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Prepare, write and present an impressive CV that will get you noticed by prospective employers.

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This text provides step-by-step guidance for creating the necessary documents to find a job. In addition to helping students land their first job, the text also provides students information on the importance of staying flexible and marketable throughout their working lives.

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Computer Concepts Illustrated is designed to help students learn and retain the most relevant and essential information about computers and technology in today's digital world! This edition has been revised to cover the latest important computing trends and skills, but maintains the

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Human Resource Management (Third Edition)

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*offer a complete resource for  
clinical medical assistant training  
by providing a thorough  
education to prepare medical  
assistant students for clinical  
practice"--Provided by publisher.  
No other book better prepares*

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*students for the innovations in  
Microsoft Office (2010 and 2007)  
and living in today's digital world  
like the third edition of  
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emphasizes computer  
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*processing, presentations,  
spreadsheets, and database  
while also providing instruction  
on the proper way to key and  
format documents using proven  
instructional methods, Students  
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*A step-by-step guide to job  
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*Kinn's The Medical Assistant - E-  
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authoritative guide delivers a working knowledge of essential concepts for employees or owners of a massage therapy practice and helps you prepare for the professional challenges that await you in the real world. Renowned massage educator and business owner

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management software provides hands-on experience creating client records, setting appointments, entering documentation, and more. Self-Reflection boxes put concepts into a realistic context through Sandy Fritz's personal experiences in massage

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practice. Learning Activity boxes reinforce your understanding and challenge you to apply what you've learned in an engaging workbook format. Good Stuff from the Government boxes alert you to helpful government resources and help you

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ensure compliance with federal regulations. Mentor boxes provide real-world insight and advice from experts in massage and business management for successful practice. More than 200 realistic photos and illustrations clarify concepts and familiarize you with

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typical practice settings and essential forms, records, office equipment, and supplies. Evolve Resources link you to templates for building resumes, letters, advertisements, forms for documentation, and client histories, plus small business resources,

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annotated web links, a glossary of key terms from the text, and additional exercises and case studies.

Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy &

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Physiology! This practical, hands-on text features an easy-to-understand writing style and detailed visuals designed to help you master all the Medical Assisting knowledge, procedures, and skills needed for career success. Based on trusted



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content from the bestselling Kinn's product suite, this brand-new text and its accompanying resources incorporate the latest standards and competencies throughout, as well as approachable coverage of math, medical terminology, soft skills, and

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RMA and CMAS from American Medical Technologist; CCMA and CMAA from the National Healthcareer Association; NCMA from the National Center for Competency Testing; and CMAC from the American Medical Certification Association. Emphasis on

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anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — enables you to meet key competencies. Strong focus on medical terminology includes feature boxes that highlight chapter-related medical terminology to help

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you learn word parts, pronunciation, and definitions. Math exercises embedded throughout the text challenge you to sharpen your math skills. Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step, offer

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rationales for each step, and can be conveniently performed in the classroom. Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants. Applied learning approach introduces a case

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scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented.

Chapter learning tools include vocabulary with definitions, critical thinking applications, and content that

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ties directly to the order of learning objectives. Pharmacology glossary of the top 100-150 most common over-the-counter and prescription medications gives you quick access to pronunciation guides, generic and trade names, and drug classification.



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Employment Competencies  
Computer Concepts: Illustrated  
Introductory  
The book presents the fundamentals of  
Human Resource Management in a  
simple, lucid and easily understandable

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style. It provides a comprehensive coverage to a vast, growing discipline well supported by a wealth of research data collected from multifarious sources, potently and carefully. A notable feature of the book is that it gives extensive coverage to HRD topics. The book contains a number of

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informative tables, summary boxes and useful diagrams. It is also liberally sprinkled with current examples and illustrations designed to convey the information in an uncomplicated manner. The book is primarily meant for students pursuing advanced courses in Human Resource Management such as

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MBA, PGDBA, M Com and IAS. Some of the changes in the Second Edition are summarized below:  
v A refined version of SHRM  
v Total quality HRM approach  
v Summarised versions of best employers in India especially their recruitment, selection, training and executive development practices

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Succession planning and succession management enriched with live corporate examplesv 360-degree feedback system, essentials of an effective appraisal system, potential appraisalv How leading Indian companies appraise potentialv Latest data regarding union membership;

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regarding industrial disputesv Important  
uses of human resource information  
systemv New chapter on International  
Human Resource Managementv Study  
Aids in a New Format: Discussion  
questions, Internet sources, true/false  
questions, key term exercises, student  
activities, etc., have been brought



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under one roof, i e, at the end of each chapterv 9 New Cases: The case of the risky recruit, the case of bench management, the case of TQM and innovation, compensation crises, incentive issues, the case of variable pay, the case of involuntary VRS, the case of mentoring management and the

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administrative and clinical skills essential for a career in the modern medical office – always with a focus on application through unfolding case scenarios, critical thinking questions, and interactive exercises. The reorganized 14th edition includes expanded content on medical office

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EHR coverage with access to hands-on activities incorporates use of SimChart® for the Medical Office, software designed to ensure that you are practice-ready (sold separately). Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text

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Applied approach to learning helps you use what you've learned in the clinical setting, including case scenarios, critical thinking exercises, procedures

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edge. Students will benefit from the tips and information on how to find and interview for a job in the industry, as well as how to successfully operate a horticulture

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business. Introductory Horticulture, while typically taught in the first and second year of a secondary agriscience program, is also a great resource to be utilized

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throughout the entire  
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approaching job search in  
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strategies. In this groundbreaking work, Saraf helps you learn how to:  
Tap into your genius and present yourself uniquely  
Conquer a job even when you do not meet all

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requirements Go after a  
dream job even when that  
job does not exist Stay in  
control of difficult  
interviews and recover  
from mistakes after the  
interview Differentiate

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yourself in every step and  
become a must-hire  
candidate Negotiate a  
salary and get even more  
than you thought possible  
Manage the transition  
process so that you are

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Eliminate fear surrounding  
a transition by operating  
from your genius Get back  
into action when a  
position of interest is  
cancelled and then claim

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Leisure Services, Second  
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professionals. This book  
simplifies the process of  
securing a job in  
recreation and leisure  
service by explaining  
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years of experience in the  
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technical writing skills,  
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communication skills, both for formal presentations and informal conferencing \*

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communicating effectively in the corporate environment and generally. Beginning with an overview of business communication, the book educates on the principles of communication—oral and

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written. Divided into nine chapters, the first two chapters deal with oral communication and the next seven deal with different forms of written communication. The book teaches how to write effective

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letters and prepare persuasive resumé. The chapters are well-supported with many examples and illustrative exhibits wherever required. A new chapter (Chapter 9) has been added titled 'Writing to

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Communicate' which presents incorrect use of language and phrases that rob the text, be it a report or a letter, of authenticity and credibility. The chapter also presents correct use of the examples

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management strategies  
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business basics, like business plans, the ins and outs of contracts, and using the Internet to expand your business. For entrepreneurs large and small, this comprehensive resource offers

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write a standard business  
proposal Going public, issuing  
stock, and keeping a stock  
ledger Raising capital and  
understanding securities laws  
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businesses Handling the  
paperwork for new hires  
Designing employee  
compensation plans Working  
with independent contractors  
and consultants Patent and  
copyright protections Dealing

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Parts VII and VIII, Veterans  
Regulation 1(a)

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business communication that includes  
unparalleled resources and author

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reports, and resumes. Realistic model documents and structured writing assignments help students build lasting workplace skills. The Ninth Edition of this award-winning text features increased coverage of electronic messages and digital media, redesigned and updated model



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documents to introduce students to the latest business communication practices, and extensively updated exercises and activities. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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This respected market-leading text offers students a comprehensive, practical introduction to workplace writing to prepare them for a range of communication tasks. **SUCCESSFUL WRITING AT WORK, 10E**, features an abundance of real-world examples and problems as well as an accessible

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pharmacy, from the various roles, pathways and settings of pharmacists to information about how pharmacy works within the broader health care system. Beginning with a brief historical perspective on the field, the book discusses the many facets of the pharmacy profession. It describes the

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role of pharmacists in different settings and provides information ranging from licensing requirements to working conditions, highlighting the critical role of pharmacists within the health care system. The author examines the drug use process with sections on distribution, prescribing, dispensing,

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and pricing. He also discusses the role of pharmacy support personnel. A chapter on informatics explores how pharmacy has evolved through information technology and automation. Additional chapters cover poison control, pharmaceutical care, pharmacy organizations, the drug



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approval process, and career development. Designed for classroom and professional use, the book contains numerous tools to facilitate comprehension, including: Learning objectives to help readers focus on the goals of each chapter Informative tables and figures summarizing data

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Summary paragraphs tying in salient points Discussion questions and exercises to test assimilation "Challenges" which place the material in broader context Websites and references to encourage further study This valuable text provides a look into the profession that is both broad and

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