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KEY=WORD - MAURICE EMERSON

Illustrated Course Guide: Microsoft Office 365 & Word 2016: Advanced

Cengage Learning **Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & WORD 2016: ADVANCED is the ideal resource for mastering complex and advanced Microsoft Word 2016, regardless of experience level. Each two-page spread focuses on a single skill, ensuring that information is easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Word 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering the skills needed in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

Microsoft Office 2013: Illustrated Projects

Cengage Learning **Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Series is the ideal solution for students with a variety of skill levels and learning styles. MICROSOFT OFFICE 2013 ILLUSTRATED PROJECTS allows students to get hands-on with the Microsoft Office 2013 concepts and skills through engaging projects built from scratch. Students will retain more knowledge after applying what they've learned in a meaningful way. Important Notice: Media content referenced within the product description or the product text may not be**

available in the ebook version.

Illustrated Microsoft Office 365 & Word 2016: Comprehensive

Cengage Learning **Both computer rookies and pros can thoroughly master Microsoft Word 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the Microsoft Word 2016 skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application to ensure readers gain a full understanding of Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

School Portfolio Toolkit

A Planning, Implementation, and Evaluation Guide for Continuous School Improvement

Routledge **The School Portfolio Toolkit is a book and compact disc (CD) that includes over 300 tools, strategies, templates, and examples for use in building school portfolios and for planning, implementing, and evaluating continuous school improvement. The Toolkit was written to support school personnel with the mechanics of putting together a school portfolio, as well as to offer processes and strategies to move whole school staffs into and through continuous improvement. The tools in the Toolkit will help staffs create, implement, and maintain school portfolios and begin the journey of continuous improvement. Each chapter deals with one topic related to the school portfolio and comprehensive school improvement, with related documents and tools on the CD. The School Portfolio Toolkit book and CD provides templates, tools, examples, and strategies that will help you analyze your school's data, create a vision that is truly shared by the school staff, build a continuous school improvement plan to implement the school vision, formulate a leadership structure to implement the vision,**

involve parents, community, and business in implementing the vision, embed up to forty different powerful professional development designs into your school plan, evaluate your continuous school improvement work, and create a School Portfolio that will organize and serve as a framework for the continuation of this work

Departments of Transportation and Treasury, and Independent Agencies Appropriations for 2004

Hearings Before a Subcommittee of the Committee on Appropriations, House of Representatives, One Hundred Eighth Congress, First Session

Microsoft Office 2010: Productivity Strategies for Today and Tomorrow

Jones & Bartlett Publishers **A Straightforward Introductory Text Ideal for Busy Students Clear, concise, and accessible, Microsoft Office 2010: Productivity Strategies for Today and Tomorrow walks learners through the functions and features of the Microsoft Office 2010 platform and its applications. With straightforward explanations designed for a non-technical audience, Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market. Hands-on projects, end-of-chapter exercises, and emphasis on real-world skills throughout ensure students will be prepared to enter the twenty-first-century workplace. Easy-to-follow step-by-step instructions include practical examples ideally suited for busy students. The text s inspiring and supportive approach will encourage learners to develop polished, professional-level projects. Engaging examples and projects prompt students to immediately apply new skills, increasing retention and promoting learning. Straightforward exercises teach students to create work-related documents, reports, and presentations. Microsoft Office 2010:**

Productivity Strategies for Today and Tomorrow is an ideal text for students re-entering the job market, new to computers, uncomfortable with technology, or simply looking to transition to a more challenging and rewarding career. Key Features: Easy-to-follow step-by-step instructions for each project and task Real-world-based, hands-on exercises after each instruction Screenshots that accompany all hands-on exercises Inspiring, applicable, and practical examples Attractive, student-friendly, magazine-style format A project-based introduction to Microsoft Office 2010 Clear, concise language that makes objectives easy to learn, even for non-technical users Full student access to the companion website, which features a variety of engaging, interactive study tools, including video tutorials, is packaged with every new copy"

Highway Safety Manual Training Materials

Transportation Research Board **TRB's National Cooperative Highway Research Program (NCHRP) Report 715: Highway Safety Manual Training Materials provides training materials to aid in implementing the American Association of State Highway and Transportation Officials' Highway Safety Manual (HSM).**

Resources in Education

The Electronic Briefcase for Administrators

Tools and Templates

ISTE **Offers time-crunched administrators a suite of tools to enhance productivity.**

Monthly Catalogue, United States Public Documents

U-M Computing News

UM Libraries

Performance-focused Smile Sheets

A Radical Rethinking of a Dangerous Art Form

This book, "Performance-Focused Smile Sheets," completely reimagines the smile sheet as an essential tool to drive performance improvement. Traditional smile sheets (i.e., learner response forms, student reaction forms) don't work! Decades of practice shows them to have negligible benefits. Scientific studies prove that traditional smile sheets are not correlated with learning results! Yet still we rely on smile sheets to make critical decisions about our learning interventions. In this book, Dr. Will Thalheimer carefully builds the case for a new methodology in smile-sheet design. Based on the learning research, "Performance-Focused Smile Sheets" shows how to write better questions, more focused on performance. The book also shows how to deploy smile sheets to our learners to get valid feedback--feedback that can be used to help us as trainers, instructional designers, teachers, professors, eLearning developers, and chief learning officers build virtuous cycles of continuous improvement.

Community Work with Migrant and Refugee Women

'Insiders' and 'Outsiders' in Research and Practice

Emerald Group Publishing **Arguing for a bottom-up approach that centres on needs as well as assets, Community Work with Migrant and Refugee Women highlights the importance of cultural relevance of services, and a holistic approach to integration that acknowledges the full range of needs and experiences migrant and refugee women face.**

Beyond the Bake Sale

The Essential Guide to Family-

School Partnerships

ReadHowYouWant.com **Countless studies demonstrate that students with parents actively involved in their education at home and school are more likely to earn higher grades and test scores, enroll in higher-level programs, graduate from high school, and go on to post-secondary education. Beyond the Bake Sale shows how to form these essential partnerships and how to make them work. Packed with tips from principals and teachers, checklists, and an invaluable resource section, Beyond the Bake Sale reveals how to build strong collaborative relationships and offers practical advice for improving interactions between parents and teachers, from insuring that PTA groups are constructive and inclusive to navigating the complex issues surrounding diversity in the classroom. Written with candor, clarity, and humor, Beyond the Bake Sale is essential reading for teachers, parents on the front lines in public schools, and administrators and policy makers at all levels.**

The Workplace Skills Presentation Guide

John Wiley & Sons Incorporated **Includes 10 prewritten presentation scripts on a variety of common work-related topics and problems Features handouts, visual aids, quizzes, and other powerful presentation tools Dozens of sample contact letters, brochures, press releases, and other practice-building resources Everything you need to conduct polished presentations and workshops Presentations and workshops provide mental health professionals with an excellent means of increasing their visibility within their communities and generating new referrals. For many, they also provide a steady source of secondary income. But creating the myriad documents and graphical materials that go into marketing, organizing, and delivering presentations can be a forbidding task for the professional on the go. Now this book saves you the time and trouble of starting from scratch by supplying you with everything you need to conduct highly professional workshops, seminars, and presentations. An indispensable resource for experienced and novice presenters alike, The Workplace Skills Presentation Guide supplies you with: 10 scripted, customizable presentations covering an array of hot topics in today's workplace–from stress management and conflict resolution to increasing emotional intelligence in the workplace and balancing work and family life Handouts, visual aids, suggested video clips, quizzes, and other powerful presentation tools Invaluable presentation pointers, including tips on seating arrangements, timing, body language, using humor, and more Sample press releases, brochures and postcards, contact and follow-up**

letters, and other potent marketing tools A computer disk containing all the scripts and collateral material in the book

Professional and Ethical Consideration for Early Childhood Leaders

IGI Global **Early childhood educators are keenly aware of the importance of a child's transition to "real school." This transition is occurring earlier in a child's life now that school districts nationwide are moving to pre-kindergarten experiences for 3- and 4-year olds. Annually, more than one million children attend public school pre-k programs overseen by elementary school principals who, although veteran educational leaders, were not trained to oversee these programs. Although pre-k classrooms are rapidly growing and deserve special attention, school leaders must be reminded that early childhood means more than pre-kindergarten; it extends through third grade. School leadership needs to understand the principles of early childhood education to effectively support all children age three to grade three. Professional and Ethical Consideration for Early Childhood Leaders is a collection of innovative research that crafts an overall understanding of the importance of early childhood leadership in today's schools. The book employs strategies to improve support for children in early childhood years, examines the different roles of early childhood leadership, analyzes best practices for implementation in early childhood contexts, and explores improvements for leadership preparation for schools with pre-k through third-grade children. While highlighting a wide range of topics including advocacy, cultural responses, and professional development, this publication is ideally designed for educators, administrators, principals, early childhood development teachers, daycare instructors, curriculum developers, advocates, researchers, academicians, and students.**

Humanagement, Inc.

Activities for Word

The Training Professionals Web

Design Toolkit

Human Resource Development

The Marriage & Family Presentation Guide

John Wiley & Sons Incorporated **Includes 10 prewritten presentation scripts on a variety of common topics and problems related to couples and families Features handouts, visual aids, quizzes, and other powerful presentation tools Dozens of sample contact letters, brochures, press releases, and other practice-building resources Everything you need to conduct polished presentations and workshops Presentations and workshops provide mental health professionals with an excellent means of increasing their visibility within their communities and generating new referrals. For many, they also provide a steady source of secondary income. But creating the myriad documents and graphical materials that go into marketing, organizing, and delivering presentations can be a forbidding task for the professional on the go. Now this book saves you the time and trouble of starting from scratch by supplying you with everything you need to conduct highly professional workshops, seminars, and presentations. An indispensable resource for experienced and novice presenters alike, The Marriage and Family Presentation Guide supplies you with: 10 scripted, customizable presentations covering an array of topics of crucial interest to couples and families–from building a good marriage and recovering from infidelity to improving parenting skills and managing conflict in the family Handouts, visual aids, suggested video clips, quizzes, and other powerful presentation tools Invaluable presentation pointers, including tips on seating arrangements, timing, body language, using humor, and more Sample press releases, brochures and postcards, contact and follow-up letters, and other potent marketing tools A computer disk containing all the scripts and collateral material in the book**

Social Research Methods

The Essentials

SAGE **Nicholas Walliman is the supervisor in your students' pockets, making sure they understand all the essential methods for successfully carrying out a research project and negotiating the challenges and pitfalls. In this book, he: · Takes students step-by-step through the research process · Helps them formulate clear aims and objectives · Explains all the vocabulary to understand the A – Z of research methods · Ends each**

chapter with a reading guide for taking learning further with more resources to help get a deeper understanding of the issues discussed · Improves research reports with practical advice on presenting findings in great tables, graphs and diagrams · Opens his office door with reflective questions (and answers) · Delivers the confidence to get started and get finished! Social Research Methods: The Essentials is the perfect starting point and guide for your students' research project.

The Single Parent

Kirkpatrick's Four Levels of Training Evaluation

Association for Talent Development

Research in Education

Resources in Education

RIE.. Annual cumulation

School, Family, and Community Partnerships

Your Handbook for Action

Corwin Press **Strengthen family and community engagement to promote equity and increase student success! When schools, families, and communities collaborate and share responsibility for students' education, more students succeed in school. Based on 30 years of research and fieldwork, this fourth edition of a bestseller provides tools and guidelines to use to develop more effective and equitable programs of family and community engagement. Written by a team of well-known experts, this foundational text demonstrates a proven approach to implement and sustain inclusive, goal-oriented programs. Readers will find: Many examples and vignettes Rubrics and checklists for implementation of plans CD-ROM complete with slides and notes for workshop presentations**

Behavior & Society

Wisconsin Mapping Bulletin

Writing Your Journal Article in Twelve Weeks

A Guide to Academic Publishing Success

SAGE `**A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.' - Joan Bolker, author of Writing Your Dissertation in Fifteen Minutes a Day `Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher's Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.**

Government Reports Announcements & Index

The Trainer's Support Handbook

A Practical Guide to Managing the

Administrative Details of Training

McGraw Hill Professional

IlliNet Lines

Evaluating and Improving Undergraduate Teaching in Science, Technology, Engineering, and Mathematics

National Academies Press **Economic, academic, and social forces are causing undergraduate schools to start a fresh examination of teaching effectiveness. Administrators face the complex task of developing equitable, predictable ways to evaluate, encourage, and reward good teaching in science, math, engineering, and technology. Evaluating, and Improving Undergraduate Teaching in Science, Technology, Engineering, and Mathematics offers a vision for systematic evaluation of teaching practices and academic programs, with recommendations to the various stakeholders in higher education about how to achieve change. What is good undergraduate teaching? This book discusses how to evaluate undergraduate teaching of science, mathematics, engineering, and technology and what characterizes effective teaching in these fields. Why has it been difficult for colleges and universities to address the question of teaching effectiveness? The committee explores the implications of differences between the research and teaching cultures-and how practices in rewarding researchers could be transferred to the teaching enterprise. How should administrators approach the evaluation of individual faculty members? And how should evaluation results be used? The committee discusses methodologies, offers practical guidelines, and points out pitfalls. Evaluating, and Improving Undergraduate Teaching in Science, Technology, Engineering, and Mathematics provides a blueprint for institutions ready to build effective evaluation programs for teaching in science fields.**

Dissertation Abstracts International

The humanities and social sciences. A

Current Index to Journals in Education

Computers, Control & Information Theory

American Folklore Society News

Developmental Evaluation

Applying Complexity Concepts to Enhance Innovation and Use

Guilford Press **Developmental evaluation (DE) offers a powerful approach to monitoring and supporting social innovations by working in partnership with program decision makers. In this book, eminent authority Michael Quinn Patton shows how to conduct evaluations within a DE framework. Patton draws on insights about complex dynamic systems, uncertainty, nonlinearity, and emergence. He illustrates how DE can be used for a range of purposes: ongoing program development, adapting effective principles of practice to local contexts, generating innovations and taking them to scale, and facilitating rapid response in crisis situations. Students and practicing evaluators will appreciate the book's extensive case examples and stories, cartoons, clear writing style, "closer look" sidebars, and summary tables. Provided is essential guidance for making evaluations useful, practical, and credible in support of social change.**

ASTD's Ultimate Train the Trainer

A Complete Guide to Training Success

American Society for Training and Development **This practical, how-to overview of the entire training function provides new trainers with critical training skills. Use ""ASTD's Ultimate Train the Trainer"" program to bring new trainers quickly up-to-speed, engage SMEs in the learning process, and enhance seasoned trainers' skills with the latest techniques for delivering powerful training. Following the proven ADDIE methodology, ""ASTD's Ultimate Train the Trainer"" provides a comprehensive program including options for full-day or multi-day session agendas, as well as learning activities, customizable PowerPoint[registered] slides, and participant handouts. Authored by training's consummate professional, Elaine Biech, ""ASTD's Ultimate Train the Trainer"" is a 'must have' for every training manager's bookshelf.**

Public Access Microcomputers in Academic Libraries

The Mann Library Model at Cornell University

Chicago : American Library Association

Evaluating Professional Development

Corwin Press **Explains how to better evaluate professional development in order to ensure that it increases student learning, providing questions for accurate measurement of professional development and showing how to demonstrate results and accountability.**