

Quickstudy Reference Guides

Language learning is retraining your brain, and any form of training requires focus, constant practice and especially support. This most handy support tool can easily come with you anywhere. In 6 laminated pages the coverage is so succinct that our author fit the essentials of the language into a complete reference, with the need-to-know details you would find on a German final exam. This inexpensive and expertly written tool is a must have for repetition and review. 6-page laminated guide includes: The German Alphabet Cardinal Numbers Ordinal Numbers Capitalization Case System Nouns Articles, Der-Words & Ein-Words Adjectives Pronouns Prepositions Da- & Wo-Compounds Adverbs Negation: Nicht & Kein Comparative & Superlative Verbs General Word Order Suggested Uses: Students - a very lightweight, inexpensive grade-booster that can be slipped between your notebook pages for quick and easy answers Teachers - Inexpensive classroom tool, whether you have a few for those students struggling or a whole class set that can last your entire career with the durable lamination Travelers - Being flat, laminated and with essentials being easy to find, if you have moved beyond one word translations and are striving to speak correctly, this is a great travel buddy

Guide to how "elements of style" function in the composition and editing process of writing. Useful for any student from middle school through college as a quick-reference writing tool.

A collection of the most popular misspelled, confused and misused words.

BarCharts' best-selling quick reference to chemistry has been updated and expanded in this new edition. With updated content and an additional panel of information, this popular guide is not only an essential companion for students in introductory chemistry courses but also a must-have refresher for students in higher-level courses. Author Mark D. Jackson, PhD, a scientist and university chemistry professor, has a gift for making the complicated subject of chemistry interesting and easy to understand--without the fluff. In this new edition, you will find more coverage of the subject, helpful illustrations, chemical problems, and practical applications, making this a study tool you won't want to be without.

C++ Standard Library

German Grammar

Logic

A Quickstudy Laminated Reference Guide

Spanish Grammar

For the professional electrician or anyone looking to have basic electrical knowledge, this 3-panel (6-page) guide is a handy resource to have at the ready. Color-coded sections feature comprehensive, easy-to-understand information on receptacles, conductors, wires and other electrical elements. In addition, each section is enhanced by charts, illustrations, diagrams, formulas and equations. Safety rules are indicated with easy-to-spot icons.

Don't miss out on the features that make your devices even more powerful by making them easier to use and better organized. Know what changed and how to use the new features you need all in one place versus multiple pages of multiple websites. This guide still focuses on core features and how to use them along with the new and expanded features we use the most, pushing the limits of organization, messaging, screen space, usability, security, photography and privacy into the future. This 6 page laminated guide is jam-packed with the most relevant uses of your device, some of which you may not know are even there. Whether you are using your Apple device for school, personal, or business use, this guide will ensure you are taking advantage of its fullest potential. Screen shots and icons are included, along with clear and concise instructions in our durable, highly portable, colorful design where you can always find answers fast. 6 page laminated guide includes: User Interface Control Center Privacy & Security Essential Tools & Settings Messages FaceTime Mail Notifications, Today View & Widgets Siri Photos & Camera Multitasking Keyboard Wallet & Apple Pay iCloud, iCloud Drive & the Files App Backing Up Your Device

Essentials of the college level Intermediate Accounting 1 course expertly written in our time-tested condensed format that is proven to support students, their studies, grades and even their professional life after graduation. Our experienced author, professor and consultant Michael Griffin, MBA, CMA, CFM, ChFC has outdone himself providing the clearest organization of concepts streamlined to offer facts, equations, examples and explanations in 6 laminated pages offering incredible value for quality course and professional support that you will not find anywhere else. Any business professional that deals with top-level management of multifaceted companies would also find this to be a great reference for facets they may not deal with on a daily basis, but that they are expected to understand regarding operations and strategy, again at an unbeatable value. 6 page laminated guide includes: Financial Accounting Conceptual Framework of Financial Accounting Income Statement Revenue Recognition Discontinued Operations Comprehensive Income Earnings Per Share Statements Balance Sheet Cash & Cash Equivalents Receivables Inventory Self-Constructed Assets Research & Development Property, Plant & Equipment (PP&E) Depreciation, Depletion & Amortization Intangible Assets Time Value of Money Financial Disclosures Auditor's Report

Essentials of philosophy expertly authored to succinctly cover historical details and key ideas that shaped the evolution of thought from ancient and classical to contemporary philosophy. Each philosopher and their evolutionary contributions are included and organized chronologically in 6 laminated pages for a powerful tool for support, reference and review for students or laymen to find answers for upcoming exams... or the ultimate question ;) 6 page laminated guide includes: Ancient & Classical Philosophy Includes Pre-Socratics Thinkers Setting Tone in 5th/6th century BCE Departing Mythological Explanation for Natural Phenomena Medieval Philosophy Early Modern Philosophy Modern Philosophy Contemporary Philosophy

Medical Coding

APA Guidelines - 7th Edition

Strategic Management

A QuickStudy Laminated Reference Guide

Dynamics

Essential core of real property law in a 6 page laminated guide authored and designed for quick reference. Use as a review for exams, to find a fact fast, for refreshing memory, or to constantly

reinforce your knowledge base. With the mass of knowledge and facts needed for a law degree and then for practicing law, a trusted reference source is rarely found at this price that works so well. Lamination ensures the guides will last a lifetime through school and beyond. Law students, lawyers and paralegals have agreed QuickStudy law guides are a must-have. 6-page laminated guide includes: Estate Adverse Possession Servitude Easement Real Covenant & Equitable Servitude Sale of Real Property, "Land Conveyance," or "Sale of Real Estate" Recording System Lender Use of Real Property to Assure Repayment of Loan Land Use Law Miscellaneous Terms

This laminated guide measuring 3 5/8 x 8 1/2 is useful for anyone looking to learn the Spanish language. This guide contains information on: rules of stress, nouns, pronouns, adverbs, adjectives and much more. Contains full-color illustrations of fifteen human body systems, covering surface anatomy, joints and ligaments, the brain, the senses, the heart, origins and insertions, and the skeletal, muscular, nervous, digestive, respiratory, circulatory, lymphatic, urogenital, and reproductive systems. This recently updated guide thoroughly covers the process of conducting business activities, using diagrams and concise outlining.

Philosophy

Algorithms 2

A Quickstudy Laminated Law Reference & Bar Exam Study Guide

Corporate Finance

Italian Grammar

Focusing on the current "best practice" of the C++ standard, this handy 6 page laminated reference guide is a must-have desktop tool designed to give you the need-to-know answers at your fingertips. Author Scott Smith with 30 plus years of experience using C++ and authoring thousands of pages of technical documentation while working with world-wide financial markets has meticulously constructed the reference he knows you need. C++ is a living language which is continuously evolving. The code in this guide was testing against GCC 8.2.1 and should work with any C++ compiler which fully implements the standard. 6 page laminated guide includes: Basic Concepts Source Code Comments The Preprocessor Line Continuation Keywords, Attributes Fundamental Types Enumerations Compound Types, Incomplete Types, Type Aliases Objects, CV Qualifiers, Storage Class Specifiers Object Lifetime, Object Initialization Literals Expressions, Operators, Statements Functions Lambda Expressions Classes Access Specifiers Special Member Functions Copy/Move Namespaces Name Resolution & Scopes, Name Hiding Polymorphism Function Overloading Type Conversion Operator Overloading

Geometry

Quick reference guide to the 7th edition of the American Psychological Association's publication manual for rules of punctuation, reference citation, structure and format in 6 laminated handy pages filled with the answers you need for these commonly used guidelines. This style guide is used largely in academics, psychology, communications, business, nursing, social sciences, criminology, education, economics and more. Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper, ensuring a better grade if you are a student or a more professionally clean article or paper if writing for publication in your field. For the convenience and benefit of increasing the quality of your writings, the price makes it easy to add this to your writers toolbox. 6 page laminate guide includes: What is APA Style? Scientific Writing Manuscript Structure & Content Clear & Concise Writing The Mechanics of Style Visuals & Results Paper Format with Sample Paper Citing Sources in the Text with Examples Reference Type List Sample Reference List Publication Process Suggested uses: Students - Handy reference while writing papers, collect the set of guides you need for your classes to easily switch between styles Professors/Teachers - Keep handy while writing for academic journals in your subject area Professionals - Use while writing academic articles or papers for publication

The essence of beginning and intermediate Japanese.

Marketing

C++ Programming Language

English Composition & Style

Japanese Grammar Quick Reference Guide

Geometry

Updated for 2018 ICD-10 CM (International Classification of Diseases, Clinical Modification) guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed for you to find answers fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals for classifying and coding diagnoses, symptoms and procedures recorded in conjunction with hospital care. 6-page laminated guide includes: General Coding Conventions & Official Guidelines Instructional Notations Chapter-Specific Official Guidelines Selection of Principal Diagnosis Reporting Additional Diagnoses Diagnostic Coding & Reporting Guidelines for Outpatient Services Steps to Coding Diagnoses Using the ICD-10-CM Manual Documentation of Complications of Care Rules of Compliance External Cause Codes Sequencing Multiple Codes Correctly What to Code & What Not to Code The Process of Abstracting Medical Coding ICD-10-PCS Selection of Principal Procedure ICD-10-PCS Coding Conventions ICD-10-PCS Sections & Subsections Medical & Surgical Section: Guidelines Obstetrics Section: Guidelines New Technology Section: Guidelines ICD-10-PCS Terms

Dynamics and the study of motion.

No anatomical reference is as inexpensive and as loaded with meticulously detailed, beautifully illustrated structures of the human organs, clearly and concisely labeled for easy identification. There are over 10 million QuickStudy anatomy guides in print, all with Illustrations by award-winning and best-selling medical illustrator Vincent Perez, whose life mission is cataloging the beauty and detail of our complicated body systems for the medical professional, the formative student and the inquisitive

layperson. 6-page laminated guide includes illustrated and labeled: Organs - Full Torso Anterior Respiratory & Urinary Male & Female Urogenital Systems Respiratory Tracts Right Kidney Left Adrenal Gland Anterior Digestive Hepatic Portal Veins Stomach Small Intestine (Schematic), Large Intestine Anterior Circulatory System Thoracic, Neck & Head Veins/Arteries Anterior Heart & Vessels Posterior Heart Anterior Thoracic Nerves Phrenic & Vagus Nerves Spinal Nerves, Spinal Chord Lymphatic System Deep Abdominal & Inguinal Nodes Dorsal Spleen Stomach & Pancreas Large Intestine Lymphatics Arm Axilla & Thorax Lymphatics Heart & Lungs Suggested uses: Students - handy reference that is compact and easily reviewed on a daily basis Administrative - use for billing and coding Doctors - use guide to educate patients or for reference with staff

This 4-page study guide contains fundamental logic definitions and analysis which is specifically designed to aid science students.

Commonly Misspelled & Confused Words Quick Study Reference Guide

Nursing Hesi A2

Management

Torts

French Conversation

The ultimate kitchen tool with answers to your cooking questions at your fingertips, durably laminated, spill and splash proof and expertly written and designed to fit into 6 pages.

Experienced author and publisher Cynthia Parzych provides cooking math and cooking methods for a variety of popular foods, every measurement and conversion you will need, portioning per person and much more for any cook at any experience level. It's proven, cooking for yourself and family is healthier, less expensive, and fun to entertain friends and family. This guide can be tucked into a drawer or hung on the refrigerator for the fastest access possible for your cooking needs and without the danger of a phone or tablet swimming in your sauce or sizzling on a burner. 6 page laminated guide includes: Key to Abbreviations Measuring Devices Common Temperatures & Conversions Liquid Measuring Tips Dry Measuring Tips High Altitude The Microwave Dos & Don'ts Cooking Shortcuts Broiling The Slow Cooker Braising Roasting Company for Dinner Cookware Capacities Party Planner Food Storage Substitutions Equivalents Recipe Language: What Does It Mean? A Chef's Pantry

Quick reference to the essentials for students and professionals in a field of study and practice that requires such a large range of knowledge that a go-to refresher for the core facts is just what you need. Author Devon Breithart, MS, OTR/L selected the most useful answers for students to reference that also make for a great tool for the busy professional. In 6 laminated pages you can keep the most important core elements of your education at your fingertips for easy and quick review at a moment's notice in the classroom, as a last-minute review or during marathon study sessions. Once in career mode, this durable tool will last as a desk reference and refresher for years to come, all while being the least expensive study aid you'll ever buy.

6 page laminated guide includes: Areas of Occupation Frames of Reference OT Approaches to Intervention OT Settings Body Systems Musculoskeletal System Nervous System Cardiovascular System Integumentary System Endocrine System Respiratory System Pediatrics Mental Health Common Precautions after Surgery Body Signs & Ranges Common Medications & Side Effects OT Evaluation Dysphagia Diet Documentation & Reimbursement Commonly Encountered Medical Acronyms Common Adaptive Equipment

BarCharts, Inc was founded on our law guides created by the owner, designed to understand the significance of details within the larger scheme of the law, as a daily refresher, and to review before the Bar Exam. Twenty five years later we keep those guides up to date for students of law and criminal justice, paralegals and practicing lawyers to have the most handy legal reference to the most important points of the law possible in 6 laminated pages. 6-page laminated guide includes: Intentional Torts Negligence Duty of Care Nuisance Defamation Invasion of Privacy Misrepresentation Special Issues Strict Liability Tort Reform Suggested uses: Students - with the sheer volume of facts to learn as a student of law, use this quick reference tool to find essential answers fast and review and refresh until you know you are prepared Exams - use as the last review for tests or even the Bar exam Professionals - use for employee reference in the office or use to refresh for yourself

An extremely handy programmer's standard library reference that is as durable as it is portable. This 6 page laminated guide includes a collection of function and class declarations defined as part of the C++ Standard. The declarations are contained in header files that can be categorized according to the functionality they provide. These essential declarations are used by developers of all skill levels to simplify the process of programming in C++. This guide is all script and is organized to find needed script quickly without using screen space or extra clicks - it's already here at your fingertips. As with QuickStudy reference on any subject, with continued reference, the format lends itself to memorization. Beginning students or seasoned programmers will find this tool a perfect go-to for the at-a-glance script answer and memory jog you might need. At this price and for the bank of script included it's an easy add to your programmer's toolbox. 6 page laminated guide includes: Standard Containers Library Algorithm Library Exception Library Numeric Library Memory Library Iterator Library Stream-Based I/O Template Classes Legacy C-Style I/O in cstdio & cwchar Strings Library ctype & cwstring Library cstdlib Library cstring Library string Library thread Library type_traits Library Support for the C Standard Library

Psychology Terminology

Business Law

Chef's Companion

Electrical Quick Reference Guide

Medical Coding ICD-10-CM

Covering the essential concepts of the computer science area of algorithms, this 6 page laminated guide is part 2 of 2 guides that also serves as a reference for designing and analyzing algorithms. Guaranteed to boost grades in required algorithms courses this reference tool can continue to offer support well beyond a course. While all computing requires the use of algorithms, mastery of algorithms can lead to a career in the fastest growing field in computer science with one of the highest paid salaries. Widely published author and instructor Babak Ahmadi has masterfully covered a large amount of information in only 6 pages, streamlined with more facts per page than any publication. To get the full breadth of coverage please also purchase the Algorithms guide for a highly valuable and complete reference at an amazing price. 6 page laminated reference guide includes: Analysis & Optimization Asymptotic Notation (Big-O Notation) Asymptotic Notation Types Complexity Types (AKA Function Orders & Growth Rates) Complexity Classes (P & NP) Lower Bound Theory Cases vs. Bounds Analysis of Loops Recurrences Methods for Solving Recurrences Amortized Analysis Search & Sort Stability Comparison Sorting Non-Comparison Sorting Sort Algorithms Common Search Algorithms String Searching (AKA Pattern Matching) Process/Implementation Types Deterministic vs. Nondeterministic Linear Programming (LP) Dynamic Programming (DP)

Students can use this reference tool to stay sharp and make the grade in the required (core) marketing course, while professionals, entrepreneurs and corporate players can keep concepts and details handy in the busy working world. This big-picture view of marketing's most important core concepts includes the details behind those concepts in clear, concise and easy to review sections. Expertly written and designed to offer more answers per page than any source available, in 6 laminated pages you can quickly review to boost that test score or refresh your memory. Non-marketing majors in business will find this guide extremely useful dealing with marketing discussions and marketing teams to get the most out of any company marketing endeavor. 6 page laminated guide includes: Core Concepts Marketing Perspectives Key Marketing Perspectives to Guide Marketers The Marketing Environment The Role of Marketing Cross-Cultural Marketing Target Markets Market Segmentation Products Goods, Services Total Product, Consumer Products Organizational or Industrial Products Product Development & the Product Life Cycle (PLC) Branding Product Mix Strategies Communications in Marketing Personal Selling Managing the Sales Force Advertising, Advertising Techniques Sales Promotion Public Relations Social Media & Online Content Online Content Big Data & Social Media Analytics Opinion Leaders & Social Media Influencers Distribution: Channels & Logistics Channel of Distribution Retailing, Wholesaling or Wholesale Trade Marketing Logistics Management: Physical Distribution Consumer Privacy & Security Purchasing Decisions Commercial & Industrial Market Purchase Market & Consumer Purchase The Adoption Process Marketing Research & Decision Making Marketing Research Process Types of Research, Sources of Data Price Determination Pricing Objectives Pricing Methods in Practice Nonprofit Marketing

Essential academic skill requirements covered for the HESI test for entry into Nursing School, all in 6 laminated pages. The HESI A2 is predictable and this aspect makes the test easier to study for since the same concepts are covered in every test using the same types of questions. However, many people have underestimated this test their first time around and had to take it again, do not be one of them. These 6 laminated pages are a guide to success. Nurses are some of the biggest fans of QuickStudy guides, so start your collection and get started on a new career. 6-page laminated guide includes: Mathematics Reading Comprehension Vocabulary Grammar Biology Chemistry Anatomy & Physiology Physics

Updated for 2018 ICD-10 guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed so that answers can be found fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals. 6-page laminated guide includes: General Coding & Legal Guidelines Coding Tips Conditions & Diagnoses Diagnosis Coding Pathology & Laboratory Reimbursement & Billing Tips Coding Evaluation & Management Services ICD-10 Terms, Notations & Symbols Wounds & Injuries Important Resources Anesthesia, Surgery & Radiology Diagnostic Coding

iPhone and iPad IOS 14

Quickbooks

Intermediate Accounting

A Quickstudy Reference Guide

Premier study tool for those merely seeking an elective credit for the course - more importantly an incredibly well written guide that is pouring over with facts so entirely that it reads like an ode to the theater covering it's importance in society and human creativity. With history, the types of theater, companies and popular plays this is an all-encompassing portrait of theater and why it has been appreciated for thousands of years. 6-page laminated guide includes: What is Theater? Historical Background Origins in Prehistory & Earliest Civilizations Festival Theater Greek Tragedies & Comedies (6th-5th Century BCE) Medieval Festival Theater (900-1560 CE) Late Medieval & Early Renaissance: Northern Europe (ca. 1400-1570) Earliest Professional Dramatists: For Gain & Profit Hellenistic Greek & Roman Empire (4th Century BCE-549 CE) Renaissance Theater Restoration Dramas (1660-1700) Romanticism (Early 1800s) Early American Theaters (1800s) Modern Theater Global Diversity Basic Parts of a Modern Theater Building Putting on a Play: A Creative Collaboration Types of Modern Theatrical Companies Popular Plays Suggested uses: Elective Students - no better source for quick easy access to the essentials as a review and reference that can back up your studies and boost your grade Theater Students - essential details at a glance in a format you can take anywhere, know your craft inside Theater Lovers - expand your knowledge of theater to appreciate and enjoy the experience even more

Get better grades using proven tactics of the most successful students. Learning so many subjects can be so much easier when taught how to study. This quick and easy 6 page laminated reference to those tactics can help reinforce with every review. Follow the guide and practice, practice, practice the tactics until they are habit. Harness the power of routine, build self-discipline, develop time management skills and success will follow. Practice will be easier with this guide as a road map. Once these skills are habit, you will know the road to success like the back of your hand. 6-page laminated guide includes: Start Positive, End Positive Study Habits in Class Reading at Home Studying for Specific Subjects Daily & Weekly Reviews Discipline & Organization in Planning Motivation Power Breaks Study Aids Practice Makes Perfect Collaborate: Bring Together Great Minds Committing Knowledge to Long Term Memory Study Environment Final Review Why You Should Never Cram Before the Big Day Test Day: Time to Shine Test-Taking Tips Suggested uses: Parents - Get this guide early and know how to help your child study from a young age to make your, and their, lives easier and ultimately more successful Students - Keep this guide for reviewing regularly until these tactics become habit, then still review the guide for future support Educators & Administrators - Consider buying in bulk as a handout to students to promote healthy study habits, boost test scores, grades and student success rates

Language learning requires retraining your brain and any form of training requires focus, constant practice and especially support. This durable and handy support tool can easily come with you anywhere for reference in an instant to review or use while practicing speaking with others. In 6 laminated pages the coverage is so succinct that our author fit the essentials of the Italian language into a complete and compact reference with the need-to-know details you would find on an Italian language final exam. This inexpensive and expertly written tool is a must have for repetition, review, and practice on your road to better grades, language fluency or as preparation for your summer

trip to Italy. 6-page laminated guide includes: Numbers The Italian Alphabet & Pronunciation Articles Capitalization in Italian & English Adverbs Nouns Adjectives Conjunctions Negatives Prepositions Pronouns Verbs: Simple & Compound Forms Finite Verbs: Forms & Function Verb Constructions: Forms & Function

Highly relevant on today's world stage, this succinct guide to systems of government and the analysis of political activity and behavior can support students taking the course and anyone interested in understanding these systems that ultimately determine our way of life.

Comprehensive 6 page laminated guide will boost grades and is a fact filled gold mine for political conversations and debates backed by the high qualifications of our coauthors, both professors and honorees in the field of U.S. and international politics. 6 page laminated guide includes: World Governments by Country Theories of World Politics Three Levels of Analysis Modern International System International Law International Political Economy United Nations Arms Control Actors in World Politics War Philosophy of the Social Sciences Major U.S. Foreign Policy Events: 2000-2018 What Kind of Country is the United States? The Three Branches of the Federal Government How a Bill Becomes a Law

HIPAA Guidelines

Sociology

A Quickstudy Laminated Reference & Study Guide

Atlas of Human Anatomy

Real Property

Guaranteed to boost test scores and grades. The essentials of this branch of mathematics are an important foundation that future more advanced math is built upon. Using this as a review and reinforcement tool is quick and easy to do daily or weekly, keeping all concepts fresh once you move deeper into the subject. For complete coverage, get the Geometry Part 2 QuickStudy guide and use the two guides to study, reference, review and ace the grade. 6-page laminated guide includes: Geometric Formulas Undefined Terms Defined Terms Space Shapes Lines Planes Line Segments Rays Angles Suggested uses: Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly Memory - refreshing your memory repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts Test Prep - no student should be cramming, but if you are, there is no better tool for that final review

HIPAA violation costs can be as high as \$1.5 million per year or could result in jail time. Having a handy and concise guideline reference can protect health care professionals and their patients from missteps that could unknowingly cause violations. This inexpensive 6 page laminated guide can support managers, owners, privacy & security officers and staff day to day or in training, as well as students in HIPAA compliance courses. 6 page laminated guide includes: HIPAA Rules & Related Laws When HIPAA Applies HIPAA-Related Risks HIPAA Enforcements HIPAA Privacy Rule Requirements HIPAA Security Rule Requirements HIPAA Data Breach Notification Rule Requirements HIPAA Privacy, Security & Compliance in Practice Additional Resources

Students and working professionals will find this guide filled with top to bottom essentials of management to be the most comprehensive and utilitarian tool for study or reference. Expertly written and designed to fit in 6 laminated pages, the condensed outline format covers the essence of a management college course. Organized for quick access to the answers you need for class, tests, or for reference to mainstays of a working day - a quick review of core concepts and the full listing of key factors for anything from human resources to operations can keep you on your toes. By sticking to facts and eliminating fluff, we give you a great return on investment through better grades and better business as well as laminated durability to ensure this guide will last through college and your career. 6 page laminated guide includes: Who is a Manager? Factors Affecting Management Evolution of Management Making Decisions Economic Considerations Work Groups & Teams General Operations Changing Environments Human Resources Planning for the Future Organizing, Staffing & Coordinating Leading the Organization Controlling Direction & Operations Communications International Business Ethical Reasoning in Business Management in the 21st Century

Get your business up and running on QuickBooks Online or Desktop and have a quick reference always handy for yourself or employees. From setting up a company to depositing customer payments and creating professional quality financial statements, QuickBooks offers the accounting tools you need to stay on top of business finances 24/7. This flexible software can be tailored to meet the needs of any type of business, from a new solo freelancer to an established e-tailer. In 6 laminated pages, this concise user guide will have you running smoothly with knowledge of exactly where your finances are at any moment at a value that cannot be beat. 6 page laminated guide includes: Getting Started Set Up Your Company Manage Your QBO Account Set Up Your Sales, Expenses & Advanced Information Creating Your Chart of Accounts Customize an Account Delete an Account Add an Account Changing Accounts Linking Online Bank & Credit Card Accounts Link Your Accounts Import Your Transactions Adding Your Products & Services Create an Inventory & Non-Inventory Item Create a Service Item Create a Bundle View a List of All Products & Services Vendors & Contractors Set Up a Vendor Import Multiple Vendors Make Changes to a Vendor Profile Delete a Vendor Set Up a Contractor Enter Vendor Bills Paying Vendors Pay a Vendor with QBO Bill Pay Pay a Vendor with a QBO Check Pay Vendors through Connected Bank & Credit Card Accounts Enter Other Vendor Payments Customers Setting Up a Customer Import Multiple Customers Make Changes to Customer Information Delete a Customer Invoice Customers Receive Payments from Customers for Invoices Deposit "Undeposited Funds" Reports & Financial Statements Create Reports & Financial Statements Run Accounts Receivable Reports Run Accounts Payable Reports Run Financial Statements Invite Your Accountant to Your QBO Account

Anatomy of the Organs

Political Science

Chemistry

Occupational Therapy

Theater Appreciation

As a business major, entrepreneur, or professional the more essential laws relevant to business operations you know, the better. This 6 page laminated guide is a perfect quick reference to review laws that are covered in a business law course, but also for professionals reviewing laws related to start-ups, business operations or as a legal primer for decisions that could drastically affect your career and your company. Designed to find many related answers at a glance you can see the landscape of law in a more complete snapshot faster and more efficiently than scrolling through a listing of sites from your Google searches. 6-page laminated guide includes: Torts Criminal Law Contracts Business Entities Partnerships Agency Corporations Product Liability Uniform Commercial Code Ethics

A must-have for business and accounting students or professionals as a go-to review. The essentials packed into this 6 page laminated guide

cover the breadth of Corporate Finance with artfully written details so you can find the answer you need faster than any other source. Equations, can be found at a glance and real world examples of easily confused terminology offer a memory boost. Our best-selling QuickStudy business author, Michael Griffin targets the structure and details as only an experienced professor, author, textbook subject matter expert and working professional can. 6-page laminated guide includes: Corporation Basics Regulation of the Corporation Financial Statements Financial Statement Analysis Managing Current Assets Time Value of Money Interest Rates Capital Budgeting Financial Planning Short- Term Financing Bonds & Bond Valuation Stock & Stock Valuation Financial Markets & Securities Cost of Capital Options, Warrants & Convertibles Dividends & Share Repurchases Enterprise Risk Management Corporate Restructuring Suggested uses: Students - quick reference that is compact and easily reviewed on a daily or weekly basis and definitely before exams Business Professionals - handy go-to for those in finance but especially for employees that are not and need to see the larger picture of finance in the corporate structure, as well as the importance of every detail Professors - use this guide as a corporate finance course syllabus to offer more to your students at a price that beats any supplemental material

Students and travelers can instantly create hundreds of sentences for communication in French. This 6 page laminated guide provides template sentences and a color coded bank of words that can be plugged into those sentences. To change the sentence, pick a different color-coded noun, verb or adjective for a wide range of sentences for communication. Categories follow those of a French 1 course which are the same categories helpful to a world traveler. 6-page laminated guide includes: Greetings (les salutations) Social Courtesies (la politesse) Numbers (les nombres) French Pronunciation (la prononciation) Basic Statements Questions (les questions) Expressing Opinions (les opinions) Negatives (la n é gation) Measurements (les dimensions) Colors (les couleurs) Money (l'argent) Time (l'heure) Days of the Week (les jours de la semaine) Months of the Year (les mois de l'ann é e) Seasons (les saisons) Errands & Shopping (les courses) Directions (les directions) The Family (la famille) Weather (le temps) & Climate (le climat) Personal Information (les renseignements personnels) Food (la nourriture) Habitat (l'habitation) Entertainment (le divertissement) Media & Communication (la communication) Travel (le voyage) Transportation (le transport) Workplace (le travail) Technology (la technologie) Health (la sant é) Emergency situations (en cas d'urgence)

Find the words and definitions you need faster than any other source, plus psychologists and their most consequential work, defined theories, as well as areas of study in alphabetical order. In 6 laminated pages, expertly written and concise definitions can support your studies with just a glance. No closing of windows or leaving that page. Whether you are taking psychology to fulfill a requirement, you are a new student of psychology building a foundation, or you are already practicing and need a refresher or lookup of an uncommon term, you cannot go wrong with this high-value reference at an unbeatable price. 6 page laminated guide includes: All categories arranged alphabetically Psychology terms and succinct definitions Psychology Theorists - most consequential theory & work Theories & their definitions Areas of Study - with descriptions Studying Tips, Tricks and Hacks