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Wills, Trusts, and Estate Administration for the Paralegal

"Wills, Trusts and Administration, 5th Edition," is an excellent resource for anyone interested in this area of law. Written primarily for legal students in universities, colleges, community colleges, business schools, and technical training programs, this updated fifth edition is also useful for bank trust officers and individuals appointed to administer an estate.

Administration of Wills, Trusts, and Estates, Loose-Leaf Version

ADMINISTRATION OF WILLS, TRUSTS, AND ESTATES, 5th edition walks you through wills, trusts and estates using the most up-to-date material and an engaging writing style. Whether it's celebrity wills, marginal key term definitions, extensive review materials, or visual illustrations, ADMINISTRATION OF WILLS, TRUSTS, AND ESTATES, 5th edition has what you need to succeed. Plus, the Fifth Edition is national in scope while going in-depth on a state-by-state basis as well. With an abundance of case studies included in the text, you'll see how legal issues are applied in real world settings.

Administration of Wills, Trusts and Estates

Crystal Clear Science + Compelling Applications = A Balanced Program for Teaching and Learning
Now updated with the 2015 Dietary Guidelines for Americans, NUTRITIONAL SCIENCES: FROM FUNDAMENTALS TO FOOD, 3rd Enhanced Edition clearly explains the scientific principles underlying nutrition while incorporating applications to promote a complete understanding of core concepts. This integrated approach provides a strong science foundation in a context relevant to students' daily lives

and their careers. Supported by an impressive visual design, engaging case studies and interactive digital resources, NUTRITIONAL SCIENCES offers a unique, balanced program for teaching and learning. A Table of Food Composition booklet is included.

Nutritional Sciences

This fifth edition of THE CONCISE CENGAGE HANDBOOK provides up-to-date, realistic advice for today's digital-age students. Instructors and students alike will find it clearly written, thorough, easy to navigate, and indispensable for use in college courses and beyond. As the authors of several composition handbooks, Kirszner and Mandell are consistently praised for their instinct for teaching, clarity, and student-friendliness, successfully bringing their student-centered approach to their discussion of writing. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Guiding Children's Social Development and Learning

WRITING ANALYTICALLY WITH READINGS is two books in one, a guide to writing paired with a reader that teaches you how to have ideas and develop them in an academic setting and beyond. The writing guide offers a book-length treatment of analysis, a form of thinking and writing required in virtually all college courses. The writing guide is accompanied by a thematically arranged collection of readings and images--material for students like you to write about and to use as models and lenses in doing your own writing about the world.

Arriba!

Offering instructors complete flexibility, SEEING SOCIOLOGY: AN INTRODUCTION, 3rd Edition combines up-to-the-minute coverage with an easy-to-manage approach featuring brief, self-contained modules in each chapter that instructors can assign based on the needs of their class. The Third Edition includes such contemporary topics as globalization's connection to technology and gay rights, the anti-aging industry, and The Affordable Care Act, and many others, reflecting the latest developments in the field. Extremely student-friendly and engaging, the text continues to make photos an integral part of the learning process--resulting in a stronger, more memorable learning experience for students. The new "What Do Sociologists See?" feature includes a sociologist's insights on everyday images, showing students how sociological concepts can be applied to daily life. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Concise Cengage Handbook

[This text] provide[s] coverage of the writing process for today's visually oriented students. The text also included a wealth of rhetorical strategies that instructors and students found accessible and helpful. [It] reinforces these strengths with enhanced coverage of many important topics such as analyzing the rhetorical situation, evaluating sources, avoiding plagiarism, and developing visual literacy.-Pref.

Writing Analytically with Readings

The path to becoming an effective supervisor begins with practical knowledge and skills. Mosley, Mosley, and Pietri's SUPERVISORY MANAGEMENT, 9e gives you the tools to develop superior supervisory skills and a firm grasp of management principles. Through their hands-on approach to Supervision, the authors will inspire you with their positive approach to working WITH people to develop and empower them in their jobs. Incorporating cutting-edge content with real-world cases and Skill Builders that give you plenty of opportunities to hone your new Supervision skills, the Ninth Edition of this best-selling text is an essential resource that you will turn to again and again throughout your supervisory career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Investigating Careers Student Edition -- Texas -- Cte/School

Created through a student-tested, faculty-approved review process with hundreds of students and faculty, HIST is an engaging and accessible solution to accommodate the diverse lifestyles of today's

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

Seeing Sociology: An Introduction

[The book] combines in one book the sixth edition of [the authors'] basic writing text *Grassroots* and 19 high interest reading selections ... [The book] is designed for students who have not yet mastered the basic writing skills so necessary for success in college and in many careers ... Each selection is accompanied by a headnote, vocabulary glosses, comprehension questions and writing assignments ... The range of materials and flexible format of [the book] makes this worktext adaptable to almost any teaching/learning situation: classroom, laboratory and self-teaching. -Pref.

The College Writer

Master complex tax concepts and gain a thorough understanding of today's tax legislation with *SOUTH-WESTERN FEDERAL TAXATION 2019: COMPREHENSIVE VOLUME, 42E*. This complete, understandable book offers the most effective solution for comprehending individual taxation, C corporations, taxes on financial statements, and flow-through entities. You'll find the latest tax legislation for both individual taxpayers and corporations, as of the time of publication. Exceptional learning features, such as "Big Picture" examples, memorable tax scenarios, and "What If?" case variations clarify concepts. You also sharpen critical-thinking, writing and online research skills that are key to success as a tax practitioner. Each new book includes access to Intuit ProConnect tax software, Checkpoint® by Thomson Reuters (student edition) and CengageNOWv2 online homework solution for complete tax coverage, including the Tax Cuts and Jobs Act of 2017.

Supervisory Management

The audit environment continues to change in dramatic ways, and Johnstone/Gramling/Rittenberg's *AUDITING: A RISK BASED-APPROACH, 11E* prepares students for that fast-changing world by developing their professional and ethical decision-making skills. *AUDITING* integrates the latest in standards, including new guidance from the PCAOB on audit reports, fraud risks, emerging topics such as data analytics, and ethical challenges facing today's financial statement auditors within a framework of professional skepticism. Extensively re-written to be more student focused, *AUDITING* has multiple hands-on opportunities to develop critical-thinking skills with new in-text learning features including What Do You Think? For Classroom Discussion, and Prompts for Critical Thinking: It's Your Turn!. Finally, unique end-of-chapter Tableau-based problems help students become formidable data-driven decision makers. *AUDITING* can be paired with MindTap digital resources, which offer an interactive ebook as well as engaging, high-impact cases to teach data-driven decision making skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

HIST, Volume 2

This practical, hands-on guide provides strategies and adaptations to accommodate young children with disabilities or special needs. It puts theory into practice with clear examples and directions to ensure all children can participate equally in the inclusive classroom. Adaptations are offered by activity rather than by disability, and the focus is on embedding instruction within daily routines. Short chapters, clear discussion of rationale, and the plentiful examples prepare readers to effectively support children with a variety of common disabilities such as cerebral palsy, Down syndrome, autism, visual impairment, hearing loss, and behavioral challenges. Readers have commented on the usefulness of the strategies, details, and scenarios for working in general and special early childhood education. The text is especially appropriate for seminars accompanying student teaching and internships in general education, special education, and inclusive early childhood classrooms. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Marketing 2018

This thorough and practical guide to teaching mathematics for grades K-6 is a perfect combination of a math methods text and resource book for pre-service and in-service elementary school teachers. The text's organization uses the Common Core State Standards as its overarching framework. Over

275 lesson activities reinforce the standards and include many examples of cooperative learning strategies, take-home activities, and activities using technology such as apps. Content chapters first develop a math topic, and then extend the same topic, providing foundational material that can be used throughout the elementary grades. Other useful features highlight misconceptions often held about math operations and concepts, ways to be inclusive of various cultural backgrounds, and key technology resources. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Grassroots With Readings

This volume presents an introduction to crafting all types of essays. The authors include an introduction that asks readers to consider audience and purpose, concrete revision strategies, a peer review checklist, an annotated student essay with analysis, prewriting and revising activities, and a list of possible writing topics. They include both classic and fresh professional essays that range widely in subject matter and approach, from the humorous to the informative, from personal meditation to argument.

Electrical Wiring, Industrial

Owners and managers rely on today's accounting professional to identify and monitor enterprise risks and to provide quality assurance for a company's information systems. ACCOUNTING INFORMATION SYSTEMS, 10E focuses on three critical accounting information systems in use today: enterprise systems, e-Business systems, and controls for maintaining those systems. The text fully explores the integrated nature of AIS with its foundations in information technology, business processes, strategic management, security, and internal controls. Students will easily grasp even the most challenging subjects as they explore today's most intriguing AIS topics discussed in a conversational and relaxed tone rather than complex technical language. The tenth edition provides students with the necessary tools for organizing and managing information to help them succeed and protect the integrity of their employer's information system. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

South-Western Federal Taxation 2019

HORIZONS is a complete elementary French program that makes learning French easier through its step-by-step skill-building methodology, flexible and accessible approach to grammar and new vocabulary, and creative and sophisticated coverage of Francophone culture. Through varied interactive activities and clear grammar explanations, the text helps students communicate effectively in French while culturally connecting them to the Francophone world. HORIZONS features a clear, easy-to-follow structure that is ideal for instructors with any level of teaching experience. HORIZONS carefully guides students Competence by Competence, through their first year of elementary French. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Auditing: A Risk Based-Approach

Develop your creative voice while acquiring the practical skills and confidence to use it with this new and fully updated edition of Mick Hurbis-Cherrier's filmmaking bible, *Voice & Vision*. Written for independent filmmakers and film students who want a solid grounding in the tools, techniques, and processes of narrative film, this comprehensive manual covers all of the essentials while keeping artistic vision front and center. Hurbis-Cherrier walks the reader through every step of the process—from the transformation of an idea into a cinematic story, to the intricacies of promotion and distribution—and every detail in between. Features of this book include: Comprehensive technical information on video production and postproduction tools, allowing filmmakers to express themselves with any camera, in any format, and on any budget An emphasis on the collaborative filmmaking process, including the responsibilities and creative contributions of every principal member of the crew and cast A focus on learning to work successfully with available resources (time, equipment, budget, personnel, etc.) in order to turn limitations into opportunities Updated digital filmmaking workflow breakdowns for Rec. 709 HD, Log Format, and D-Cinema productions Substantial coverage of the sound tools and techniques used in film production and the creative impact of postproduction sound design An extensive discussion of digital cinematography fundamentals, including essential lighting and exposure control tools, common gamma profiles, the use of LUTs, and the role of color grading Abundant examples referencing contemporary

and classic films from around the world Indispensible information on production safety, team etiquette, and set procedures. The third edition also features a robust companion website that includes eight award-winning example short films; interactive and high-resolution figures; downloadable raw footage; production forms and logs for preproduction, production, and postproduction; video examples that illustrate key concepts found within the book, and more. Whether you are using it in the classroom or are looking for a comprehensive reference to learn everything you need to know about the filmmaking process, Voice & Vision delivers all of the details in an accessible and reader-friendly format.

Strategies for Including Children with Special Needs in Early Childhood Settings

SENTENCE-COMBINING WORKBOOK uses sentence-combining techniques to help students develop confidence in their writing at the sentence level. Each unit in this text focuses on a specific sentence-level technique followed by a set of sentence-combining exercises involving a narrative story or factual topic. This organization provides the practice students need to communicate their ideas in clear sentence structures. The fourth edition features a new Phrases and Clauses unit, as well as updated exercises. The innovative story-telling approach that SENTENCE-COMBINING WORKBOOK uses ensures that students practice viewing individual sentences as part of a larger context while developing their sentence expansion skills.

Guiding Children's Learning of Mathematics

Teaching Young Children in Multicultural Classrooms: Issues, Concepts, and Strategies, 4/e, International Edition is a comprehensive book on the historical, theoretical, political, and sociological aspects of multicultural education as it relates to young children. Featuring practical guidelines, curriculum suggestions, and techniques for use in the classroom, the book is appropriate for those studying to become early childhood teachers as well as being a comprehensive resource for practicing professionals. Updated with new statistics, references, and terminology, the Fourth Edition also includes new case studies, expanded coverage of standards and technology, an integrated video feature, and a more prominent emphasis on the benefits of teaching multiculturalism from a global perspective.

The Longman Reader

This sourcebook of techniques, designed to supplement theory or practicum books, explores the place and the usefulness of techniques, as well as their abuse. The authors hope to stimulate creativity in the readers approach to group work and to encourage group leaders to develop their own therapeutic styles. They therefore offer this book as an outline for leaders to build upon in adapting techniques for their own situations, not as a cookbook of recipes to be rigidly followed. The goal is not to catalog techniques for every conceivable situation, but to teach leaders how to adapt the techniques presented and to develop others sensitively, creatively, and appropriately. The authors primarily assume that techniques are means, not ends, and that they are fundamentally at the service of the client, not the therapist. The book is especially strong on the leaders executive functions in the group: maneuvering and facilitating the group to optimize its effectiveness and relying on the members themselves to do the majority of the therapy. In addition, the authors hope to stimulate interest in the philosophical and ethical dimensions of group work, and they make reference to the Association for Specialists in Group Work (ASGW) ethical guidelines when relevant.

Accounting Information Systems

UNDERSTANDING HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT, 11th Edition, looks at the lifespan through the lens of social work theory and practice, covering human development and behavior theories within the context of individual, family, group, organizational, and community systems. Using a chronological lifespan approach, the book presents separate chapters on biological, psychological, and social impacts at the different lifespan stages with an emphasis on strengths and empowerment. Part of the Brooks/Cole Empowerment Series, this edition is up to date and thoroughly integrates the core competencies and recommended behaviors outlined in the current Educational Policy and Accreditation Standards (EPAS) set by the Council on Social Work Education (CSWE). Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Horizons, Student Edition: Introductory French

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY is the ideal resource for learning Microsoft Word 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, ensuring that information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Word 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering the skills needed in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Voice & Vision

The Essential Guide to Becoming a Master Student, First Canadian Edition, takes a student-centred approach to self-discovery, understanding learning styles, thinking critically, and achieving success in academic, personal, and career goals. Tools like the Discovery Wheel and the Kolb Learning Style Inventory (LSI) and features such as "Mentor Advice" and "Achieving Mastery" guide students through self-assessment and discovery, creating a foundation from which to build solid strategies for academic growth. This text invites students to put new ideas into action immediately, helping them discover their abilities and reach their full potential in the classroom and beyond.

Civil Engineering Materials

Updated and streamlined for easier use, TECHNOLOGY INTEGRATION FOR MEANINGFUL CLASSROOM USE: A STANDARDS-BASED APPROACH, 2E, International Edition equips readers with the knowledge, creative and critical thinking skills, and confidence needed to become "self-directed learners" who can successfully navigate the constantly changing environment of technology integration in the classroom. Using the principles of self-directed learning as its foundation, the book aims to help readers learn to evaluate and reflect on professional practice to make informed decisions regarding the use of technology in support of student learning. The first educational technology book organized around the 2008 National Educational Technology Standards for Teachers (NETS-T) developed by the International Society for Technology in Education (ISTE), this standards-based approach provides the framework for developing, modeling, and teaching the skills and knowledge necessary for integrating technology in authentic teaching and learning. An end-of-book supplement provides examples of technology integration in practice within specific content areas, guided by the national standards that apply to each content domain.

Sentence-Combining Workbook

Take calculus into the real world with APPLIED CALCULUS. Authors Waner and Costenoble make applied calculus easy to understand and relevant to your interests. And, this textbook interfaces with your graphing calculator and your home spreadsheet program. Plus it comes with AppliedCalculusNOW. After a simple pre-test, the AppliedCalculusNOW online learning system customizes all the exercises and class information around your individual needs. This edition also comes with Personal Tutor with SMARTHINKING, which gives you access to one-on-one, online tutoring help with an expert in the subject. And it gives you a virtual study group, too-interact with the tutor and other students using two-way audio, an interactive whiteboard for discussing the problem, and instant messaging. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Teaching Young Children in Multicultural Classrooms

For the 7th Edition of CALCULUS: EARLY TRANSCENDENTAL FUNCTIONS, INTERNATIONAL METRIC EDITION, the companion website LarsonCalculus.com offers free access to multiple tools and resources to supplement your learning. Stepped-out solution videos with instruction are available at CalcView.com for selected exercises throughout the text. The website CalcChat.com presents free solutions to odd-numbered exercises in the text. The site currently has over 1 million hits per month, so the authors analyzed these hits to see which exercise solutions you were accessing most often. They revised and refined the exercise sets based on this analysis. The result is the only calculus book on the market that uses real data about its exercises to address your needs.

Group Techniques

Unrivaled in its simplicity and skill-building pedagogy, market-leading CONSTITUTIONAL LAW AND THE CRIMINAL JUSTICE SYSTEM, 5e thoroughly explains the complexities of the U.S. Constitution and the criminal justice system. Extremely student friendly, the text avoids legalese and is packed with real-world illustrations. Its unique--and effective--pedagogical framework for concept mastery helps readers develop a solid understanding of key issues and concepts, while more than 200 plainly written, summarized cases introduce readers to pertinent cases in a non-intimidating manner. The text devotes considerable time to the Fourth and Fifth Amendments, exploring their application to issues relevant to criminal justice: reasonable search and seizure, double jeopardy, and testifying against oneself. In addition, the Fifth Edition's cutting-edge coverage includes such high-profile topics as immigration, terrorism/homeland security, death row, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Empowerment Series: Understanding Human Behavior and the Social Environment

For many, American politics and government have never been more interesting--or more important. A new four-color design, up-to-date political news and analysis and an affordable price make AMERICAN GOVERNMENT AND POLITICS TODAY, Brief Edition, 2018-2019, an ideal resource to engage today's learners. Authors Schmidt, Shelley and Bardes help students understand America's complex and fascinating political system--and show them how they can participate in the political process. Praised for its balanced coverage, clarity and readability, the text examines all the key concepts of American Government while providing interesting features that focus on active citizenship. The tenth edition gives ample space to the rise of Donald Trump, his populist campaign and use of the media as well as to other current topics such as security leaks, government surveillance and voting restrictions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Introductory, Spiral bound Version

THE BRIEF CENGAGE HANDBOOK, 8th Edition, provides students with extensive coverage of rhetorical concerns, the writing and research process, composing in digital environments and in various genres, and other topics essential for 21st century student writers. This versatile and proven text is a uniquely effective guide to help students develop the critical thinking, reading, and writing skills they need to become successful communicators in college and beyond. Experienced teachers and collaborative writing partners throughout their careers, Kirszner and Mandell bring an in-the-trenches pragmatic understanding of instructor and student needs to every page of this edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Essential Guide to Becoming a Master Student

"A condensed but equally compelling version of the best-selling corrections book on the market, AMERICAN CORRECTIONS IN BRIEF, 3rd Edition, introduces you to the dynamics of corrections in a way that captures your interest and encourages you to enter the field. Complete with valuable career-based material, insightful guest speakers who share their frontline perspectives, illuminating real-world cases, and uniquely even-handed treatment of institutional and community sanctions, the text examines the U.S. correctional system from the perspectives of both the corrections worker and the offender, providing you with a well-rounded, balanced introduction to corrections"--Amazon.com

Technology Integration for Meaningful Classroom Use

Applied Calculus, Enhanced Review Edition