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Has supplements.

Contemporary sport could not function without the involvement of voluntary organizations, from local grass-roots clubs to international agencies such as the International Olympic Committee. Management of this sector continues to undergo profound change, largely in response to the challenges of professionalization and increasing expectations in terms of transparency, accountability and ethical behaviour. This book fills a significant gap in the literature on sport management by setting out the principles and practices necessary for effective management of voluntary sport organizations around the world. In addition to applying and adapting established management strategies and techniques to voluntary sport organizations, this book is the first to fully relate mainstream organizational theory to this important sector of sport management. With contributions from an international team of researchers and management practitioners, the book explores key functional areas such as: governance strategy and planning human resources finance managing change marketing event management risk management. Each chapter discusses best practice and includes case study material, self test questions and guides to further reading. As the only book to outline a professional, theoretically informed and practically focused curriculum for voluntary sport management, this book is essential reading for all students of sport management and all managers working in or alongside the voluntary sector.

This book posits that democracy promotion played a key role in the Reagan administration's Cold War foreign policy. It analyzes the democracy initiatives launched under Reagan and the role of administration officials, neoconservatives and non-state actors, such as the National Endowment for Democracy (NED), in shaping a new model of democracy promotion, characterized by aid to foreign political movements and the spread of neoliberal economics. The book discusses the ideological, strategic and organizational aspects of U.S. democracy promotion in the 1980s, then analyzes case studies of democracy promotion in the Soviet bloc and in U.S.-allied dictatorships in Latin America and East Asia, and, finally, reflects on the legacy of Reagan's democracy promotion and its influence on Clinton, Bush and Obama. Based on new research and archival documents, this book shows that the development of democracy promotion under Reagan laid the foundations for US post-Cold War foreign policy.

Plunkett's InfoTech Industry Almanac presents a complete analysis of the technology business, including the convergence of hardware, software, entertainment and telecommunications. This market research tool includes our analysis of the major trends affecting the industry, from the rebound of the global PC and server market, to consumer and enterprise software, to super computers, open systems such as Linux, web services and network equipment. In addition, we provide major statistical tables covering the industry, from computer sector revenues to broadband subscribers to semiconductor industry production. No other source provides this book's easy-to-understand comparisons of growth, expenditures, technologies, imports/exports, corporations, research and other vital subjects. The corporate profile section provides in-depth, one-page profiles on each of the top 500 InfoTech companies. We have used our massive databases to provide you with unique, objective analysis of the largest and most

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exciting companies in: Computer Hardware, Computer Software, Internet Services, E-Commerce, Networking, Semiconductors, Memory, Storage, Information Management and Data Processing. We've been working harder than ever to gather data on all the latest trends in information technology. Our research effort includes an exhaustive study of new technologies and discussions with experts at dozens of innovative tech companies. Purchasers of the printed book or PDF version may receive a free CD-ROM database of the corporate profiles, enabling export of vital corporate data for mail merge and other uses.

Senior executives and project managers from more than 50 world-class companies offer their best practices for successful project management implementation The first two editions of the bestselling Project Management Best Practices helped project managers navigate the increasingly complex task of working within global corporations employing distant and diverse work teams. This new Third Edition includes the same valuable wealth of proven best practices, while following up on case studies from previous editions and offering new case studies on project management practices at large and small companies. The Third Edition offers insight from project managers and executives at more than fifty global companies in all sectors of the market. These industry-leading professionals offer insight and best practices for: Project risk management Project management for multinational cultures and cultural failures Focusing on value, as well as cost and schedule Integrated and virtual project teams Covering the latest developments in the project management field, Project Management Best Practices, Third Edition offers a must-have window into the issues and solutions facing corporate managers, project and team managers, engineers, project team members, and business consultants in today's global market.

The best-selling guide to Australia's top stocks, updated for 2015 Top Stocks 2015: A Sharebuyer's Guide to Leading Australian Companies is the definitive guide to the best stocks to buy on the Australian sharemarket. With all the key information in an easy-to-read format, this book allows even inexperienced investors the chance to build an impressive portfolio. Cut through the noise and hype to find clear, objective information on each of Australia's top companies, with a focus on profitability, debt levels and dividends. Over 100 charts and tables give you easy access to each company's financial data in a format that allows for quick comparison, helping you make informed decisions about your financial future. Every investor—no matter how big or small the portfolio—must look beyond share prices and examine key information about the companies they're considering as investments. In this 21st Edition, Martin Roth applies his tried-and-tested selection criteria and rigorous analysis to determine the best public companies in Australia for 2015. This resource profiles the companies that met a meticulous set of criteria, distilled to a concise selection of premium purchases across market sectors, allowing readers to: Get individual, unbiased analysis of the latest results from top Australian companies Compare sales and profit data, with in-depth ratio analysis Study the comprehensive research detailing each company's overall outlook Easily visualize how each company measures up in tables that rank by financial data Why wade through individual company reports when all the information you need about the nation's best companies is bound in a single easy-to-read volume? Leave the complex data to the analysts and focus on the clear winners. With Top Stocks 2015, you get the data you need and the expert insight you trust.

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Internet Protocols—Advances in Research and Application: 2013 Edition is a ScholarlyEditions™ book that delivers timely, authoritative, and comprehensive information about File Transfer Protocol. The editors have built Internet Protocols—Advances in Research and Application: 2013 Edition on the vast information databases of ScholarlyNews.™ You can expect the information about File Transfer Protocol in this book to be deeper than what you can access anywhere else, as well as consistently reliable, authoritative, informed, and relevant. The content of Internet Protocols—Advances in Research and Application: 2013 Edition has been produced by the world's leading scientists, engineers, analysts, research institutions, and companies. All of the content is from peer-reviewed sources, and all of it is written, assembled, and edited by the editors at ScholarlyEditions™ and available exclusively from us. You now have a source you can cite with authority, confidence, and credibility. More information is available at <http://www.ScholarlyEditions.com/>.

Representing the Corporation gives you the inside track on understanding the legal services the corporation is really seeking from its counsel. Richard H. Weise shares his 30 years of experience in corporate legal affairs to show you how to develop practices that are in tune with the needs and requirements of the client. Weise offers valuable guidance to in-house counsel and practitioners on: Getting client feedback effectively -- Developing a healthy interdependent relationship with the client -- Implementing an effective dispute resolution strategy...an important client satisfier -- Helping a client with ethics management issues -- Offering the client a "no surprises" covenant. -- Working with the client on important compliance issues and crisis management. -- Plus leading-edge coverage of vital topics such as the law of the Internet, international corporate practice, intellectual property, securities law, government contracting, tax, mergers and acquisitions, and more. Representing the Corporation contains a wealth of adaptable sample forms, checklists, spreadsheets, in-house reports, and manuals for your particular situation.

INTRODUCTION TO PRIVATE SECURITY, Fifth Edition, provides a comprehensive, accessible, state-of-the-art overview of private security, its principles, its legal authority, its growing role in the criminal justice system, and its impact on society. Newly updated with expanded coverage of important current issues such as IT security, terrorism, homeland security, and security management, this best-selling text has also been streamlined and redesigned with a more manageable, appealing, and flexible format. Hess's thoroughly engaging writing style and the clear, compelling organization of the text help make even complex course material interesting and accessible, while preparing you for success as a professional in a dynamic and exciting field. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A quick and reliable way to build proven databases for core business functions Industry experts raved about The Data Model Resource Book when it was first published in March 1997 because it provided a simple, cost-effective way to design databases for core business functions. Len Silverston has now revised and updated the hugely successful 1st Edition, while adding a companion volume to take care of more specific requirements of different businesses. This updated volume provides a common set of data models for specific core functions shared by most businesses like human resources management, accounting, and project management. These models are standardized and are easily replicated by developers looking for ways to make corporate database development more efficient and cost effective. This guide is the

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perfect complement to The Data Model Resource CD-ROM, which is sold separately and provides the powerful design templates discussed in the book in a ready-to-use electronic format. A free demonstration CD-ROM is available with each copy of the print book to allow you to try before you buy the full CD-ROM.

Learn how to build your successful practice in the cloud in just 10 steps. In this popular, how-to guide you'll get practical, comprehensive information with step-by-step instructions, covering areas such as: Infrastructure, scanning solutions, document management, client portals, workflow management, cloud-based client accounting systems, security, disaster recovery. --p.4 of cover.

Introduction to Electronic Document Management Systems Academic Press

The ABA Journal serves the legal profession. Qualified recipients are lawyers and judges, law students, law librarians and associate members of the American Bar Association.

Introduction to Electronic Document Management Systems provides an in-depth overview of the technology of electronic document management using modern electronic image processing. It will prove to be a key source of information for management and technical staff of organizations considering a transformation from traditional micrographics-based document storage and retrieval systems to new electronic document capture systems. It will also be useful for those organizations considering improving productivity through electronic management of large volumes of data records.

With proven techniques and professional insight, this one-of-a-kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility. From the front office to financial management, each detailed chapter addresses the interpersonal and administrative concerns you'll face in the management of a medical office, accompanied by realistic forms, letters, and procedural policies that help you prepare for on-the-job success. This new edition keeps you up to date on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances to help you keep your medical office at the forefront of the competitive health care field. Manager's Alert boxes detail measures to help you avoid complications and prevent potential emergencies. From the Expert's Notebook boxes help you build daily decision-making skills with helpful tips, suggestions, and insights drawn from real-world practice. Exercises at the end of each chapter reinforce concepts and help you assess your understanding. Detailed appendices provide fast, easy access to commonly used abbreviations and symbols, Medicare information, helpful websites, and answers to the end-of-chapter exercises, as well as a sample procedure and policy manual to guide you in developing your own practices. Written Communication chapter helps you ensure proper communication and documentation in the health care facility. Updated content in the Medical Record chapter familiarizes you with the latest information on the electronic medical record. The updated Billing, Coding, and Collections chapter keeps you up to date with the latest coding and insurance forms (CMS 1500). Coverage of current legal and ethical issues and emerging technology in the medical office keep you apprised of recent developments.

Now in its 179th edition, Laxton's has become a firm favourite in the UK Building Industry. With more prices and more in-depth build-ups, Laxton's offers more practical and complete information than any other price book available This new edition takes into account major price variations that stem from raw material costs in the last few months. * Higher-fuel costs have impacted on prices across the board, in particular costs of non-ferrous metals in increased * Copper sheet and pipe show price increases of well above 50% in the last year, while zinc, lead and aluminium prices have also risen significantly * There are savings in plaster and drainage goods, prices are down All the prices in Laxton's are based on the new 3 year Construction Industry Joint council wage rate agreement that came into force at the end of June 2006

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- *Saving you time - comprehensive basic price and approximate estimating sections make putting together outline costings quicker and easier
- *Saving you effort - all the information you need on each measured item is clearly set out on a single page, with a full break down of costs
- *Saving you money - all 250,000 prices are individually checked and updated to make sure that your tender costs are precise

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