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Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law. Packed with real-life insights and real-world examples, the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Always study with the most up-to-date prep! Look for AP World History: Modern, ISBN 9781506262048, on sale February 04, 2020. Publisher's Note: Products purchased from third-party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitles included with the product. With 83 additional outline and four-color maps, World Civilizations: The Global Experience, Fifth Edition, Atlas Edition, helps students with geography, one of the most difficult aspects of World history courses for many. The maps are accompanied by review questions that call on students to identify important geographical areas and think critically about the connection between geography and historical events. The maps are on perforated pages and are organized by chapter so that they can be assigned easily and collected. The primary goal of World Civilizations is to present a truly global history—since the development of agriculture and herding to the present. Using a unique periodization, this book divides the main periods of human history according to changes in the nature and extent of global contacts. This global world history text emphasizes the major stages in the interactions among different peoples and societies, while also assessing the development of major societies. Presenting social and cultural as well as political and economic aspects, the book examines key civilizations in world history. World Civilizations balances this discussion of independent developments in the world's major civilizations with comparative analysis of the results of global contact. "The World of Music" is a music listening book designed for the growing number of teachers who want to focus on listening to music as it exists in the real world of their students. Expanding the traditional repertoire used for music study, this popular text begins with American folk, religious, jazz, popular, and ethnic music before introducing some world music and concluding with a thorough overview of Western classical music. The approach captures the essence of each repertoire, and equips students to recognize different styles, appreciate their different functions, and possess a solid foundation for a lifetime of musical appreciation. The text also introduces students to the many styles of music currently enjoyed by people in the United States and helps them to appreciate the diverse roots of these styles. In addition, the text encourages its readers to appreciate different cultures around the world through an encounter with their music. Cutting edge biological concepts delivered with a greater emphasis on evolution and a logical use of analogies. George Johnson's textbook, "The Living World" is often considered to be a student favorite. Dr. Johnson has written this non-majors textbook from the ground up to be an engaging and accessible learning tool with an emphasis on "how things work and why things happen the way they do." This authoritative textbook features a straightforward, clear writing style and a wide variety of media assets to enhance the content of the textbook. The strength of the fifth edition is the integration of many tools that are designed to inspire both students and instructors. The multi-media package for the new edition stretches students beyond the confines of the traditional textbook to include high interest video clips and animations of key biological concepts. For an accessible, comprehensive global survey of the world's major civilizations, Adler and Pouwels's WORLD CIVILIZATIONS offers a great balance between detail and brevity. This unique student-oriented text offers 53 short chapters accompanied by strong pedagogy and critical thinking tools, giving instructors the flexibility to assign a wide range of major topics in world history in a variety of different ways, while making learning more manageable for students. The focused treatment of topics throughout history covers every major epoch and follows broad patterns and processes, while illuminating history through specific examples and a particular emphasis on social and cultural topics. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Provides students and instructors with the information available, inviting them to explore international relations and its challenges in a straightforward, accessible way. A hallmark of the text is its position that international relations do matter to students and that the individual can have an impact on international relations. With superbly crafted maps covering the entire globe, this new edition of Oxford's Essential World Atlas offers thorough geographical coverage at an affordable price. In addition to topographic and political maps, city maps, and satellite imagery, the Essential Atlas features dozens of thematic maps, charts, and graphs that explain many fundamental concepts in human geography. The new Eighth Edition has been updated to show the latest transportation information, administrative boundary changes, new flags, name changes, national parks, major tourist sites, and historical places of interest. The Essential World Atlas is packed with information, including statistics on the area, population, and annual income of every country in the world. Metro maps of 70 cities provide detailed information on tourist sites, transportation hubs, and other aspects of interest to the traveler. Enhancing its utility, the maps are fully indexed, allowing for quick reference. The atlas also features a selection of stunning satellite images that provide an impression of our world from above, offering insight into how cities expand and rivers create life in the desert, with cities including Canberra, Kingston, Philadelphia, Shanghai, Tehran, Toronto, and Venice. Finally, the atlas includes a thematic "World in Focus" section, with maps and diagrams exploring topics such as Climate, Energy, Oceans, Population, Travel and Tourism, and Quality of Life. Meticulously crafted and thoroughly updated, the Eighth Edition of Oxford's Essential World Atlas is an indispensable resource for students, teachers, armchair travelers, tourists, and anyone else curious about all corners of the globe. Recent years have seen dramatic changes to the events industry. The influence of social media and global communications technology, increased focus on environmental sustainability and social responsibility, and changes to the economic and cultural landscape have driven rapid expansion and increased competition. Special Events: Creating and Sustaining a New World for Celebration has been the event planner's essential guide for three decades, providing comprehensive coverage of the theory, concepts and practice of event management. The new Eighth Edition continues to be the definitive guide for creating, organizing, promoting, and managing special events of all kinds. Authors, Seungwon "Shawn" Lee and Joe Goldblatt, internationally-recognized leaders and educators in the industry, guide readers through all the aspects of professional event planning with their broad understanding of diverse

cultures and business sectors. This definitive resource enables current and future event leaders to stretch the boundaries of the profession and meaningfully impact individuals, organizations, and cultures around the globe. Global case studies of high-profile events, such as the PyeongChang Winter Olympic Games and Norway's Constitution Day annual event, complement discussions of contemporary issues surrounding safety, security, and risk management. Each chapter includes "Ecologic," "Techview," and/or "Secureview," mini-case studies, a glossary of terms, plentiful charts, graphs, and illustrations, and links to additional online resources. The World Today is the number one bestselling brief World Regional Geography textbook. The seventh edition continues to bring readers geographic perspectives on a fast-changing world through the regional view. Restructured chapters provide a macro review of important physical, cultural, and political characteristics, drawing upon up-to-date significant world events and crises. The cartographically superior maps have been updated for the seventh edition to offer an accurate and vast picture of the world--multi-layer, interactive, GIA maps have been added to WileyPLUS Learning Space. To complement the extensive map program, the majority of the photos have been taken by our authors during their field research, allowing the student to experience an authentic geographical viewpoint of our world. This broadly adopted textbook weaves literary and historical approaches to focus on the New Testament's structure and meaning. Anatomy of the New Testament is systematic, critical, and reliable in its scope and content. This seventh edition has been revised throughout, to take account of current trends in scholarship and to discuss important interpretative issues, such as the Gospel of Thomas. Each chapter includes two new features: Have You Learned It? offering questions for analysis and synthesis; What Do They Mean? presenting definitions of key terms to enhance student comprehension and critical thinking. Few wine books can be called classic, but the first edition of The World Atlas of Wine made publishing history when it appeared in 1971. It is recognized by critics as the essential and most authoritative wine reference work available. This eighth edition will bring readers, both old and new, up to date with the world of wine. To reflect all the changes in the global wine scene over the past six years, the Atlas has grown in size to 416 pages and 22 new maps have been added to the wealth of superb cartography in the book. The text has been given a complete overhaul to address the topics of most vital interest to today's wine-growers and drinkers. With beautiful photography throughout, Hugh Johnson and Jancis Robinson, the world's most respected wine-writing duo, have once again joined forces to create a classic that no wine lover can afford to be without. "The World Atlas of Wine is the single most important reference book on the shelf of any wine student." - Eric Asimov, New York Times "The most useful single volume on wine ever published... If I owned only one wine book, it would be this one." - Andrew Jefford, Decanter "Like a good bottle of wine, you'll find yourself going back to it again and again... Perfect for anyone who has a thirst for greater wine knowledge." - Edward Deitch, NBC/today.com "The World Atlas of Wine belongs on your shelf... The essential rootstock of any true wine lover's library. A multi-layered snapshot of wine and how it has evolved." - Dave McIntyre, Washington Post 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. Experience the power and the promise of working in today's most exciting literary form: Creative Nonfiction Writing Creative Nonfiction presents more than thirty essays examining every key element of the craft, from researching ideas and structuring the story, to reportage and personal reflection. You'll learn from some of today's top creative nonfiction writers, including: • Terry Tempest Williams - Analyze your motivation for writing, its value, and its strength. • Alan Cheuse - Discover how interesting, compelling essays can be drawn from every corner of your life and the world in which you live. • Phillip Lopate - Build your narrator--yourself--into a fully fleshed-out character, giving your readers a clearer, more compelling idea of who is speaking and why they should listen. • Robin Hemley - Develop a narrative strategy for structuring your story and making it cohesive. • Carolyn Forché - Master the journalistic ethics of creative nonfiction. • Dinty W. Moore - Use satire, exaggeration, juxtaposition, and other forms of humor in creative nonfiction. • Philip Gerard - Understand the narrative stance--why and how an author should, or should not, enter into the story. Through insightful prompts and exercises, these contributors help make the challenge of writing creative nonfiction--whether biography, true-life adventure, memoir, or narrative history--a welcome, rewarding endeavor. You'll also find an exciting, creative nonfiction "reader" comprising the final third of the book, featuring pieces from Barry Lopez, Annie Dillard, Beverly Lowry, Phillip Lopate, and more--selections so extraordinary, they will teach, delight, inspire, and entertain you for years to come! Developed to meet the demand for a low-cost, high-quality history book, this economically priced version of WORLD HISTORY, 8th Edition, offers readers the complete narrative with only the most essential features, photos, and maps. All volumes feature a paperback, two-color format that appeals to those seeking a comprehensive, trade-sized history text. Noted teachers and scholars William J. Duiker and Jackson J. Spielvogel present a balanced, highly readable overview of world history that explores common challenges and experiences of the human past, and identifies key patterns over time. Thorough coverage of political, economic, social, religious, intellectual, cultural, and military history is integrated into a chronological framework to help students gain an appreciation and understanding of the distinctive character and development of individual cultures in society. This approach helps students link events together in a broad comparative and global framework, and consequently see the contemporary world in a more meaningful historical context. CENGAGE ADVANTAGE BOOKS: WORLD HISTORY includes over 100 maps and excerpts of over 100 primary sources that enliven the past while introducing students to the source material of historical scholarship. Available in the following split options: CENGAGE ADVANTAGE BOOKS: WORLD HISTORY, 8th Edition (Chapters 1-30); Volume I: To 1800 (Chapters 1-18); Volume II: Since 1500 (Chapters 14-30). Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The 7th Edition of Global Marketing Management prepares students to become effective managers overseeing global marketing activities in an increasingly competitive environment. The text's guiding principle, as laid out concisely and methodically by authors Kotabe and Helsen, is that the realities of international marketing are more "multilateral." Suitable for all business majors, the text encourages students to learn how marketing managers work across business functions for effective corporate performance on a global basis and achievement of overall corporate goals. Global Marketing Management brings timely coverage in various economic and financial as well as marketing issues that arise from the acutely recessionary market environment. Helping students apply the science of psychology to their everyday lives! Now in the eighth edition and still the best selling text in the market, The World of Psychology continues to respond to the changing needs of today's diverse student population. Highly interactive, clearly written, and thoroughly up to date, this textbook encourages students to think for themselves as they learn about, relate to, and apply psychological principles that affect their lives. More than any other full-length text on the market, The World of Psychology supports student learning while helping students make the connection between scientific principles and everyday life. The Seventh Edition of Wood/Wood/Boyd's World of Psychology continues to respond to the changing needs of today's diverse student population. Students and instructors will benefit from exciting enhancements in content, pedagogy, and design while enjoying the accessible and engaging presentation that have made this text so successful over the years. The crucial interdependence between humans and their environment is explored and illuminated in this revealing overview of the major environmental issues facing society in the twenty-first century. With attention to detail and cogent language, the author describes how human health and well-being are inextricably bound up in the web of interrelationships that characterize life on this planet. The presentation combines an overall ecological concern with specific elements related to personal and community health, giving readers a clear sense of how today's environmental issues directly impact their own lives. New to the seventh edition is a chapter on clean energy alternatives that evaluates the long-term potential of the most promising renewable energy technologies as well as short-term strategies to increase energy efficiency. The discussion of global climate change has been significantly updated to reflect the latest assessments of the Intergovernmental Panel on Climate Change with regard to evidence of global warming, mitigation strategies, and adaptation measures, as well as an up-to-date summary of ongoing international efforts to negotiate binding treaties that would produce meaningful reductions in greenhouse gases. Our Global Environment is widely praised by students and faculty for its clear, compelling presentation. Abundant

photographs and illustrations highlight salient issues and clarify trends, while boxed inserts in every chapter contain timely examples of general concepts presented in the chapters. Publisher's note. This completely revised and updated eighth edition serves as the definitive text for courses in which the United Nations is either the focus or a central component. Built around three critical themes in international relations (peace and security, human rights and humanitarian affairs, and sustainable human development) the eighth edition of *The United Nations and Changing World Politics* guides students through the seven turbulent decades of UN politics. This new edition is fully revised to incorporate recent developments on the international stage, including new peace operations in Mali and the Central African Republic; ongoing UN efforts to manage the crises in Libya, Syria, and Iraq; the Iran Nuclear Deal; and the new Sustainable Development Goals. The authors discuss how international law frames the controversies at the UN and guides how the UN responds to violence and insecurity, gross violations of human rights, poverty, underdevelopment, and environmental degradation. Students of all levels will learn that the UN is a complex organization, comprised of three interactive entities that cooperate and also compete with each other to define and advance the UN's principles and purposes. This collection is designed to encourage students to examine issues pertaining to a broad range of themes through the analysis of relevant ancient literary and non-literary texts. Covering a wide variety of social and cultural concerns--ranging from marriage, family, war, and religion, to political culture, slavery, and entertainment?--the texts are arranged thematically within a general chronological framework to provide a broad overview of life in the Ancient World. --Publisher's description. Revised edition of: *World of the Cell* / Wayne M. Becker [and others]. 7th ed. This text presents a cross-cultural look at cities and suburbs around the world. It offers an overview of the changing urban scene, covering evolving patterns and the changing nature of urban life. It provides coverage of women in metropolitan areas. An encyclopedia designed especially to meet the needs of elementary, junior high, and senior high school students. With a combination of up-to-the minute examples, cutting-edge research, and the latest available data, *Essentials of Sociology* gets students thinking sociologically about what they're seeing in the news and on their screens. Highlighting the macro social forces at work in our everyday lives, the authors move students beyond their individual experiences and cultivate their sociological imaginations. Innovative pedagogy promotes active reading and helps students master core sociological concepts. This strong in-text pedagogical program is now supported by InQuizitive, Norton's new formative, adaptive learning tool. The *San Francisco Chronicle* has called *The World Atlas of Wine* "a glorious book", and now, in its fourth edition, this treasured classic expands its coverage and enhances its beauty, with stunning updated full-color artwork throughout. 1,400 illustrations, 84 photos, 185 maps, 24 charts. Contains a set of Design and Make Activities and a range of Support Tasks to provide the knowledge, skills, and understanding students require to become technologically literate. The Teacher's manual correlates the activities to textbook chapters. "Experiencing the World's Religions" is a leading seller because it successfully addresses what a person should know about religions, and why. Michael Molloy provides an exceptionally clear and compelling account of the teaching of the world's religions. The text covers all the essential material and goes beyond traditional approaches to personally connect students with the vitality of the great religions. Explore the relationship between music and society around the world This comprehensive introductory text creates a panoramic experience for beginner students by exposing them to the many musical cultures around the globe. Each chapter opens with a musical encounter in which the author introduces a key musical culture. Through these experiences, students are introduced to key musical styles, musical instruments, and performance practices. Students are taught how to actively listen to key musical examples through detailed listening guides. The role of music in society is emphasized through chapters that focus on key world cultural groups. *Essential Readings in World Politics* introduces students to key literature on international relations--from classics in the field to contemporary debates among scholars today. Developed to meet the demand for a low-cost, high-quality history book, this economically priced version of *WORLD HISTORY*, 8th Edition, offers readers the complete narrative with only the most essential features, photos, and maps. All volumes feature a paperback, two-color format that appeals to those seeking a comprehensive, trade-sized history text. Noted teachers and scholars William J. Duiker and Jackson J. Spielvogel present a balanced, highly readable overview of world history that explores common challenges and experiences of the human past, and identifies key patterns over time. Thorough coverage of political, economic, social, religious, intellectual, cultural, and military history is integrated into a chronological framework to help students gain an appreciation and understanding of the distinctive character and development of individual cultures in society. This approach helps students link events together in a broad comparative and global framework, and consequently see the contemporary world in a more meaningful historical context. **CENGAGE ADVANTAGE BOOKS: WORLD HISTORY** includes over 100 maps and excerpts of over 100 primary sources that enliven the past while introducing students to the source material of historical scholarship. Available in the following split options: **CENGAGE ADVANTAGE BOOKS: WORLD HISTORY**, 8th Edition (Chapters 1-30); Volume I: To 1800 (Chapters 1-18); Volume II: Since 1500 (Chapters 14-30). Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. With its brief, global (rather than West-centered) approach, *World History in Brief*, Fifth Edition, seeks to show how different civilizations developed in a global context, and then encountered the various forces of contemporary life. Rather than overwhelm students, the chief goal of *World History in Brief* is to present the big picture, to facilitate comparison and assessment of change, and to highlight the major developments in the world's history. This text also presents the global interactions of major civilizations so that students can compare and assess changes. The compact size of this text gives instructors the opportunity to take advantage of additional supplementary readings. A rapid journey through history from the Big Bang through to the 21st century. A guide to nearly 1,000 sailing routes covering all the oceans of the world, geared specifically to the needs of cruising sailors. It advises on the winds, currents, regional and seasonal weather, and optimum times for individual routes, plus over 6,000 waypoints. Shows how individuals are affected by, and respond to, economic, social, and political forces at all levels of scale: global, regional and local. It offers an inclusive picture of people in a globalizing world - men, women, children, both mainstream and marginalized citizens - not as seen from a western perspective, but as they see themselves. Core topics of physical, economic, cultural, and political geography are examined from a contemporary perspective, based on authoritative insights from recent geographic theory and examples from countries from around the world. **FEW TECHNOLOGICAL ACHIEVEMENTS** are as impressive as the ability to see our own planet from outer space. The beautiful sphere suspended against the black void of space makes plain the bond that the billions of us on Earth have in common. This global consciousness inspires space travellers who then provide emotional and spiritual observations. Their views from outer space awaken them to a grand realization that all who share our planet make up a single community. They think this viewpoint will help unite the nations of the world in order to build a peaceful future for the present generation and the ones that follow. Many poets, philosophers, and writers have criticized the artificial borders that separate people preoccupied with the notion of nationhood. Despite the visions and hopes of astronauts, poets, writers, and visionaries, the reality is that nations are continuously at war with one another, and poverty and hunger prevail in many places throughout the world, including the United States. So far, no astronaut arriving back on Earth with this new social consciousness has proposed to transcend the world's limitations with a world where no national boundaries exist. Each remains loyal to his/her particular nation-state, and doesn't venture beyond patriotism - "my country, right or wrong" - because doing so may risk their positions. Most problems we face in the world today are of our own making. We must accept that the future depends upon us. Interventions by mythical or divine characters in white robes descending from the clouds, or by visitors from other worlds, are illusions that cannot solve the problems of our modern world. The future of the world is our responsibility and depends upon decisions we make today. We are our own salvation or damnation. The shape and solutions of the future depend totally on the collective effort of all people working together. The most relevant textbook for today's students.