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comprehensive text with enough background material to reinforce earlier courses in corporate finance and enough advanced material to stimulate the most advanced student the predominant strengths of clarity current coverage and friendliness to students and instructors continues in this new edition some of the areas where coverage has been expanded include corporate valuation value based management cash flow and newly updated material on real options the

instructor s resources enable outstanding classroom presentations and learning

focuses on the decision making business action purposes of communication and how to shape communication and action using modern business tools

offers accurate lucid and interesting explanations of basic concepts and facts of chemistry while helping readers develop skills in analytical thinking and problems solving

heintz provides solid coverage of the accounting skills and concepts that students need to learn with an emphasis on the careful development of topics heintz is a book that provides basic bookkeeping and accounting skills that students can take with them into the job market

the leading text in business communication communicating at work takes a pragmatic approach that features a strong multicultural focus a heavy emphasis on effective presentations and a pedagogical program that is designed to encourage group activities and skill building that plus clear writing and effective use of tables make the text an excellent teaching tool

with its encouraging tone careful explanations and abundance of carefully sequenced and incrementally challenging exercise sets odyssey enables readers to view writing as a means of discovering more about themselves and their surroundings the text s organization and self contained chapters within each part ensure cumulative skill development and allow flexibility in course design in every chapter the book offers a progression of exercises that begin with comprehension and practice of fundamental concepts some exercise sets focus on invention and the writing of short pieces readers can then proceed to exercises that call for critical thinking drafting and revision grammar mechanics and punctuation chapters conclude with summary editing exercises that call upon readers to use all the grammar and sentence skills learned in the chapter many chapters contain a pair of discovering connections exercises the first which falls early in the chapter is a prewriting assignment with an array of topic possibilities the second is a drafting and revision exercise based upon the prewriting and calls for peer review for those interested in developing their writing skills at the paragraph to essay level

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