

Essentials Of Business Communication 8th Edition

BUSINESS COMMUNICATION: PROCESS AND PRODUCT, 8e, is designed to prepare students for success in today's digital workplace. The textbook presents the basics of communicating in the workplace, using social media in a professional environment, working in teams, becoming a good listener, and presenting individual and team presentations. Authors Mary Ellen Guffey and Dana Loewy also offer a wealth of ideas for writing resumes and cover letters, participating in interviews, and completing follow-up activities. Optional grammar coverage in each chapter, including a comprehensive grammar guide in the end-of-book appendix, helps students improve their English language skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. ESSENTIALS OF BUSINESS COMMUNICATION, 9TH EDITION presents a streamlined approach to business communication that includes unparalleled resources and author support for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION provides a four-in-one learning package: authoritative text, practical workbook, self-teaching grammar/mechanics handbook, and premium Web site. Especially effective for students with outdated or inadequate language skills, the Ninth Edition offers extraordinary print and digital exercises to help students build confidence as they review grammar, punctuation, and writing guidelines. Textbook chapters teach basic writing skills and then apply these skills to a variety of e-mails, memos, letters, 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 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.

NOTE: This edition features the same content as the traditional text in a convenient, three-hole-punched, loose-leaf version. Books a la Carte also offer a great value--this format costs significantly less than a new textbook. The Eleventh Edition of the best-selling text Campbell BIOLOGY sets you on the path to success in biology through its clear and engaging narrative, superior skills instruction, and innovative use of art, photos, and fully integrated media resources to enhance teaching and learning. To engage you in developing a deeper understanding of biology, the Eleventh Edition challenges you to apply knowledge and skills to a variety of NEW! hands-on activities and exercises in the text and online. NEW! Problem-Solving Exercises challenge you to apply scientific skills and interpret data in the context of solving a real-world problem. NEW! Visualizing Figures and Visual Skills Questions provide practice interpreting and creating visual representations in biology. NEW! Content updates throughout the text reflect rapidly evolving research in the fields of genomics, gene editing technology (CRISPR), microbiomes, the impacts of climate change across the biological hierarchy, and more. Significant revisions have been made to Unit 8, Ecology, including a deeper integration of evolutionary principles. NEW! A virtual layer to the print text incorporates media references into the printed text to direct you towards content in the Study Area and eText that will help you prepare for class and succeed in exams--Videos, Animations, Get Ready for This Chapter, Figure Walkthroughs, Vocabulary Self-Quizzes, Practice Tests, MP3 Tutors, and Interviews. (Coming summer 2017). NEW! QR codes and URLs within the Chapter Review provide easy access to Vocabulary Self-Quizzes and Practice Tests for each chapter that can be used on smartphones, tablets, and computers.

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

Mass Communication

Fundamental Skills for the Mobile-Digital-Social Workplace, Student Value Edition

Business Communication P & P Brief

Business Communication for Success

Excellence in Business Communication

REVEL™ for Communicating in Small Groups: Principles and Practices balances the principles of small group communication with real-world applications. With an emphasis on practical examples, technology, and ethical collaboration, REVEL for Communicating in Small Groups helps readers enhance their performance in groups and teams, while giving them insight into why group and team members communicate as they do. REVEL is Pearson 's newest way of delivering our respected content. Fully digital and highly engaging, REVEL offers an immersive learning experience designed for the way today's students read, think, and learn. Enlivening course content with media interactives and assessments, REVEL empowers educators to increase engagement with the course, and to better connect with students. NOTE: REVEL is a fully digital delivery of Pearson content. This ISBN is for the standalone REVEL access card. In addition to this access card, you will need a course invite link, provided by your instructor, to register for and use REVEL.

A brief text with a strong focus on skill development Essentials of Human Communication shows how human communication skills apply to the real-world and the workplace. The text presents the fundamental skills of interpersonal, small group, and public communication while emphasizing human communication skills, cultural awareness, listening, critical thinking, ethics, and social media communication. MyCommunicationLab is an integral part of the DeVito program. Key learning applications include MediaShare, an eText, and a study plan. A better teaching and learning experience This program will provide a better teaching and learning experience – for you and your students. Here 's how: Personalize Learning— MyCommunicationLab is online learning. MyCommunicationLab engages students through personalized learning and helps instructors from course preparation to delivery and assessment. Improve Critical Thinking— Critical thinking principles are integrated into the text and in the marginal questions, self-tests, and boxes. Engage Students—Real-world examples appear throughout the text. Apply Ethics—Real-life ethical issues are discussed. Support Instructors— A full set of supplements, including MyCommunicationLab, provides instructors with all the resources and support they need. Note: MyCommunicationLab does not come automatically packaged with this text. To purchase MyCommunicationLab, please visit: www.mycommunicationlab.com or you can purchase a ValuePack of the text + MyCommunicationLab (at no additional cost): ValuePack ISBN-10: 0205940889 / ValuePack ISBN-13: 9780205940882.

BUSINESS COMMUNICATION: PROCESS AND PRODUCT, 9E prepares readers for success in today's digital workplace. This book introduces the basics of communicating effectively in the workplace, using social media in a professional environment, working in teams, becoming a good listener, and developing individual and team presentations. Authors Mary Ellen Guffey and Dana Loewy also offer a wealth of ideas for writing resumes and cover letters, participating in interviews, and completing follow-up activities. Optional grammar coverage in each chapter, including a comprehensive grammar guide in the end-of-book appendix, helps readers improve critical English language skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

For courses in business communications. Students launch their careers using modern communication skills For the past two decades, business communication has been in a constant flux, with email, web content, social media, and mobile devices changing the rules of the game. Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace equips students with the fundamental skills for a career in the modern, mobile workplace. With a balance of basic business English, communication approaches, and the latest technology, the text covers writing, listening, and presentation strategies in a contemporary manner. In the 8th Edition, Bovee and Thill provide numerous exercises, tools, and online resources to prepare students for the new reality of mobile communications, and emerging trends, for a bright start in the business. Also available with MyLab Business Communication By combining trusted authors' content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. Note: You are purchasing a standalone product: MyLab Business Communication does not come packaged with this content. Students, if interested in purchasing this title with MyLab, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab Business Communication, search for: 0134890566 / 9780134890562 Business Communication Essentials: A Skills Based Approach Plus MyLab Business Communication with Pearson eText -- Access Card Package, 8/e Package consists of: 0134729404 / 9780134729404 Business Communication Essentials: A Skills Based Approach 0134827287 / 9780134827285 MyLab Business Communication with Pearson eText -- Component Access Card (1 semester)

Fundamental Skills for the Mobile-digital-social Workplace

Business Communication

EFFECTIVE BUSINESS COMMUNICATION

Statistics for Business and Economics

Second Edition

The Ever-Changing Mold of Modern Business Communication.Business Communication Today continually demonstrates the inherent connection between recent technological developments and modern business practices.

NOTE: This edition features the same content as the traditional text in a convenient, three-hole-punched, loose-leaf version. Student Value Editions also offer a great value; this format costs significantly less than a new textbook. Before purchasing, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. For Student Value Editions that include MyLab(tm) or Mastering(tm), several versions may exist for each title -- including customized versions for individual schools -- and registrations are not transferable. In addition, you may need a Course ID, provided by your instructor, to register for and use MyLab or Mastering platforms. For courses in business communications. Students launch their careers using modern communication skills For the past two decades, business communication has been in a constant flux, with email, web content, social media, and mobile devices changing the rules of the game. Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace equips students with the fundamental skills for a career in the modern, mobile workplace. With a balance of basic business English, communication approaches, and the latest technology, the text covers writing, listening, and presentation strategies in a contemporary manner. In the 8th Edition, Bovee and Thill provide numerous exercises, tools, and online resources to prepare students for the new reality of mobile communications, and emerging trends, for a bright start in the business. Also available with MyLab Business Communication By combining trusted authors' content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. NOTE: You are purchasing a standalone product: MyLab(tm) Business Communication does not come packaged with this content. Students, if interested in purchasing this title with MyLab Business Communication, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the loose-leaf version of the text and MyLab Business Communication, search for: 0135246334 / 9780135246337 Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace, Student Value Edition Plus MyLab Business Communication with Pearson eText -- Access Card Package Package consists of: 0134729625 / 9780134729626 Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace, Student Value Edition 0134732618 / 9780134732619 MyLab Business Communication with Pearson eText -- Access Card -- for Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace

BUSINESS COMMUNICATION: IN PERSON, IN PRINT, ONLINE, 9E offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail and thoroughly integrates coverage of today's social media and other communication technologies. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Aimed at commercial loan officers and officer trainees familiar with basic accounting principles and practices, this text details how to use advanced analytical techniques, including sensitivity analysis and operation leverage as well as providing the practice necessary to construct and analyze long-run, multiple year forecasts of income statements and balance sheets.

Essentials of Human Communication

Communicating for Results: A Guide for Business and the Professions

Communicating in Small Groups

Fundamentals of Business Communication: Student Workbook

CISSP: Certified Information Systems Security Professional Study Guide

Connecting Networks Lab Manual The only authorized Lab Manual for the Cisco Networking Academy Connecting Lab Networks course in the CCNA Routing and Switching curriculum Connecting Networks Lab Manual contains all the labs and class activities from the Cisco® Networking Academy course. The labs are intended to be used within the Cisco Networking Academy program of study. Related titles: CCNA Routing and Switching Practice and Study Guide Book: 978-1-58713-344-2 eBook: 978-0-13-351761-3 CCNA Routing and Switching Portable Command Guide Book: 978-1-58720-430-2 eBook: 978-0-13-338136-8 Connecting Networks Companion Guide Book: 978-1-58713-332-9 eBook: 978-0-13-347652-1 Connecting Networks Course Booklet Book: 978-1-58713-330-5 Transform your students into smart, savvy consumers of the media. Mass Communication: Living in a Media World (Ralph E. Hanson) provides students with comprehensive yet concise coverage of all aspects of mass media, along with insightful analysis, robust pedagogy, and fun, conversational writing. In every chapter of this bestselling text, students will explore the latest developments and current events that are rapidly changing the media landscape. This newly revised Sixth Edition is packed with contemporary examples, engaging infographics, and compelling stories about the ways mass media shape our lives. From start to finish, students will learn the media literacy principles and critical thinking skills they need to become savvy media consumers.

Updated in its 13th edition, Joseph Devito's The Interpersonal Communication Book provides a highly interactive presentation of the theory, research, and skills of interpersonal communication with integrated discussions of diversity, ethics, workplace issues, face-to-face and computer-mediated communication and a new focus on the concept of choice in communication. This thirteenth edition presents a comprehensive view of the theory and research in interpersonal communication and, at the same time, guides readers to improve a wide range of interpersonal skills. The text emphasizes how to choose among those skills and make effective communication choices in a variety of personal, social, and workplace relationships From respected philosopher and writer Jonathan Wolff, this brief introduction to ethics stimulates independent thought, emphasizes real-world examples, and provides clear and engaging introductions to key moral theories and the thinkers behind them. The new Second Edition offers expanded coverage of moral reasoning, as well as two thoughtful and contemporary new chapters on applying moral philosophy and the ethics of race. A companion primary source collection, Readings in Moral Philosophy, amplifies issues discussed in the text, connecting them to problems in applied ethics.

Business Communication: Process & Product

Communication Techniques to Build Relationships, Influence Others, and Achieve Your Goals

Principles and Practices

Student Solutions Manual

Essentials of Management

More than just a guide, The Business Writer's Companion places writing in a real-world context with quick access to hundreds of business writing topics and more than sixty sample documents illustrating the most common types of business writing. Its dedicated author team -- with decades of combined academic and professional experience -- has created a comprehensive reference tool for s writers, the fifth edition includes expanded coverage of ethics in writing, audience, and context and reflects the impact that technology has had on workplace communication. An integrated companion Web site works together with the text to offer expanded online resources with the same clarity of instruction.

Designed to help students review content, apply knowledge, and develop critical-thinking skills. A wide variety of activities are provided for various learning styles. This supplement is a consumable resource, designed with perforated pages so that a given chapter can be removed and turned in for grading or checking. NOTE: You are purchasing a standalone product: MyCommLab does not come packaged with this content. If you would like to purchase both the physical text andMyBCommLab search for ISBN-10: 0134088255/ISBN-13: 9780134088259. That package includes ISBN-10: 0133896781/ISBN-13: 9780133896787 and ISBN-10:0133931137/ISBN-13: 9780133931136 . Building Modern Communication equips students with fundamental skills for a career in the modern, mobile workplace. With comprehensive coverage of writing, listening, and presentation strategies in a contemporary context, this text balances basic business English, communication approaches, and the latest technology in one accessible volume. Over the last two decades, business communication has been in constant flux, w game. In theSeventh Edition, Bovee and Thill provide abundant exercises, tools, and online resources to prepare students for the new reality of mobile communications and other emerging trends, ensuring a bright start in the business world. Also available with MyBCommLab® MyBCommLab is an online homework, tutorial, and assessment program designed to work with this text to engage students what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts. 0134088255/ 9780134088259 Business Communication Essentials Plus MyBCommLab with Pearson eText -- Access Card Package, 7/e Package consists of 0133896781/ 9780133896787 Business Communication Essentials, 7/e 01

for Business Communication Essentials, 7/e A less-expensive grayscale paperback version is available. Search for ISBN 9781680923018. Business Law I Essentials is a brief introductory textbook designed to meet the scope and sequence requirements of courses on Business Law or the Legal Environment of Business. The concepts are presented in a streamlined manner, and cover the key concepts necessary to establish a strong foundation in business law. Each chapter contains learning objectives, explanatory narrative and concepts, references for further reading, and end-of-chapter questions. Business Law I Essentials may need to be supplemented with additional content, cases, or related materials, and is offered as a foundational resource that focuses on the baseline concepts, issues, and approaches.

Strategies and Applications
 Business Law I Essentials
 Business Communication Today
 Communication Between Cultures
 U.S. History

Totally updated for 2011, here's the ultimate study guide for the CISSP exam Considered the most desired certification for IT security professionals, the Certified Information Systems Security Professional designation is also a career-booster. This comprehensive study guide covers every aspect of the 2011 exam and the latest revision of the CISSP body of knowledge. It offers advice on how to pass each section of the exam and features expanded coverage of biometrics, auditing and accountability, software security testing, and other key topics. Included is a CD with two full-length, 250-question sample exams to test your progress. CISSP certification identifies the ultimate IT security professional; this complete study guide is fully updated to cover all the objectives of the 2011 CISSP exam Provides in-depth knowledge of access control, application development security, business continuity and disaster recovery planning, cryptography, Information Security governance and risk management, operations security, physical (environmental) security, security architecture and design, and telecommunications and network security Also covers legal and regulatory investigation and compliance Includes two practice exams and challenging review questions on the CD Professionals seeking the CISSP certification will boost their chances of success with CISSP: Certified Information Systems Security Professional Study Guide, 5th Edition.

Packed with current research and examples, bestselling COMMUNICATION BETWEEN CULTURES, 9E equips readers with a deep understanding and appreciation of different cultures while helping them develop practical communication skills. Part I introduces the study of communication and culture; Part II focuses on the ability of culture to shape and modify our view of reality; Part III puts the theory of intercultural communication into practice; and Part IV converts knowledge into action. This is the only text to consistently emphasize religion and history as key variables in intercultural communication. Compelling examples help readers examine their own assumptions, perceptions, and cultural biases--so they can understand the subtle and profound ways culture affects communication. The ninth edition offers expanded discussions of the impact of globalization, a new chapter on intercultural communication competence, and more coverage of new technology. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This best-selling text will show you the basic concepts and techniques you need to successfully communicate in today's business world, regardless of your current level of business experience. Covering every aspect of the communication process, COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS, Tenth Edition, will give you a competitive edge in any business situation--from the initial interview to making skilled presentations (complete with professional visual aids) to assuming a leadership role. In addition, you'll find online video clips of common professional scenarios paired with the concepts from the text give you a realistic glimpse into the business world. COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS, Tenth Edition, is your opportunity to see how theory translates into practical action--and how that knowledge will help you improve your chance of career success! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Business Communication: Process and ProductSouthwestern Publishing

Glossary and Sample Exams for DeVore's Probability and Statistics for Engineering and the Sciences, 7th

Living in a Media World

Managerial Communication

Test Bank

A Practical, Strategic Approach to Managerial Communication Managerial Communication: Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today's workplace. Known for its holistic overview of communication, solid research base, and focus on managerial competencies, this text continues to be the market leader in the field. In the Seventh Edition, author Geraldine E. Hynes and new co-author Jennifer R. Veltsos preserve the book's strategic perspective and include new updates to reflect the modern workplace. The new edition adds a chapter on visual communication that explains how to design documents, memorable presentations, and impactful graphics. New coverage of virtual teams, virtual presentations, and online communication help students avoid common pitfalls when using technology.

Published by OpenStax College, U.S. History covers the breadth of the chronological history of the United States and also provides the necessary depth to ensure the course is manageable for instructors and students alike. U.S. History is designed to meet the scope and sequence requirements of most courses. The authors introduce key forces and major developments that together form the American experience, with particular attention paid to considering issues of race, class and gender. The text provides a balanced approach to U.S. history, considering the people, events and ideas that have shaped the United States from both the top down (politics, economics, diplomacy) and bottom up (eyewitness accounts, lived experience).

NLP: The Essential Handbook for Business is a straight-talking, highly practical guide to using NLP to significantly improve your results at work. Whether you want to be a better leader, manager, negotiator, salesperson, or decision-maker, you can learn proven NLP techniques that will boost your career as well as the performance of colleagues and the organization itself. Using real-life examples and easy-to-follow exercises that apply to individuals, teams, and organizations, NLP: The Essential Handbook for Business shows you how to: Improve communication Achieve your career goals Develop your influencing skills Harness the mindset for success Gain a greater understanding of what motivates you Remove the limiting beliefs holding you back from the success you deserve Written in accessible, jargon-free language, NLP: The Essential Handbook for Business contains numerous examples and practical exercises that will help you use NLP to improve your career and achieve success at work, whether in the private or public sector, and regardless of your current role.

In today's fast-paced business environment, communicating effectively with multiple audiences is more essential and more challenging than ever. BCOM Asia Pacific edition is specifically aimed at business students studying communication skills in a business degree. The blended learning BCOM package of text and online resources combine a strong emphasis on sound writing principles with practical coverage of real-world spoken, electronic, and written communication situations and strategies that play a vital role in modern business. To help students translate communication theory into applied best practices BCOM has an abundance of model documents and local and global examples. A new approach to learning the principles of business communication, BCOM is the Asia Pacific edition of a proven and innovative blended learning solution. This being a concise and complete text alongside a suite of online learning activities that will ensure student success in business communication.

NLP: The Essential Handbook for Business

Business Communication: Process and Product

Business Communication Essentials

The Business Writer's Companion

Analyzing Financial Statements

For undergraduate business communication courses Learn Business Communication Skills by Example Students need to have excellent, effective, and practical business communication skills in order to succeed in today's business world. Excellence in Business Communication delivers an abundance of the most realistic model documents and tools, helping students learn business communication skills by example. Technology, globalization, and other forces have dramatically changed the practice of business communication in recent years. The Eleventh Edition offers in-depth coverage of new and emerging media skills and concepts, as well as chapter-opening vignettes, figures, and communication cases that expose students to professional use of social media and other new technologies. MyCommLab for Excellence in Business Communication is a total learning package. MyCommLab is the online study tool that helps you transform business communication students into polished professionals, ready to tackle the rigors of today's business landscape. It helps students better prepare for class, quizzes, and exams--resulting in better performance in the course--and provides educators a dynamic set of tools for gauging individual and class progress. This program will provide a better teaching and learning experience--for you and your students. Here's how: Personalize Learning with MyCommLab: Inspire the exchange of new ideas and foster intriguing discussions with the abundant resources found in MyCommLab. Help Students Apply Knowledge from the Text to the Real World: Cases give students the opportunity to solve real-world communication challenges. Promote Active Learning and Stimulate Critical Thinking: Examples, exercises and activities help students practice vital skills and put knowledge to immediate use. Offer the Latest Information on Today's Hottest Topics and Trends: In-depth coverage of new and emerging media skills and concepts, as well as chapter-opening vignettes, figures, and communication cases that expose students to professional use of social media and other new technologies. Note: You are purchasing a standalone product; MyCommLab does not come packaged with this content. If you would like to purchase both the physical text and MyCommLab search for ISBN-10: 0133806871/ISBN-13: 9780133806878. That package includes ISBN-10: 0133544176/ISBN-13: 9780133544176 and ISBN-10: 0133545814/ISBN-13: 9780133545814. MyCommLab is not a self-paced technology and should only be purchased when required by an instructor. Communicating a message effectively needs precision--be it verbal or non-verbal. At the professional front, the accuracy of the message to be shared becomes all the more important as the business decisions may depend on the same. This book, in its second edition, continues to detail on the pre-requisites of 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 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 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 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 and the rationale or logic in the form of explanations. Designed as a textbook for the management students, this book would be equally useful for the management professionals and executives. Key features • Observes a simple pattern of Read-Comprehend-Test-Follow • Discusses strategies for identification and improvisation of communication skills (both oral and written) • Provides numerous examples and illustrations that facilitate proper grasp of the topics discussed.

Steven C. Huchendorf, University of Minnesota. Contains detailed solutions to all even-numbered exercises.

Essentials of Business Law

College Physics

Interpersonal Communication Book

An Introduction to Moral Philosophy

Campbell Biology, Books a la Carte Edition