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**KEY=COMPUTER - ALEX ALLEN**

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## Computer Concepts and Microsoft Office 2013: Illustrated

**Cengage Learning** Everything you need for your Introduction to Computing course! *COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED* delivers the most up-to-date computer concepts and Microsoft Office 2013 skills in an accessible, easy-to-follow format. The Illustrated Series has been praised by instructors for its concise, focused approach and user-friendly layout, which engages both computer rookies and hot shots in mastering application skills and computer concepts quickly and efficiently. Thanks to the Illustrated Series' hallmark 2-page layout, each task is presented in a single view, enabling students to work through an entire process without turning a page. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. With *COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED*, everything your students need is at their fingertips. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

# Enhanced Computer Concepts and Microsoft Office 2013 Illustrated

**Cengage Learning** Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest *ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED*. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular *Microsoft Office 2013 Illustrated Introductory, First Course*. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the *Computer Concepts Illustrated Brief* book. This edition highlights updated Office 365 content with *Integrated Applications Projects* and a *Student Success Guide*. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

# New Perspectives on Computer Concepts 2014: Comprehensive

**Cengage Learning** Go beyond computing basics with the award-winning *NEW PERSPECTIVES ON COMPUTER CONCEPTS*. Designed to get you up-to-speed on essential computer literacy skills, this market leading text goes deeper, providing technical and practical information relevant to everyday life. *NEW PERSPECTIVES ON COMPUTER CONCEPTS 2014* incorporates significant technology trends that affect computing and everyday life; such as concerns for data security, personal privacy, online safety, controversy over digital rights management, interest in open source software and portable applications, and more. In addition, coverage of Microsoft Windows 8 and Office 2013 will introduce you to the exciting new features of Microsoft's next generation of software. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

# Technology Now: Your Companion to SAM Computer Concepts

**Cengage Learning** *TECHNOLOGY NOW, 2nd EDITION: YOUR COMPANION TO SAM COMPUTER CONCEPTS* helps you master computer concepts that are essential for success on the job and in today's digital world. Written by acclaimed author and renowned technology expert Professor Corinne Hoisington, *TECHNOLOGY NOW* inspires you to use technology most effectively. Hands-on activities let you try new technologies while ethical issues scenarios, critical-thinking activities, and team projects help you increase key skills with interesting challenges. Written in simple language using fun and interesting examples that relate to everyday life, this edition provides today's most current technology information in a concise, visual presentation. Key terms are highlighted and clearly defined to ensure comprehension. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Computer Concepts and C Programming

**Sapna Book House (P) Ltd.** The book "Computer Concepts and C Programming" is designed to help the Engineering students of all Indian Universities. This book is written as per the new syllabus of the Visveswaraiah Technological University, Belgaum, India and it satisfies all the requirements of I/II semester students who aspire to learn the fundamentals of computers and C Programming. C is a structured programming language. This is most popular and a very powerful programming language. It is standardized and portable across multiple operating systems. C has been the most sought after programming language for developing the system software such as device drivers, compilers, parts of operating systems, interpreters for languages like Java, Prolog, etc. Among other popular programming languages like C++, Java and C#, C retained its position in software development activities. This book provides more than 100 example programs. All these programs are executed and tested on Borland C++ compiler and with the vi editor on UNIX. All the laboratory assignments are provided in Appendix-A. There are 150 multiple choice questions given for the readers to test their knowledge of C language.

# Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach

**Cengage Learning** Combining computer concepts material from the best-selling *Discovering Computers* and step-by-step instruction on Office applications from *Microsoft Office 2013*, *ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH* delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Microsoft Office 2013/365 and Beyond Computer Concepts and Applications

**Mercury Learning and Information** *Microsoft Office 2013/365 and Beyond* is divided into five sections with 16 chapters that progressively introduce you to computer concepts from the moment you hit the power button all the way through to using a variety of productivity software applications available in *Microsoft Office 2013* and *Microsoft Office for Mac 2011*. The focus of this text is to provide readers with the skills needed to discuss essential computer concepts, navigate and conduct basic tasks using an operating system, and develop files using basic productivity applications. The companion disc includes all of the files needed to complete the chapter exercises within the text. You will also find video tutorials, a repository of high-resolution images from the chapters, and samples of completed projects for comparison. Features: \* Designed to address the Windows operating system and the 2013 Microsoft Office application suite \* Integrates the use of both MacOS and OpenOffice into the text to describe the respective concepts in Windows and Microsoft Office (MS Outlook, Word, PowerPoint & Excel) \* Includes a dynamic 4-color design with supplementary video

tutorials to enhance the learning process \* Discusses common computer applications, including Adobe Reader (for reading PDF files) and Microsoft OneNote for Windows (for managing files). Additional productivity tools like OpenOffice.org are presented \* Includes a comprehensive DVD with sample tutorial videos, project files from the text, figures, Excel functions and formulas, and MS Office shortcuts \* Numerous instructor supplements and companion Web site available upon adoption

## New Perspectives on Computer Concepts 2014: Brief

**Cengage Learning** Go beyond computing basics with the award-winning NEW PERSPECTIVES ON COMPUTER CONCEPTS. Designed to get you up-to-speed on essential computer literacy skills, this market leading text goes deeper, providing technical and practical information relevant to everyday life. NEW PERSPECTIVES ON COMPUTER CONCEPTS 2014 incorporates significant technology trends that affect computing and everyday life; such as concerns for data security, personal privacy, online safety, controversy over digital rights management, interest in open source software and portable applications, and more. In addition, coverage of Microsoft Windows 8 and Office 2013 will introduce you to the exciting new features of Microsoft's next generation of software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## COMPUTER CONCEPTS AND MANAGEMENT INFORMATION SYSTEMS

**PHI Learning Pvt. Ltd.** The book, in its second edition, precisely addresses the need of management students to acquaint with the basic concepts of computers, information technology and information system. The book provides readers with information pertaining to database concepts, networking essentials, web concepts and phases of system development life cycle. The business processes such as Enterprise Resource Planning, Customer Relationship Management and in e-Commerce are also introduced in the second edition. Thus the book can be regarded as one-stop compact teaching-reading resource for getting started with topics relevant to development of IT solutions. Key Features • The text is lecture based, which makes the teaching of the subject easier. • Comprehensive coverage of all important topics for clear understanding of the subject. • Chapter-end review questions to help students test their own knowledge of the subject matter. • Chapter-end summary for quick recapitulation of concepts before examination or moving to the next chapter. • Tables, figures and illustrations enhance concept apprehension.

# Handbook of Research on Integrating Industry 4.0 in Business and Manufacturing

**IGI Global** *In Industry 4.0, industrial productions are adjusted to complete smart automation, which means introducing self-automation methods, self-configuration, self-diagnosis of problems and removal, cognition, and intelligent decision making. This implementation of Industry 4.0 brings about a change in business paradigms and production models, and this will be reflected at all levels of the production process including supply chains and will involve all workers in the production process from managers to cyber-physical systems designers and customers as end-users. The Handbook of Research on Integrating Industry 4.0 in Business and Manufacturing is an essential reference source that explores the development and integration of Industry 4.0 by examining changes and innovations to manufacturing processes as well as its applications in different industrial areas. Featuring coverage on a wide range of topics such as cyber physical systems, integration criteria, and artificial intelligence, this book is ideally designed for mechanical engineers, electrical engineers, manufacturers, supply chain managers, logistics specialists, investors, managers, policymakers, production scientists, researchers, academicians, and students at the postgraduate level.*

## Nature-Inspired Computing: Concepts, Methodologies, Tools, and Applications

### Concepts, Methodologies, Tools, and Applications

**IGI Global** *As technology continues to become more sophisticated, mimicking natural processes and phenomena also becomes more of a reality. Continued research in the field of natural computing enables an understanding of the world around us, in addition to opportunities for man-made computing to mirror the natural processes and systems that have existed for centuries. Nature-Inspired Computing: Concepts, Methodologies, Tools, and Applications takes an interdisciplinary approach to the topic of natural computing, including emerging technologies being developed for the purpose of simulating natural phenomena, applications across industries, and the future outlook of biologically and nature-inspired technologies. Emphasizing critical research in a comprehensive multi-volume*

set, this publication is designed for use by IT professionals, researchers, and graduate students studying intelligent computing.

## New Perspectives on Computer Concepts 2016, Introductory

**Cengage Learning** Take your students beyond the basics with the award-winning *NEW PERSPECTIVES ON COMPUTER CONCEPTS*. Designed to get all students up-to-speed on essential computer literacy skills, this market leading text goes deeper, providing students with the technical and practical information they need for academic and career success. *NEW PERSPECTIVES ON COMPUTER CONCEPTS 2016* incorporates significant technology trends that affect computing and everyday life; such as concerns for data security, personal privacy, online safety, controversy over digital rights management, interest in open source software and portable applications, and more. In addition, coverage of Microsoft Windows 8 and Office 2013 will introduce your students to the exciting new features of Microsoft's next generation of software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Mobile Networks and Cloud Computing Convergence for Progressive Services and Applications

**IGI Global** Recent technology trends involving the combination of mobile networks and cloud computing have offered new chances for mobile network providers to use specific carrier-cloud services. These advancements will enhance the utilization of the mobile cloud in industry and corporate settings. *Mobile Networks and Cloud Computing Convergence for Progressive Services and Applications* is a fundamental source for the advancement of knowledge, application, and practice in the interdisciplinary areas of mobile network and cloud computing. By addressing innovative concepts and critical issues, this book is essential for researchers, practitioners, and students interested in the emerging field of vehicular wireless networks.

# Real-life Applications with Membrane Computing

**Springer** *This book thoroughly investigates the underlying theoretical basis of membrane computing models, and reveals their latest applications. In addition, to date there have been no illustrative case studies or complex real-life applications that capitalize on the full potential of the sophisticated membrane systems computational apparatus; gaps that this book remedies. By studying various complex applications - including engineering optimization, power systems fault diagnosis, mobile robot controller design, and complex biological systems involving data modeling and process interactions - the book also extends the capabilities of membrane systems models with features such as formal verification techniques, evolutionary approaches, and fuzzy reasoning methods. As such, the book offers a comprehensive and up-to-date guide for all researchers, PhDs and undergraduate students in the fields of computer science, engineering and the bio-sciences who are interested in the applications of natural computing models.*

## Administrative Medical Assisting

**Cengage Learning** *ADMINISTRATIVE MEDICAL ASSISTING, 7E, is the most comprehensive learning package available for front-office medical assisting, featuring step-by-step procedures for job skills and the development of critical thinking through real-life scenarios. This proven package includes in-depth coverage of essential administrative competencies including professional and career responsibilities, interpersonal communications, records management, written communications, financial administration, and managing the office. Updated to reflect the latest accreditation and certification standards, this robust resource also features new or updated content in every chapter, including the latest requirements for skill competency, technology, insurance regulations and health care reform, and legal compliance essential for medical assistants to succeed as 21st-century allied health professionals. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Processing

# Creative Coding and Generative Art in Processing 2

**Apress** *Processing: Creative Coding and Generative Art in Processing 2* is a fun and creative approach to learning programming. Using the easy to learn Processing programming language, you will quickly learn how to draw with code, and from there move to animating in 2D and 3D. These basics will then open up a whole world of graphics and computer entertainment. If you've been curious about coding, but the thought of it also makes you nervous, this book is for you; if you consider yourself a creative person, maybe worried programming is too non-creative, this book is also for you; if you want to learn about the latest Processing 2.0 language release and also start making beautiful code art, this book is also definitely for you. You will learn how to develop interactive simulations, create beautiful visualizations, and even code image-manipulation applications. All this is taught using hands-on creative coding projects. Processing 2.0 is the latest release of the open-source Processing language, and includes exciting new features, such as OpenGL 2 support for enhanced 3D graphics performance. *Processing: Creative Coding and Generative Art in Processing 2* is designed for independent learning and also as a primary text for an introductory computing class. Based on research funded by the National Science Foundation, this book brings together some of the most engaging and successful approaches from the digital arts and computer science classrooms. Teaches you how to program using a fun and creative approach. Covers the latest release of the Processing 2.0 language. Presents a research based approach to learning computing.

## Pro ASP.NET Web API

## HTTP Web Services in ASP.NET

**Apress** *Pro ASP.NET Web API* shows you how to build flexible, extensible web services that run seamlessly on a range of operating systems and devices, from desktops to tablets to smart phones—even the ones we don't know today. ASP.NET Web API is a new framework designed to simplify web service architecture. So if you're tired of interoperability issues between inflexible web services and clients tied to specific platforms or programming languages, or if you've ever struggled with WCF, this book is for you. To start with, you'll get up to speed on Web API's modern HTTP programming model, REST and your hosting options. You'll then dive into building a real application over a series of three chapters, so you can get an immediate feel for how this technology works in practice. The second half of the book features dedicated chapters on topics like routing, controllers, validation and tracing, and the authors

close with discussions on performance, hosting and an all-important look at unit testing to help you prepare your application for the real world. ASP.NET Web API makes HTTP a first-class citizen of .NET. With Pro ASP.NET Web API, you can build HTTP-based web services for your company or business, expose your data to the world across different formats and devices and gain the best possible global reach for your application.

## Oracle Essentials

### Oracle Database 12c

**"O'Reilly Media, Inc."** Written by Oracle insiders, this indispensable guide distills an enormous amount of information about the Oracle Database into one compact volume. Ideal for novice and experienced DBAs, developers, managers, and users, Oracle Essentials walks you through technologies and features in Oracle's product line, including its architecture, data structures, networking, concurrency, and tuning. Complete with illustrations and helpful hints, this fifth edition provides a valuable one-stop overview of Oracle Database 12c, including an introduction to Oracle and cloud computing. Oracle Essentials provides the conceptual background you need to understand how Oracle truly works. Topics include: A complete overview of Oracle databases and data stores, and Fusion Middleware products and features Core concepts and structures in Oracle's architecture, including pluggable databases Oracle objects and the various datatypes Oracle supports System and database management, including Oracle Enterprise Manager 12c Security options, basic auditing capabilities, and options for meeting compliance needs Performance characteristics of disk, memory, and CPU tuning Basic principles of multiuser concurrency Oracle's online transaction processing (OLTP) Data warehouses, Big Data, and Oracle's business intelligence tools Backup and recovery, and high availability and failover solutions

## Kinn's The Medical Assistant - E-Book

### An Applied Learning Approach

**Elsevier Health Sciences** Prepare for a successful career in medical assisting! Kinn's The Medical Assistant, 12th Edition helps you learn the real-world administrative and clinical skills essential to working in the health care setting. Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records; clinical content teaches how to assist

*with medications, diagnostic procedures, and surgeries. And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties! Written by medical assisting experts Alexandra Adams and Deborah Proctor, this classic resource also includes an Evolve companion website with practical exercises and activities, videos, and review questions for the CMA and RMA certification exams. More chapters on assisting with medical specialties than any other Medical Assisting text prepare you to assist in specialty exams and make you better qualified to work in specialty fields like cardiology, dermatology, ophthalmology, gynecology, and neurology. Step-by-step, illustrated procedures make it easier to learn and understand medical assisting skills, and include rationales for each step. Threaded case scenarios help you develop critical thinking skills and apply concepts to realistic administrative and clinical situations. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers. Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively, with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website. Study Guide includes a variety of exercises to test your knowledge and critical thinking skills, case scenarios from the book, and a Procedure Checklists Manual. Sold separately. NEW! Charting examples within the procedures are highlighted for easier learning. UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job. UPDATED content on alternative therapies and treatment includes the latest herbal remedies such as red rice yeast for lowering cholesterol, St. John's Wort for depression, and probiotic bacteria for GI maladies.*

## Kinn's The Administrative Medical Assistant - E-Book

### An Applied Learning Approach

**Elsevier Health Sciences** *The most comprehensive front office medical assisting resource available, Kinn's The Administrative Medical Assistant, 7th Edition provides unparalleled coverage of the practical, real-world administrative skills essential to your success in the health care office. This thoroughly updated, fully modernized edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide & Procedure Checklist Manual. Confidently meet national medical assisting standards with clearly identified*

*objectives and competencies incorporated throughout the text. Master key skills through step-by-step instructions and full-color illustrations that clarify procedures. Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises. Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes.*

*Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website. Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record. Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast, efficient access to related content. Find information quickly and easily with newly reorganized chapter content and charting examples. Reinforce your understanding through medical terminology audio pronunciations, Medisoft practice management software exercises, chapter quizzes, review activities, and more on the completely revised companion Evolve Resources website.*

## Computer Concepts - Illustrated Brief

*Updated and revised for currency, this title covers the latest in technology.*

# Computer Organization, Design, and Architecture, Fifth Edition

**CRC Press** Suitable for a one- or two-semester undergraduate or beginning graduate course in computer science and computer engineering, *Computer Organization, Design, and Architecture, Fifth Edition* presents the operating principles, capabilities, and limitations of digital computers to enable the development of complex yet efficient systems. With 11 new sections and four revised sections, this edition takes students through a solid, up-to-date exploration of single- and multiple-processor systems, embedded architectures, and performance evaluation. See *What's New in the Fifth Edition* Expanded coverage of embedded systems, mobile processors, and cloud computing Material for the "Architecture and Organization" part of the 2013 IEEE/ACM Draft Curricula for Computer Science and Engineering Updated commercial machine architecture examples The backbone of the book is a description of the complete design of a simple but complete hypothetical computer. The author then details the architectural features of contemporary computer systems (selected from Intel, MIPS, ARM, Motorola, Cray and various microcontrollers, etc.) as enhancements to the structure of the simple computer. He also introduces performance enhancements and advanced architectures including networks, distributed systems, GRIDs, and cloud computing. Computer organization deals with providing just enough details on the

*operation of the computer system for sophisticated users and programmers. Often, books on digital systems' architecture fall into four categories: logic design, computer organization, hardware design, and system architecture. This book captures the important attributes of these four categories to present a comprehensive text that includes pertinent hardware, software, and system aspects.*

## Cloud Computing

## Concepts, Technology & Architecture

**Pearson Education** *Explores cloud computing, breaking down the concepts, models, mechanisms, and architectures of this technology while allowing for the financial assessment of resources and how they compare to traditional storage systems.*

## Essential Study Skills

**Cengage Learning** *For students who need to develop the study skills required to successfully complete their college education--whether they attend a two- or four-year college or they are adult learners--ESSENTIAL STUDY SKILLS, 8th Edition, is their guide to success. Featuring the essential learning strategies for becoming a better student, this book helps students learn how to prepare for class, develop textbook reading strategies, use effective note-taking techniques, strengthen their test-taking skills, and use technology effectively. ESSENTIAL STUDY SKILLS, 8th Edition, adapts to any learning style and offers a step-by-step approach and numerous opportunities for practice throughout the textbook and accompanying CourseMate website. The new edition includes a dedicated chapter (12) entitled Using Technology, providing guidance on how students can use electronic tools to improve their study skills, conduct research (and avoid plagiarism), and succeed in online courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Human-Computer Interaction: Concepts, Methodologies,

# Tools, and Applications

## Concepts, Methodologies, Tools, and Applications

**IGI Global** *As modern technologies continue to develop and evolve, the ability of users to interface with new systems becomes a paramount concern. Research into new ways for humans to make use of advanced computers and other such technologies is necessary to fully realize the potential of 21st century tools. Human-Computer Interaction: Concepts, Methodologies, Tools, and Applications gathers research on user interfaces for advanced technologies and how these interfaces can facilitate new developments in the fields of robotics, assistive technologies, and computational intelligence. This four-volume reference contains cutting-edge research for computer scientists; faculty and students of robotics, digital science, and networked communications; and clinicians invested in assistive technologies. This seminal reference work includes chapters on topics pertaining to system usability, interactive design, mobile interfaces, virtual worlds, and more.*

## Computer Science in Sport

### Research and Practice

**Routledge** *Computers are a fundamentally important tool in sport science research, sports performance analysis and, increasingly, in coaching and education programmes in sport. This book defines the field of 'sport informatics', explaining how computer science can be used to solve sport-related problems, in both research and applied aspects. Beginning with a clear explanation of the functional principles of hardware and software, the book examines the key functional areas in which computer science is employed in sport, including: knowledge discovery and database development data acquisition, including devices for measuring performance data motion tracking and analysis systems modelling and simulation match analysis systems e-learning and multimedia in sports education Bridging the gap between theory and practice, this book is important reading for any student, researcher or practitioner working in sport science, sport performance analysis, research methods in sport, applied computer science or informatics.*

# Computer Concepts and Applications with BASIC

McGraw-Hill College

## Study Guide for Kinn's The Administrative Medical Assistant - E-Book

### An Applied Learning Approach

**Elsevier Health Sciences** *Get more practice with medical assisting competencies and test your critical thinking skills! Designed to reinforce your understanding of Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 8th Edition by Alexandra P. Adams, this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies and prepare for your career in medical assisting. A variety of exercises test your knowledge and critical thinking skills, including vocabulary review, multiple choice, fill in the blank, and true/false questions. The most current content and competencies associated with CAAHEP and ABHES are included, such as emergency preparedness, patient education, and documentation. Procedure checklists allow you to tear out each sheet and submit to your instructor for evaluation. Additional exercises enhance learning with skills and concepts, word puzzles, case studies, workplace applications, and Internet activities. Work documentation proves to your instructor and to accrediting organizations that you have completed each competency. UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job. UPDATED content reflects revisions to the Kinn's The Administrative Medical Assistant, 8th Edition textbook. Expanded coverage of emergency preparedness helps you meet specific CAAHEP and ABHES requirements.*

### The Office: Procedures and Technology

**Cengage Learning** *THE OFFICE is a comprehensive text for courses in the high school office technology curriculum. The course name can be Office Procedures, Administrative Procedures, Business and Computer Technology, etc. The target market is high school*

students preparing for entry-level positions in an office setting. The text focuses on the necessary skills that range from using email and the Internet to the use of integrated applications and office suites. It covers the soft skills including customer satisfaction, ethics, and telephone manners along with information systems and the global marketplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Cryptocurrencies and Blockchain Technology Applications

**John Wiley & Sons** As we enter the Industrial Revolution 4.0, demands for an increasing degree of trust and privacy protection continue to be voiced. The development of blockchain technology is very important because it can help frictionless and transparent financial transactions and improve the business experience, which in turn has far-reaching effects for economic, psychological, educational and organizational improvements in the way we work, teach, learn and care for ourselves and each other. Blockchain is an eccentric technology, but at the same time, the least understood and most disruptive technology of the day. This book covers the latest technologies of cryptocurrencies and blockchain technology and their applications. This book discusses the blockchain and cryptocurrencies related issues and also explains how to provide the security differently through an algorithm, framework, approaches, techniques and mechanisms. A comprehensive understanding of what blockchain is and how it works, as well as insights into how it will affect the future of your organization and industry as a whole and how to integrate blockchain technology into your business strategy. In addition, the book explores the blockchain and its with other technologies like Internet of Things, big data and artificial intelligence, etc.

## Primary Computing and Digital Technologies: Knowledge, Understanding and Practice

**Learning Matters** What do you need to know to teach computing in primary schools? How do you teach it? This book offers practical guidance on how to teach the computing curriculum in primary schools, coupled with the subject knowledge needed to teach it. This Seventh Edition is a guide to teaching the computing content of the new Primary National Curriculum. It includes many more case

*studies and practical examples to help you see what good practice in teaching computing looks like. It also explores the use of ICT in the primary classroom for teaching all curriculum subjects and for supporting learning in every day teaching. New chapters have been added on physical computing and coding and the importance of web literacy, bringing the text up-to-date. Computing is both a subject and a powerful teaching and learning tool throughout the school curriculum and beyond into many areas of children's learning lives. This book highlights the importance of supporting children to become discerning and creative users of digital technologies as opposed to passive consumers.*

## Internet of Things (IoT) Systems and Applications

**CRC Press** *The Internet of Things (IoT) is one of the core technologies of current and future information and communications technology (ICT) sectors. IoT technologies will be deployed in numerous industries, including health, transport, smart cities, utility sectors, environment, security, and many other areas. In a manner suitable to a broad range of readers, this book introduces various key IoT technologies focusing on algorithms, process algebra, network architecture, energy harvesting, wireless communications, and network security. It presents IoT system design techniques, international IoT standards, and recent research outcomes relevant to the IoT system developments and provides existing and emerging solutions to the design and development of IoT platforms for multi-sector industries, particularly for Industry 4.0. The book also addresses some of the regulatory issues and design challenges related to IoT system deployments and proposes guidelines for possible future applications.*

## Emerging Computing Paradigms Principles, Advances and Applications

**John Wiley & Sons** *EMERGING COMPUTING PARADIGMS A holistic overview of major new computing paradigms of the 21st Century In Emerging Computing Paradigms: Principles, Advances and Applications, international scholars offer a compendium of essential knowledge on new promising computing paradigms. The book examines the characteristics and features of emerging computing technologies and provides insight into recent technological developments and their potential real-world applications that promise to*

*shape the future. This book is a useful resource for all those who wish to quickly grasp new concepts of, and insights on, emerging computer paradigms and pursue further research or innovate new novel applications harnessing these concepts. Key Features Presents a comprehensive coverage of new technologies that have the potential to shape the future of our world—quantum computing, computational intelligence, advanced wireless networks and blockchain technology Revisits mainstream ideas now being widely adopted, such as cloud computing, the Internet of Things (IoT) and cybersecurity Offers recommendations and practical insights to assist the readers in the application of these technologies Aimed at IT professionals, educators, researchers, and students, Emerging Computing Paradigms: Principles, Advances and Applications is a comprehensive resource to get ahead of the curve in examining and exploiting emerging new concepts and technologies. Business executives will also find the book valuable and gain an advantage over competitors in harnessing the concepts examined therein.*

## Big Data

### Storage, Sharing, and Security

**CRC Press** *Although there are already some books published on Big Data, most of them only cover basic concepts and society impacts and ignore the internal implementation details-making them unsuitable to R&D people. To fill such a need, Big Data: Storage, Sharing, and Security examines Big Data management from an R&D perspective. It covers the 3S desi*

## Introduction to Research and Medical Literature for Health Professionals

**Jones & Bartlett Learning** *Introduction to Research and Medical Literature for Health Professionals, Fifth Edition is an essential resource to help students, faculty, and practitioners understand the research process, interpret data, comprehend results, and incorporate findings into practice. From choosing a research project and developing the research process design, to systematically gathering information, analyzing, interpreting data, differentiating among conflicting results, and finally understanding the overall evaluation, Introduction to Research and Medical Literature for Health Professionals, Fifth Edition will ease fears and help students and practitioners develop research skills to acquire and contribute knowledge that benefits their patients.*

# Computer Analysis of Images and Patterns

## 16th International Conference, CAIP 2015, Valletta, Malta, September 2-4, 2015, Proceedings, Part II

**Springer** *The two volume set LNCS 9256 and 9257 constitutes the refereed proceedings of the 16th International Conference on Computer Analysis of Images and Patterns, CAIP 2015, held in Valletta, Malta, in September 2015. The 138 papers presented were carefully reviewed and selected from numerous submissions. CAIP 2015 is the sixteenth in the CAIP series of biennial international conferences devoted to all aspects of computer vision, image analysis and processing, pattern recognition, and related fields.*

# Cloud Computing Security

## Foundations and Challenges

**CRC Press** *This handbook offers a comprehensive overview of cloud computing security technology and implementation, while exploring practical solutions to a wide range of cloud computing security issues. With more organizations using cloud computing and cloud providers for data operations, proper security in these and other potentially vulnerable areas have become a priority for organizations of all sizes across the globe. Research efforts from both academia and industry in all security aspects related to cloud computing are gathered within one reference guide.*

# GATE AND PGECET FOR COMPUTER SCIENCE AND

# INFORMATION TECHNOLOGY, Second Edition

**PHI Learning Pvt. Ltd.** *Graduate Aptitude Test in Engineering (GATE) is one of the recognized national level examinations that demands focussed study along with forethought, systematic planning and exactitude. Postgraduate Engineering Common Entrance Test (PGECET) is also one of those examinations, a student has to face to get admission in various postgraduate programs. So, in order to become up to snuff for this eligibility clause (qualifying GATE/PGECET), a student facing a very high competition should excel his/her standards to success by way of preparing from the standard books. This book guides students via simple, elegant and explicit presentation that blends theory logically and rigorously with the practical aspects bearing on computer science and information technology. The book not only keeps abreast of all the chapterwise information generally asked in the examinations but also proffers felicitous tips in the furtherance of problem-solving technique. HIGHLIGHTS OF THE BOOK • Systematic discussion of concepts endowed with ample illustrations • Notes are incorporated at several places giving additional information on the key concepts • Inclusion of solved practice exercises for verbal and numerical aptitude to guide students from practice and examination point of view • Prodigious objective-type questions based on the past years' GATE examination questions with answer keys and in-depth explanation are available at [https://www.phindia.com/GATE\\_AND\\_PGECET](https://www.phindia.com/GATE_AND_PGECET) • Every solution lasts with a reference, thus providing a scope for further study The book, which will prove to be an epitome of learning the concepts of CS and IT for GATE/PGECET examination, is purely intended for the aspirants of GATE and PGECET examinations. It should also be of considerable utility and worth to the aspirants of UGC-NET as well as to those who wish to pursue career in public sector units like ONGC, NTPC, ISRO, BHEL, BARC, DRDO, DVC, Power-grid, IOCL and many more. In addition, the book is also of immense use for the placement coordinators of GATE/PGECET. TARGET AUDIENCE • GATE/PGECET Examination • UGC-NET Examination • Examinations conducted by PSUs like ONGC, NTPC, ISRO, BHEL, BARC, DRDO, DVC, Power-grid, IOCL and many more*

## Modeling Creativity

## Case Studies in Python

**University Press Antwerp** *Modeling Creativity (doctoral thesis, 2013) explores how creativity can be represented using computational approaches. Our aim is to construct computer models that exhibit creativity in an artistic context, that is, that are*

capable of generating or evaluating an artwork (visual or linguistic), an interesting new idea, a subjective opinion. The research was conducted in 2008–2012 at the Computational Linguistics Research Group (CLiPS, University of Antwerp) under the supervision of Prof. Walter Daelemans. Prior research was also conducted at the Experimental Media Research Group (EMRG, St. Lucas University College of Art & Design Antwerp) under the supervision of Lucas Nijs. *Modeling Creativity* examines creativity in a number of different perspectives: from its origins in nature, which is essentially blind, to humans and machines, and from generating creative ideas to evaluating and learning their novelty and usefulness. We will use a hands-on approach with case studies and examples in the Python programming language.

## Nine Algorithms That Changed the Future

### The Ingenious Ideas That Drive Today's Computers

**Princeton University Press** *Nine revolutionary algorithms that power our computers and smartphones* Every day, we use our computers to perform remarkable feats. A simple web search picks out a handful of relevant needles from the world's biggest haystack. Uploading a photo to Facebook transmits millions of pieces of information over numerous error-prone network links, yet somehow a perfect copy of the photo arrives intact. Without even knowing it, we use public-key cryptography to transmit secret information like credit card numbers, and we use digital signatures to verify the identity of the websites we visit. How do our computers perform these tasks with such ease? John MacCormick answers this question in language anyone can understand, using vivid examples to explain the fundamental tricks behind nine computer algorithms that power our PCs, tablets, and smartphones.