

## A Concise And Practical Introduction To Programming Algorithms In Java

An accessible primer on how to create effective graphics from data This book provides students and researchers a hands-on introduction to the principles and practice of data visualization. It explains what makes some graphs succeed while others fail, how to make high-quality figures from data using powerful and reproducible methods, and how to think about data visualization in an honest and effective way. Data Visualization builds the reader's expertise in ggplot2, a versatile visualization library for the R programming language. Through a series of worked examples, this accessible primer then demonstrates how to create plots piece by piece, beginning with summaries of single variables and moving on to more complex graphics. Topics include plotting continuous and categorical variables; layering information on graphics; producing effective "small multiple" plots; grouping, summarizing, and transforming data for plotting; creating maps; working with the output of statistical models; and refining plots to make them more comprehensible. Effective graphics are essential to communicating ideas and a great way to better understand data. This book provides the practical skills students and practitioners need to visualize quantitative data and get the most out of their research findings. Provides hands-on instruction using R and ggplot2 Shows how the "tidyverse" of data analysis tools makes working with R easier and more consistent

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Includes a library of data sets, code, and functions

A Concise and Practical Introduction to Programming Algorithms in Java has two main goals. The first is for novice programmers to learn progressively the basic concepts underlying most imperative programming languages using Java. The second goal is to introduce new programmers to the very basic principles of thinking the algorithmic way and turning the algorithms into programs using the programming concepts of Java. The book is divided into two parts and includes: The fundamental notions of variables, expressions and assignments with type checking - Conditional and loop statements - Explanation of the concepts of functions with pass-by-value arguments and recursion - Fundamental sequential and bisection search techniques - Basic iterative and recursive sorting algorithms. Each chapter of the book concludes with a set of exercises to enable students to practice concepts covered.

A Concise and Practical Introduction to Programming Algorithms in Java Springer Science & Business Media

A new, case-oriented and practical guide to one of the core techniques in respiratory medicine and critical care. Concise, practical reference designed for use in the critical care setting Case-oriented content is organised according to commonly encountered clinical scenarios Flow charts and algorithms delineate appropriate treatment protocols The book is a technical guide for chemists and spectroscopists, and presents a concise description of magnetic circular dichroism (MCD) spectroscopy and how it has

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advanced the interpretation of molecular electronic spectra. Provides a practical guide to utilizing MCD spectroscopy for chemists starting in the field Written by an expert with over twenty years of experience in the field Helps the reader to visualize the optical spectroscopic effects presented by MCD measurements Includes practical considerations for experimental MCD measurements based on the author's experience Written as a general discussion of the subject matter, with illustrative examples provided and discussed in the case studies to show the breadth of application of MCD measurements.

This easy-to-read textbook/reference presents a comprehensive introduction to databases, opening with a concise history of databases and of data as an organisational asset. As relational database management systems are no longer the only database solution, the book takes a wider view of database technology, encompassing big data, NoSQL, object and object-relational and in-memory databases. The text also examines the issues of scalability, availability, performance and security encountered when building and running a database in the real world. Topics and features: presents review and discussion questions at the end of each chapter, in addition to skill-building, hands-on exercises; introduces the fundamental concepts and technologies in database systems, placing these in an historic context; describes the challenges faced by database professionals; reviews the use of a variety of database types in business environments; discusses areas for further research within this fast-

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moving domain.

Evidence-based medicine aims to apply the best available evidence gained from the scientific method to medical decision making. It is a practice that uses statistical analysis of scientific methods and outcomes to drive further experimentation and diagnosis. The profusion of evidence-based medicine in medical practice and clinical research has produced a need for life scientists and clinical researchers to assimilate biostatistics into their work to meet efficacy and practical standards. Practical Biostatistics provides researchers, medical professionals, and students with a friendly, practical guide to biostatistics. With a detailed outline of implementation steps complemented by a review of important topics, this book can be used as a quick reference or a hands-on guide to effectively incorporate biostatistics in clinical trials. Customized presentation for biological investigators with examples taken from current clinical trials in multiple disciplines Clear and concise definitions and examples provide a pragmatic guide to bring clarity to the applications of statistics in improving human health Addresses the challenge of assimilation of mathematical concepts to better interpret literature, to build stronger studies, to present research effectively, and to improve communication with supporting biostatisticians Bayesian statistical methods have become widely used for data analysis and modelling in recent years, and the BUGS software has become the most popular software for Bayesian analysis worldwide. Authored by the team that originally developed this

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software, The BUGS Book provides a practical introduction to this program and its use. The text presents complete coverage of all the functionalities of BUGS, including prediction, missing data, model criticism, and prior sensitivity. It also features a large number of worked examples and a wide range of applications from various disciplines. The book introduces regression models, techniques for criticism and comparison, and a wide range of modelling issues before going into the vital area of hierarchical models, one of the most common applications of Bayesian methods. It deals with essentials of modelling without getting bogged down in complexity. The book emphasises model criticism, model comparison, sensitivity analysis to alternative priors, and thoughtful choice of prior distributions—all those aspects of the "art" of modelling that are easily overlooked in more theoretical expositions. More pragmatic than ideological, the authors systematically work through the large range of "tricks" that reveal the real power of the BUGS software, for example, dealing with missing data, censoring, grouped data, prediction, ranking, parameter constraints, and so on. Many of the examples are biostatistical, but they do not require domain knowledge and are generalisable to a wide range of other application areas. Full code and data for examples, exercises, and some solutions can be found on the book's website. Demonstrates how anyone in math, science, and engineering can master DFT calculations Density functional theory (DFT) is one of the most frequently used computational tools for studying and predicting the properties of isolated molecules, bulk

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solids, and material interfaces, including surfaces. Although the theoretical underpinnings of DFT are quite complicated, this book demonstrates that the basic concepts underlying the calculations are simple enough to be understood by anyone with a background in chemistry, physics, engineering, or mathematics. The authors show how the widespread availability of powerful DFT codes makes it possible for students and researchers to apply this important computational technique to a broad range of fundamental and applied problems. Density Functional Theory: A Practical Introduction offers a concise, easy-to-follow introduction to the key concepts and practical applications of DFT, focusing on plane-wave DFT. The authors have many years of experience introducing DFT to students from a variety of backgrounds. The book therefore offers several features that have proven to be helpful in enabling students to master the subject, including: Problem sets in each chapter that give readers the opportunity to test their knowledge by performing their own calculations Worked examples that demonstrate how DFT calculations are used to solve real-world problems Further readings listed in each chapter enabling readers to investigate specific topics in greater depth This text is written at a level suitable for individuals from a variety of scientific, mathematical, and engineering backgrounds. No previous experience working with DFT calculations is needed.

Writing in a lively, informal style, two editors with extensive experience in a wide variety of fields--fiction and nonfiction, trade and reference, academic and commercial

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publishing--explain what editors in different jobs really do in this concise practical guide.

This 2002 book is an ideal practical introduction to the basics of econometrics.

Students with diverse backgrounds will face a multitude of decisions in a variety of engineering, scientific, industrial, and financial settings. They will need to know how to identify problems that the methods of operations research (OR) can solve, how to structure the problems into standard mathematical models, and finally how to apply or develop computational tools to solve the problems. Perfect for any one-semester course in OR, *Operations Research: A Practical Introduction* answers all of these needs. In addition to providing a practical introduction and guide to using OR techniques, it includes a timely examination of innovative methods and practical issues related to the development and use of computer implementations. It provides a sound introduction to the mathematical models relevant to OR and illustrates the effective use of OR techniques with examples drawn from industrial, computing, engineering, and business applications. Many students will take only one course in the techniques of Operations Research. *Operations Research: A Practical Introduction* offers them the greatest benefit from that course through a broad survey of the techniques and tools available for quantitative decision making. It will also encourage other students to pursue more advanced studies and provides you a concise, well-structured, vehicle for delivering the best possible overview of the discipline.

Excerpt from *Cactus Culture for Amateurs: A Concise and Practical Guide to the Management of a Little Understood Family of Plants* The first edition of *Cactus Culture* was published in 1889. A second was called for in 1903, a third some years later, and now a fourth edition has become necessary. The work has been carefully revised, a number of Species have been

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omitted owing to their not being in cultivation in this country, and others of recent introduction have been added. Botanical works reveal that many new additions to the Order Cactacea have been made, some of which, no doubt, are now in cultivation in American gardens, where Cacti are more in favour than they were. Considerable alterations in the classification of nomenclature of the plants have been made by American botanists, but it has not been thought advisable to follow them here, the names used in this book being the same as are in use at Kew. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

A timely, practical, and concise handbook of best practices for nonprofit financial management In 2010 an estimated 325,000 charities, membership groups, and trade associations?with small nonprofits disproportionately represented?stand to lose their tax exemptions for failure to comply with financial management requirements. Nonprofit Financial Management: A Practical Guide is a timely, functional, and concise handbook of best practices for nonprofit organizations of every size. Addresses federal reporting requirements and discusses methods to decrease expenses, ensure accounting control, increase revenues through professional cash management, and understand budget statements Explains how to read financial

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statements and analyze a nonprofit's financial condition by using the most recent IRS 990 reporting form Covers the full range of financial-management topics, including accounting, internal controls, auditing, evaluating financial condition, budgeting, cash management and banking, purchasing and contracting, borrowing and risk management Written in an easy-to-read style, with more than 100 exhibits, this book is essential for every nonprofit financial manager.

A one-stop, concise guide on determining and measuring thin film thickness by optical methods. This practical book covers the laws of electromagnetic radiation and interaction of light with matter, as well as the theory and practice of thickness measurement, and modern applications. In so doing, it shows the capabilities and opportunities of optical thickness determination and discusses the strengths and weaknesses of measurement devices along with their evaluation methods. Following an introduction to the topic, Chapter 2 presents the basics of the propagation of light and other electromagnetic radiation in space and matter. The main topic of this book, the determination of the thickness of a layer in a layer stack by measuring the spectral reflectance or transmittance, is treated in the following three chapters. The color of thin layers is discussed in chapter 6. Finally, in chapter 7, the author discusses several industrial applications of the layer thickness measurement, including high-reflection and anti-reflection coatings, photolithographic structuring of semiconductors, silicon on insulator, transparent conductive films, oxides and polymers, thin film photovoltaics, and heavily doped silicon. Aimed at industrial and academic researchers, engineers, developers and manufacturers involved in all areas of optical layer and thin optical film measurement and metrology, process control, real-time monitoring, and applications.

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Integration is now a key expectation within the delivery of health and social care services in the UK and internationally. However, it still remains difficult to achieve and sustain in practice. Based on learning from successful, and unsuccessful, integrated care initiatives, this book is an invaluable guide for those responsible for leading, managing and delivering integrated care across health, social care and housing. Written by an experienced team of researchers who have studied, led and supported integrated care for many years *Integrated Care in Practice* draws on latest evidence, innovative practice and helpful theory. It provides insights into the common pitfalls that such initiatives can encounter and demonstrates positive approaches to anticipating and responding to such challenges. Throughout, real-case examples are provided, and concepts and models are connected with the realities of day-to-day life for those working within these services. Integrated care is a goal to aspire to - this book helps to explain how we can turn this goal into practical action and positive outcomes.

Written by leading experts from all across the globe, this comprehensive yet concise textbook offers up-to-date summary in the field of Obesity and its Surgical Management for a wide range of healthcare professionals involved within a Bariatric Multidisciplinary Team including Surgeons, Dieticians, Metabolic Physicians, Anaesthesiologists, Psychologists, Psychiatrists, Radiologists and Nursing staff. The book also serves as a reference manual for General Physicians, General Surgeons & General Practitioners.

A Concise and Practical Guide to Installation, Administration, and Customization

In *The Weiser Concise Guide to Practical Astrology*, Priscilla Costello introduces the reader to the basic principles of modern astrology and unveils the secrets of this elegantly developed language of symbols. Costello shares with the reader both the philosophical and esoteric world

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view of astrology, while exploring the meanings of signs, planets, houses, and aspects on many levels, as well as its connection to psychology, religion and spirituality, and related esoteric studies. The Weiser Concise Guide to Practical Astrology serves as both a primer for the new student of astrology and a handy reference for the more seasoned practitioner. As complete as it is concise, this course of study delves deeply into the history and true spirit of astrology, making it accessible to all.

This work introduces the reader to the world of digital forensics in a practical and accessible manner. The text was written to fulfill a need for a book that introduces forensic methodology and sound forensic thinking, combined with hands-on examples for common tasks in a computer forensic examination. The author has several years of experience as a computer forensics examiner and is now working as a university-level lecturer. Guide to Digital Forensics: A Concise and Practical Introduction is intended for students that are looking for an introduction to computer forensics and can also be used as a collection of instructions for practitioners. The aim is to describe and explain the steps taken during a forensic examination, with the intent of making the reader aware of the constraints and considerations that apply during a forensic examination in law enforcement and in the private sector. Upon reading this book, the reader should have a proper overview of the field of digital forensics, starting them on the journey of becoming a computer forensics expert.

Previously published by the National League of Cities, this book will enable you to put everything related to zoning in context. As stated in the book's Introduction by renown Land Use Attorney Dwight H. Merriam, FAICP, this book is "essential reading for every citizen who is interested in understanding this important aspect of the operation of their local government....

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ZONING 101 will turn the novice into an expert, and reinforce an expert's understanding of ... the seven basic elements that form the center of the universe for all zoning ordinances." The Connecticut Conference of Municipalities finds it "written in a concise, easy-to-read style, the primer introduces and explains the basic philosophy, and administration of modern zoning ordinances. The book is designed to be accessible and informative for busy local elected officials, and will be a handy reference tool for staff professionals, especially in smaller communities with limited personnel and resources for planning and zoning. The book features a section on "the seven basic elements of zoning," and a glossary. Other focuses include application processing, planned unit developments, overlay zones, subdivisions, performance zoning, and enforcement procedures. There also are practical tips on how to tackle difficult zoning situations and ways to involve the public in a positive manner on zoning issues." The authors also wrote a companion book entitled "Planning Cities 101: A Practical Introduction," as well as a guide published by the International City/County Management Association entitled "Establishing Effective Citizens Advisory Committees," and a book entitled THE NEW CITY MANAGER - A STUDY IN GOVERNMENT ETHICS.

A comprehensive, student-centered reading and study guide instructors and students can use in a college success course.

This engaging textbook provides an accessible introduction to coding and the world of Object-Oriented (OO) programming, using Java as the illustrative programming language. Emphasis is placed on what is most helpful for the first-time coder, in order to develop and understand their knowledge and skills in a way that is relevant and practical. The examples presented in the text demonstrate how skills in OO programming can be used to create applications and

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programs that have real-world value in daily life. Topics and features: presents an overview of programming and coding, a brief history of programming languages, and a concise introduction to programming in Java using BlueJ; discusses classes and objects, reviews various Java library objects and packages, and introduces the idea of the Application Programming Interface (API); highlights how OO design forms an essential role in producing a useful solution to a problem, and the importance of the concept of class polymorphism; examines what to do when code encounters an error condition, describing the exception handling mechanism and practical measures in defensive coding; investigates the work of arrays and collections, with a particular focus on fixed length arrays, the ArrayList, HashMap and HashSet; describes the basics of building a Graphical User Interface (GUI) using Swing, and the concept of a design pattern; outlines two complete applications, from conceptual design to implementation, illustrating the content covered by the rest of the book; provides code for all examples and projects at an associated website. This concise guide is ideal for the novice approaching OO programming for the first time, whether they are a student of computer science embarking on a one-semester course in this area, or someone learning for the purpose of professional development or self-improvement. The text does not require any prior knowledge of coding, software engineering, OO, or mathematics.

Literary Studies: A Practical Guide provides a comprehensive foundation for the study of English, American, and world literatures, giving students the critical skills they need to best develop and apply their knowledge. Designed for use in a range of literature courses, it begins by outlining the history of literary movements, enabling students to contextualize a given work within its cultural and historical moment. Specific focus is then given to the use of literary

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theory and the analysis of: Poetry Prose fiction and novels Plays Films. A detailed unit provides clear and concise introductions to literary criticism and theory, encouraging students to nurture their unique insights into a range of texts with these critical tools. Finally, students are guided through the process of generating ideas for essays, considering the role of secondary criticism in their writing, and formulating literary arguments. This practical volume is an invaluable resource for students, providing them with the tools to succeed in any English course.

In 1920, 14 percent of all land-owning US farmers were black. Today less than 2 percent of farms are controlled by black people--a loss of over 14 million acres and the result of discrimination and dispossession. While farm management is among the whitest of professions, farm labor is predominantly brown and exploited, and people of color disproportionately live in "food apartheid" neighborhoods and suffer from diet-related illness. The system is built on stolen land and stolen labor and needs a redesign. *Farming While Black* is the first comprehensive "how to" guide for aspiring African-heritage growers to reclaim their dignity as agriculturists and for all farmers to understand the distinct, technical contributions of African-heritage people to sustainable agriculture. At Soul Fire Farm, author Leah Penniman co-created the Black and Latinx Farmers Immersion (BLFI) program as a container for new farmers to share growing skills in a culturally relevant and supportive environment led by people of color. *Farming While Black* organizes and expands upon the curriculum of the BLFI to provide readers with a concise guide to all aspects of small-scale farming, from business planning to preserving the harvest. Throughout the chapters Penniman uplifts the wisdom of the African diasporic farmers and activists whose work informs the techniques described--from

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whole farm planning, soil fertility, seed selection, and agroecology, to using whole foods in culturally appropriate recipes, sharing stories of ancestors, and tools for healing from the trauma associated with slavery and economic exploitation on the land. Woven throughout the book is the story of Soul Fire Farm, a national leader in the food justice movement. The technical information is designed for farmers and gardeners with beginning to intermediate experience. For those with more experience, the book provides a fresh lens on practices that may have been taken for granted as ahistorical or strictly European. Black ancestors and contemporaries have always been leaders--and continue to lead--in the sustainable agriculture and food justice movements. It is time for all of us to listen.

IPv6 Primer is a short introduction to the new internet protocol, written in simple language that most laymen will understand. It uses over 150 illustrations to help the reader in grasping concepts (after all, isn't a picture worth a 1000 words?). Reviews of basic computing concepts are often presented before discussion of the main concept to smooth the flow of learning. A concise, yet deep introduction to geometrical optics, developing the practical skills and research techniques routinely used in modern laboratories. Suitable for both students and self-learners, this accessible text teaches readers how to build their own optical laboratory, and design and perform optical experiments.

This book provides a concise introduction to important aspects of contemporary innovation policy, with particular emphasis on its impact on economic growth and development. It addresses a non-specialist audience interested in quickly building background knowledge, getting familiar with the terminology, and understanding core

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concerns and debates in this area of policy. The book has its origins in a more extensive report to the World Bank prepared to impart background information to middle- and upper-level policy decision-makers and analysts as well as stakeholders from industry and universities from developing countries prior to engaging in intensive “how-to” policy training. Our audience also includes upper-level undergraduate and graduate students embarking on the study of innovation policy. Featuring contributions from leading scholars and policy experts, this volume references critical readings presents a wide array of data, on the following topics: Fundamentals of Innovation Policy for Growth and Development University Entrepreneurship Strategic Alliances / Knowledge-Intensive Partnerships Clusters / Science Parks / Knowledge Business Incubators High Risk Finance Intellectual Property, Standards

For students and researchers new to mixed methods, *A Concise Introduction to Mixed Methods Research 2e* by renowned author John W. Creswell provides a brief and practical introduction to mixed methods. Many graduate students and researchers in the social, behavioral and health sciences may not have the time or resources to read long treatises or stacks of journal articles on mixed methods research. This text quickly describes the basics of setting up and conducting a study using this methodology. Chapters are short and follow the process of research, from ensuring skills for conducting research, acknowledging the steps in planning a study, designing studies with increasing complexity, planning sampling strategies and integration, and writing up

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the results of your study. Get started in mixed methods quickly with this brief primer. Resourcing new ventures is-all important for entrepreneurs, and creating a successful business plan can be make or break when it comes to attracting investment. Written by an experienced academic and consultant, this book provides a concise guide for producing the optimal business plan. Business plans are vital when it comes to making strategic decisions and monitoring progress. Writing a Business Plan is designed to teach you how to write your business plan without relying on someone else or internet templates. It will take you through each stage of business-plan writing, with chapters on generating ideas; describing business opportunities; drawing a business road map; and considering marketing, financial, operations, HR, legal and risk. The book includes a range of features to assist you, including worked-through examples. This unique book provides a one-stop shop for entrepreneurs and students of entrepreneurship to hone their skills in writing a useful and comprehensive business plan.

This book is a brief exposition of the principles of beam physics and particle accelerators with emphasis on numerical examples employing readily available computer tools. Avoiding detailed derivations, we invite the reader to use general high-end languages such as Mathcad and Matlab, as well as specialized particle accelerator codes (e.g. MAD, WinAgile, Elegant, and others) to explore the principles presented. This approach allows the student to readily identify relevant design parameters and their scaling and easily adapt computer input files to other related situations.

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From patient referral to post-therapy management, Chimeric Antigen Receptor (CAR) T-Cell Therapies for Cancer: A Practical Guide presents a comprehensive view of CAR modified T-cells in a concise and practical format. Providing authoritative guidance on the implementation and management of CAR T-cell therapy from Drs. Daniel W. Lee and Nirali N. Shah, this clinical resource keeps you up to date on the latest developments in this rapidly evolving area. Covers all clinical aspects, including patient referral, toxicities management, comorbidities, bridging therapy, post-CAR monitoring, and multidisciplinary approaches to supportive care. Includes key topics on associated toxicities such as predictive biomarkers, infections, and multidisciplinary approaches to supportive care. Presents current knowledge on FDA approved CAR T-cell products as well as developments on the horizon. Editors and authors represent leading investigators in academia and worldwide pioneers of CAR therapy.

Psychiatrists, Approved Social Workers and Mental Health Nurses require a clear understanding of mental health legislation and case law in addition to clinical knowledge for their practice. All this information, and more, is provided in Mental Health Law: a practical guide. Multi-disciplinary in approach, this book provides all you need to know about mental health law implementation in one easy-to-read, concise volume. As a comprehensive introduction, and a long-term resource manual, it will help guide you through the many complex issues you will face during training and practice.

Modern businesses depend on data for their very survival, creating a need for

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sophisticated databases and database technologies to help store, organise and transport their valuable data. This updated and expanded, easy-to-read textbook/reference presents a comprehensive introduction to databases, opening with a concise history of databases and of data as an organisational asset. As relational database management systems are no longer the only database solution, the book takes a wider view of database technology, encompassing big data, NoSQL, object and object-relational, and in-memory databases. Presenting both theoretical and practical elements, the new edition also examines the issues of scalability, availability, performance and security encountered when building and running a database in the real world. Topics and features: Presents review and discussion questions at the end of each chapter, in addition to skill-building, hands-on exercises Provides new material on database adaptiveness, integration, and efficiency in relation to data growth Introduces a range of commercial databases and encourages the reader to experiment with these in an associated learning environment Reviews use of a variety of databases in business environments, including numerous examples Discusses areas for further research within this fast-moving domain With its learning-by-doing approach, supported by both theoretical and practical examples, this clearly-structured textbook will be of great value to advanced undergraduate and postgraduate students of computer science, software engineering, and information technology. Practising database professionals and application developers will also find the book an ideal reference that

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addresses today's business needs. Konstantinos Domdouzis is senior lecturer in the Communication and Computing Research Centre at Sheffield Hallam University, UK. Peter Lake (now retired) was formerly course leader for the Oracle IT&M MSc and the IT Professional MSc at Sheffield Hallam University. Paul Crowther (now retired) was formerly head of postgraduate taught programmes in the Faculty of Arts, Computing, Engineering and Sciences at Sheffield Hallam University.

\* COMPANION WEBSITE [www.aspenparalegal.com/bouchoux\\_practicalintro2](http://www.aspenparalegal.com/bouchoux_practicalintro2) (Contact your Aspen Representative for more information about these resources.) Bridging the gap between the classroom and the real world, respected author Deborah E. Bouchoux offers this thorough exploration of the entire paralegal profession, as well as a specific inventory of what students will be expected to know, and the tasks they will be expected to perform, as working paralegals in law office and other legal environments. This concise yet thorough orientation to the work of the paralegal provides: practical guidance for transferring and applying classroom lessons to the law office environment logical three-section organization making connections between study skills, the paralegal profession, and the American legal system connecting paralegal research, analysis, and writing to the tasks of interviewing and investigations looking at the tasks of the working paralegal, different types of law practice, the law office environment, strategies for career development (including resume preparation, job interview preparation, and job resignations), and techniques for succeeding in the

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workplace topical coverage that closely adheres to the nature of paralegal work effective ways to improve note taking how to respond to ethical misconduct in the workplace common blunders when using e-mail cultivating listening skills best practices for timekeeping and billing pedagogical devices that enhance learning, such as chapter overviews, key terms, marginal definitions, website references, case illustrations, practice tips, and chapter summaries research task exercises and Internet-based exercises in each chapter that mirror those performed by the working paralegal comprehensive teaching package that includes: Instructorand's Manual with sample syllabi, chapter outlines, answers to all end-of-chapter discussion and research questions, additional practice exercises Test Bank with more than 400 questions PowerPoint slides Updated throughout, with new Case Illustrations, Discussion Questions, and Internet Closing Argument Assignments, the Second Edition offers an overview of recent amendments to the Federal Rules of Civil Procedure regarding the production of electronically stored information discussion of class action suits and multidistrict litigation a review of new electronic tools used in law firms discussion of cutting-edge topics, such as electronically existing metadata and its implications for attorney-client privilege, and whether legal blawgs constitute advertising a fresh look at professional appearance, demeanor, and etiquette in the workplace new and updated information on salary trends, popular paralegal fields, billable hour requirements, and more Emphasizing practical skills and the role of the paralegal, Deborah E. Bouchoux

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shines a light on the paralegal profession by showing students what paralegals actually do. \*Instructor's Manuals are a professional courtesy offered to professors only. For more information or to request a copy, please contact Wolter's Kluwer Law and Business at 800.529.7545 or [examcopy@wolterskluwer.com](mailto:examcopy@wolterskluwer.com).

Assuming no knowledge of linguistics, *Understanding Digital Literacies* provides an accessible and timely introduction to new literacies for university students. It supplies readers with the theoretical and analytical tools with which to explore the discursive structures, linguistic features and the social impact of a host of new media practices.

**AN INTRODUCTION TO MACHINE LEARNING THAT INCLUDES THE FUNDAMENTAL TECHNIQUES, METHODS, AND APPLICATIONS**

*Machine Learning: a Concise Introduction* offers a comprehensive introduction to the core concepts, approaches, and applications of machine learning. The author—an expert in the field—presents fundamental ideas, terminology, and techniques for solving applied problems in classification, regression, clustering, density estimation, and dimension reduction. The design principles behind the techniques are emphasized, including the bias-variance trade-off and its influence on the design of ensemble methods. Understanding these principles leads to more flexible and successful applications.

*Machine Learning: a Concise Introduction* also includes methods for optimization, risk estimation, and model selection—essential elements of most applied projects. This important resource:

- Illustrates many classification methods with a single, running example, highlighting similarities and differences between methods
- Presents R source code which shows how to apply and interpret many of the techniques covered
- Includes many thoughtful exercises as an

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integral part of the text, with an appendix of selected solutions Contains useful information for effectively communicating with clients A volume in the popular Wiley Series in Probability and Statistics, Machine Learning: a Concise Introduction offers the practical information needed for an understanding of the methods and application of machine learning. STEVEN W. KNOX holds a Ph.D. in Mathematics from the University of Illinois and an M.S. in Statistics from Carnegie Mellon University. He has over twenty years' experience in using Machine Learning, Statistics, and Mathematics to solve real-world problems. He currently serves as Technical Director of Mathematics Research and Senior Advocate for Data Science at the National Security Agency.

We are all, to some extent, natural psychics; it is an innate ability. Natural Remote Viewing offers a concise and practical introduction to expanding your awareness through a mental martial art of self-discovery. The goal of this slim guide is that given some free time, a pen and paper, a little effort, and intention you can have your own experience of verifiable psychic functioning. Nothing esoteric is required. A step by step remote viewing procedure guides you through the process - just sit down, relax, and let your mind tell you things not accessible through your regular senses. Amaze yourself and others! A clear and concise explanation of the history, terms, and methods used in the 20 year US government funded research and operational programme are outlined. Resources are offered for those interested in continuing with their research into this fascinating topic; ourselves.

A much-needed guide to thinking critically for oneself and how to tell a good argument from a bad one. Includes topical examples from politics, sport, medicine, music, chapter summaries, glossary and exercises.

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Recent years have seen a dramatic growth of natural language text data, including web pages, news articles, scientific literature, emails, enterprise documents, and social media such as blog articles, forum posts, product reviews, and tweets. This has led to an increasing demand for powerful software tools to help people analyze and manage vast amounts of text data effectively and efficiently. Unlike data generated by a computer system or sensors, text data are usually generated directly by humans, and are accompanied by semantically rich content. As such, text data are especially valuable for discovering knowledge about human opinions and preferences, in addition to many other kinds of knowledge that we encode in text. In contrast to structured data, which conform to well-defined schemas (thus are relatively easy for computers to handle), text has less explicit structure, requiring computer processing toward understanding of the content encoded in text. The current technology of natural language processing has not yet reached a point to enable a computer to precisely understand natural language text, but a wide range of statistical and heuristic approaches to analysis and management of text data have been developed over the past few decades. They are usually very robust and can be applied to analyze and manage text data in any natural language, and about any topic. This book provides a systematic introduction to all these approaches, with an emphasis on covering the most useful knowledge and skills required to build a variety of practically useful text information systems. The focus is on text mining applications that can help users analyze patterns in text data to extract and reveal useful knowledge. Information retrieval systems, including search engines and recommender systems, are also covered as supporting technology for text mining applications. The book covers the major concepts, techniques, and ideas in text data mining and information retrieval from a practical viewpoint,

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and includes many hands-on exercises designed with a companion software toolkit (i.e., MeTA) to help readers learn how to apply techniques of text mining and information retrieval to real-world text data and how to experiment with and improve some of the algorithms for interesting application tasks. The book can be used as a textbook for a computer science undergraduate course or a reference book for practitioners working on relevant problems in analyzing and managing text data.

The updated 2nd edition of this brief introduction to Psychology, is more accessible and ideal for short courses. This is a brief, accessible introductory psychology textbook. The updated 2nd edition of this clear and brief introduction to Psychology is written by the award-winning lecturer and author Richard Griggs. The text is written in an engaging style and presents a selection of carefully chosen core concepts in psychology, providing solid topical coverage without drowning the student in a sea of details.

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