus, in this volume you'll learn more about how experts gather data and how to use it yourself to turn greater profits. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive

Introduce your students to the latest advancements that Microsoft Office and Excel have to offer with MICROSOFT OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series. MICROSOFT OFFICE 365 & EXCEL 2019 continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive

Data Mining: Concepts and Techniques

Elsevier Data Mining: Concepts and Techniques provides the concepts and techniques in processing gathered data or information, which will be used in various applications. Specifically, it explains data mining and the tools used in discovering knowledge from the collected data. This book is referred as the knowledge discovery from data (KDD). It focuses on the feasibility, usefulness, effectiveness, and scalability of techniques of large data sets. After describing data mining, this edition explains the methods of knowing, preprocessing, processing, and warehousing data. It then presents information about data warehouses, online analytical processing (OLAP), and data cube technology. Then, the methods involved in mining frequent patterns, associations, and correlations for large data sets are described. The book details the methods for data classification and introduces the concepts and methods for

data clustering. The remaining chapters discuss the outlier detection and the trends, applications, and research frontiers in data mining. This book is intended for Computer Science students, application developers, business professionals, and researchers who seek information on data mining. Presents dozens of algorithms and implementation examples, all in pseudo-code and suitable for use in real-world, large-scale data mining projects Addresses advanced topics such as mining object-relational databases, spatial databases, multimedia databases, time-series databases, text databases, the World Wide Web, and applications in several fields Provides a comprehensive, practical look at the concepts and techniques you need to get the most out of your data

Advanced Bread and Pastry

Cengage Learning Advanced Bread & Pastry has a unique approach to providing advanced level concepts, techniques and formulas to those aspiring to be professional bakers and professional pastry chefs. Exquisite photographs are throughout to further inspire learners and professionals of the unlimited potential of the craft. Advanced Bread and Pastry provides in depth information and troubleshooting strategies for addressing the complex techniques of the advanced level of bread and pastry arts. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Corporate Finance: A Focused Approach

Cengage Learning Relevant, engaging and packed with real-world examples, Ehrhardt/Brigham's CORPORATE FINANCE: A FOCUSED APPROACH, Seventh Edition, emphasizes the financial concepts, skills and technological applications you need to succeed in today's workplace. It covers the latest financial developments while teaching you how to maximize a firm's value in a changing business environment. Completely up to date, the text thoroughly integrates the 2017 Tax Cut and Jobs Act throughout. In addition, hands-on activities and step-by-step instruction help you master the many features and functions of Excel spreadsheets. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Financial Management: Theory & Practice

Cengage Learning Emphasizing corporate valuation and its relevance to financial decisions, Brigham/Ehrhardt's FINANCIAL MANAGEMENT: THEORY AND PRACTICE, 16th edition, ensures you see the forest and the trees. This proven author team equips you with a thorough understanding of key theoretical concepts along with practical tools to make effective financial decisions. Topics

expand from fundamentals to strategic finance, linking recent events to the role of finance in business as well as your personal life. Completely up to date, it integrates the 2017 Tax Cut and Jobs Act throughout. With its relevant and engaging presentation, numerous examples and current coverage, FINANCIAL MANAGEMENT delivers a comprehensive resource that helps you become First in Finance. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamentals of Biostatistics

Cengage Learning Bernard Rosner's FUNDAMENTALS OF BIOSTATISTICS is a practical introduction to the methods, techniques, and computation of statistics with human subjects. It prepares students for their future courses and careers by introducing the statistical methods most often used in medical literature. Rosner minimizes the amount of mathematical formulation (algebra-based) while still giving complete explanations of all the important concepts. As in previous editions, a major strength of this book is that every new concept is developed systematically through completely worked out examples from current medical research problems. Most methods are illustrated with specific instructions as to implementation using software either from SAS, Stata, R, Excel or Minitab. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives Microsoft Office 365 & Office 2019 Introductory

Cengage Learning Develop the Microsoft Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019: INTRODUCTORY. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019: INTRODUCTORY demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Using Microsoft Excel and Access 2016 for Accounting

Cengage Learning Readers learn how businesses use spreadsheets and databases in accounting today with USING EXCEL & ACCESS FOR ACCOUNTING 2016. This step-by-step book uses numerous screen images to explain how to use these tools most effectively to solve real accounting problems. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

New Perspectives Microsoft Office 365 & Excel 2016: Intermediate

Cengage Learning Now readers can develop the Microsoft Excel 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this complete book clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Controverses

Cengage Learning CONTROVERSES is built around the goals of the National Standards and French thought (including point/counterpoint/synthesis), presents timely and provocative issues that are important to the French and francophone world, and is relevant to today's students. This student-centered, advanced intermediate French program is geared toward the communicative, analytical classroom. The high-interest topics and well-crafted activities presented in the text stimulate conversation and thoughtful debate in the classroom, foster students' conversational skills, and encourage students to learn and practice the language. Each chapter provides students with the opportunity to express themselves verbally and in writing while systematically addressing each of

the 5 Cs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

College Study Skills

Becoming a Strategic Learner

Wadsworth Publishing Company "Learn how to learn more effectively! This comprehensive text helps you identify your learning style and select the most appropriate learning strategies for you. With hands-on self assessment tools and examples of how different learning strategies are applied, this book will help you get the most out of the college learning experience!"--Back cover.

Financial Analysis with Microsoft Excel

Start mastering the tool that finance professionals depend upon every day. FINANCIAL ANALYSIS WITH MICROSOFT EXCEL covers all the topics you'll see in a corporate finance course: financial statements, budgets, the Market Security Line, pro forma statements, cost of capital, equities, and debt. Plus, it's easy-to-read and full of study tools that will help you succeed in class.

Investigating Spoken English

A Practical Guide to Phonetics and Phonology Using Praat

Springer Nature Combining coverage of the key concepts and tools within phonetics and phonology with a systematic introduction to Praat, this textbook provides a lively and engaging 'way in' to the discipline. The author first covers the fundamentals of the articulatory and acoustic aspects of speech and introduces Praat as the main tool for examining and visualising speech. Next, the unit of analysis is gradually expanded (from syllables to words to turns and dialogues) and excerpts of real dialogues exemplify the core concepts for discovering how speech works. The final part of the book brings all the concepts and notions together with commentaries

to the transcription of several short excerpts of dialogues. This book will be essential reading for students on undergraduate courses in phonetics and phonology.

Statistical Methods for Psychology

Cengage Learning *STATISTICAL METHODS FOR PSYCHOLOGY* surveys the statistical techniques commonly used in the behavioral and social sciences, particularly psychology and education. To help students gain a better understanding of the specific statistical hypothesis tests that are covered throughout the text, author David Howell emphasizes conceptual understanding. This Eighth Edition continues to focus students on two key themes that are the cornerstones of this book's success: the importance of looking at the data before beginning a hypothesis test, and the importance of knowing the relationship between the statistical test in use and the theoretical questions being asked by the experiment. New and expanded topics--reflecting the evolving realm of statistical methods--include effect size, meta-analysis, and treatment of missing data. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Essentials of Statistics for Business and Economics

Cengage Learning Trust the market-leading *ESSENTIALS OF STATISTICS FOR BUSINESS AND ECONOMICS*, 8E to introduce sound statistical methodology using real-world examples, proven approaches, and hands-on exercises that build the foundation readers need to analyze and solve business problems quantitatively. This edition gives readers the foundation in statistics needed for an edge in today's competitive business world. The authors' signature problem-scenario approach and reader-friendly writing style combines with proven methodologies, hands-on exercises, and real examples to take readers deep into today's actual business problems. Readers learn how to solve problems from an intelligent, quantitative perspective. Streamlined to focus on core topics, this new edition provides the latest updates with new case problems, applications, and self-test exercises to help readers master key formulas and apply statistical methods as they learn them. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Computer Literacy BASICS

Cengage Learning Bring your computer literacy course back to the BASICS. COMPUTER LITERACY BASICS: A COMPREHENSIVE GUIDE TO IC3 provides an introduction to computer concepts and skills, which maps to the newest Computing Core Certification (IC3) standards. Designed with new learners in mind, this text covers Computing Fundamentals, Key Applications, and Living Online everything your students need to be prepared to pass the IC3 exam, and finish the course as confident computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Quantitative Methods for Business Decisions

Cengage Learning Emea Provides students with all the tools they need to pass the typical Quantitative Methods course. This title includes chapters that focus on a selection of statistical techniques, illustrated with examples from across business, marketing, economics, finance, and public administration, that may appeal to students across the business spectrum.

Strategic Management

Competitiveness and Globalisation

Using an integrated strategic management process to explain what organisations should do to increase strategic competitiveness and achieve higher performance, the 4th Asia Pacific edition of Strategic Management: Competitiveness and Globalisation continues to provide a systematic skill-building coverage of strategy. With an emphasis on global advantage, the text offers a comprehensive examination of regional and international issues to provide a complete, accurate and up-to-date explanation of the strategic management process. New coverage on environmental concerns and emerging technologies as well as examples and cases from Australia, New Zealand and Asia-Pacific serve to engage students while updated international content demonstrates how strategic management is used in the global economy. Recognising the importance of relating theory to practice, Strategic Management: Competitiveness and Globalisation 4e provides 13 new case studies and a raft of online cases supported by a case matrix.

Foundations of Business

Cengage Learning Gain a solid understanding of business today and what it takes to become a better employee, more informed consumer, and even a successful business owner with the best-selling FOUNDATIONS OF BUSINESS, 5E. This up-to-date, comprehensive survey of business highlights forms of business ownership, management and organization, human resources management, marketing, social media and e-business, information systems, accounting, and finance. Core topics and special features examine ethics and social responsibility, small business and entrepreneurship, and global issues, while new coverage addresses cutting-edge topics, such as the impact of social media in business, the economic recovery and remaining economic issues, international business, green and socially responsible business, and sustainability. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Acca - F9 Financial Management

I-pass

Fraud and Fraud Detection, + Website

A Data Analytics Approach

John Wiley & Sons Detect fraud faster—no matter how well hidden—with IDEA automation Fraud and Fraud Detection takes an advanced approach to fraud management, providing step-by-step guidance on automating detection and forensics using CaseWare's IDEA software. The book begins by reviewing the major types of fraud, then details the specific computerized tests that can detect them. Readers will learn to use complex data analysis techniques, including automation scripts, allowing easier and more sensitive detection of anomalies that require further review. The companion website provides access to a demo version of IDEA, along with sample scripts that allow readers to immediately test the procedures from the book. Business systems' electronic databases have grown tremendously with the rise of big data, and will continue to increase at significant rates. Fraudulent transactions are easily

hidden in these enormous datasets, but Fraud and Fraud Detection helps readers gain the data analytics skills that can bring these anomalies to light. Step-by-step instruction and practical advice provide the specific abilities that will enhance the audit and investigation process. Readers will learn to: Understand the different areas of fraud and their specific detection methods Identify anomalies and risk areas using computerized techniques Develop a step-by-step plan for detecting fraud through data analytics Utilize IDEA software to automate detection and identification procedures The delineation of detection techniques for each type of fraud makes this book a must-have for students and new fraud prevention professionals, and the step-by-step guidance to automation and complex analytics will prove useful for even experienced examiners. With datasets growing exponentially, increasing both the speed and sensitivity of detection helps fraud professionals stay ahead of the game. Fraud and Fraud Detection is a guide to more efficient, more effective fraud identification.

Human Resource Development

Cengage Learning This comprehensive text covers the entire field of human resource development, from orientation and skills training, to career and organizational development. It shows how concepts and theory have been put into practice in a variety of organizations. This sixth edition of HUMAN RESOURCE DEVELOPMENT reflects the current state of the field, blending real-world practices and up-to-date research. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.