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KEY=APPLICATION - HOUSTON SANTOS

USING COMPUTERS IN THE LAW OFFICE

Cengage Learning *Focusing on how computers can make paralegals and legal professionals more productive on the job, this bestselling guide offers comprehensive coverage of computer concepts, exploring the latest versions of common programs like Microsoft Word, Excel, and PowerPoint, as well as specialized applications including CaseMap, Clio, HotDocs, TimeMap, and TrialDirector. With a clear and engaging writing style, real-life examples, helpful tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations, this proven resource helps readers develop the knowledge and skills they need for career success. Detailed Hands-on Exercises allow students to apply what they learn and practice using computers to complete realistic legal work. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

REFORMING EUROPEAN DATA PROTECTION LAW

Springer *This book on privacy and data protection offers readers conceptual analysis as well as thoughtful discussion of issues, practices, and solutions. It features results of the seventh annual International Conference on Computers, Privacy, and Data Protection, CPDP 2014, held in Brussels January 2014. The book first examines profiling, a persistent core issue of data protection and privacy. It covers the emergence of profiling technologies, on-line behavioral tracking, and the impact of profiling on fundamental rights and values. Next, the book looks at preventing privacy risks and harms through impact assessments. It contains discussions on the tools and methodologies for impact assessments as well as case studies. The book then goes on to cover the purported trade-off between privacy and security, ways to support privacy and data protection, and the controversial right to be forgotten, which offers individuals a means to oppose the often persistent digital memory of the web. Written during the process of the fundamental revision of the current EU data protection law by the Data Protection Package proposed by the European Commission, this interdisciplinary book presents both daring and prospective approaches. It will serve as an insightful resource for readers with an interest in privacy and data protection.*

EMPLOYMENT LAW

A GUIDE TO HIRING, MANAGING, AND FIRING FOR EMPLOYERS AND EMPLOYEES

Aspen Publishing *With her user-friendly and practical guide, Employment Law for Non-Lawyers, Lori Rassas gives a comprehensive awareness of the legal issues that may arise throughout the employer-employee relationship. Employment Law: A Guide to Hiring, Managing, and Firing for Employers and Employees, Fifth Edition by Lori B. Rassas is a practical text for undergraduate, paralegal, and graduate-level employment law courses, including those offered in human resources and business school programs. This unique book handles each area of the law and its practical application from the perspective of both employers and employees. The balanced approach is organized to track the employer-employee relationship focusing on hiring, managing, and firing practices. The end-of-chapter questions test key concepts and present hypothetical situations that test students' ability to master and apply concepts and promote the development of critical thinking and analytical skills. New to the Fifth Edition: recruiting strategies designed to balance the interests of employers to comply with anti-discrimination laws and achieve their diversity and inclusion goals expanded discussion of hair discrimination greater coverage of sex discrimination based on gender identity, transgender status, and sexual orientation explanation of legislative efforts designed to address broader pay equity issues among and between different protected classes expanded coverage of the National Labor Relations Act and its impact on the rights of employers to regulate workplace conduct analysis of legal developments that materialized during the pandemic and have widespread applicability as they continue to evolve: updated guidance on medical inquiries, remote working arrangements, reasonable accommodations, and vaccine policies Professors and students will benefit from: Chronologically-organized, clear, and concise explanations of complex legal concepts that track the employer-employee relationship. Enforcement guidance and workplace posters from the agencies that enforce the laws that regulate the employment relationship Practical information that guides students to frame legally compliant interview questions References to the most significant legal cases and some lesser-known cases that represent common themes. The injection of real-life memorable scenarios and humor to increase the attention of students and help them retain the knowledge related to key concepts. Key terms defined when first introduced; outrageous but true "Check-It-Out" situations with employment implications; objective and analytical end-of-chapter questions; and a comprehensive glossary and index.*

INFORMATION SECURITY FOR LAWYERS AND LAW FIRMS

American Bar Association *The book provides sound advice and offers valuable guidelines and assistance to bridge the worlds of law and technology on important information security issues that face the legal professional every day. This essential guide discusses the ethical duties of lawyers relating to securing their electronic information. If you are a small firm it will advise you on how you can have reliable security. If you are a large firm it will help you to decide what information security duties can be delegated. Other topics include, worms, Trojans, spyware, malware, spiders, key loggers and their implications, and whether or not it is safe to use wireless technology for the delivery of legal services.*

EMPLOYMENT STATUTORY CODE OF PRACTICE

Stationery Office/Tso *On cover and title page: Equality Act 2010 code of practice*

ACTIVE LEARNING LESSONS, ACTIVITIES, AND ASSIGNMENTS FOR THE MODERN SOCIAL WORK EDUCATOR

Taylor & Francis *This text infuses the field of social work with dynamic and evidence-based active learning, offering fresh ideas to increase students' abilities to effectively implement their social work practice. To practice social work in the real world, students need to be energized and engaged with the realities of the modern social work landscape. Written in an accessible and practical style, the impressive array of contributors provide social work educators with structured lesson plans, practice exercises, and assignments that can be used in both the physical and virtual classroom. Combining the latest research with current social work practice trends, the chapters cover cutting-edge topics such as ethics, social work technology, the importance of self-care, and social justice and activism, bridging the gap between current social work education and the needs of the modern social work student. This book is invaluable reading for both social work educators and their students, providing tools to seamlessly integrate innovative techniques into the classroom as well as helping their students navigate a career in social work after graduation.*

THE IDEA OF LABOUR LAW

OUP Oxford *Labour law is widely considered to be in crisis by scholars of the field. This crisis has an obvious external dimension - labour law is attacked for impeding efficiency, flexibility, and development; vilified for reducing employment and for favouring already well placed employees over less fortunate ones; and discredited for failing to cover the most vulnerable workers and workers in the "informal sector". These are just some of the external challenges to labour law. There is also an internal challenge, as labour lawyers themselves increasingly question whether their discipline is conceptually coherent, relevant to the new empirical realities of the world of work, and normatively salient in the world as we now know it. This book responds to such fundamental challenges by asking the most fundamental questions: What is labour law for? How can it be justified? And what are the normative premises on which reforms should be based? There has been growing interest in such questions in recent years. In this volume the contributors seek to take this body of scholarship seriously and also to move it forward. Its aim is to provide, if not answers which satisfy everyone, intellectually nourishing food for thought for those interested in understanding, explaining and interpreting labour laws - whether they are scholars, practitioners, judges, policy-makers, or workers and employers.*

FERGUSON CAREER RESOURCE GUIDE TO INTERNSHIPS AND SUMMER JOBS, 2-VOLUME SET

Infobase Publishing *Provides details on over 550 internships and summer jobs.*

PROACTIVE LAW FOR MANAGERS

A HIDDEN SOURCE OF COMPETITIVE ADVANTAGE

Gower Publishing, Ltd. *Proactive Law for Managers deals with contracts and contracting, showing their profound impact on business strategy and how you, as a manager, can design your contracts and contracting processes to promote business success, prevent problems and create value for customers that is superior to the value offered by your competitors. Given the importance of the law to the success of your company shouldn't you be reading Proactive Law for Managers?*

THE LAWYERS GUIDE TO ADOBE ACROBAT

American Bar Association *Now including information about Acrobat version 7.0 as well as 6.0, thisbook takes lawyers through the processes of working with PDFdocuments, allowing them to communicate like never before. They'lllearn how to create, control, and more securely deliver intelligent, content-rich documents that can be opened by anyone using AdobeReader. More and more court systems require electronic filing, and thisis the definitive guide to the standard for those filing systems*

BEYOND ELITE LAW

Cambridge University Press *This book describes the access to justice crisis facing low- and middle-income Americans and the current reforms to address it.*

MARSHALL ISLANDS BUSINESS LAW HANDBOOK VOLUME 1 STRATEGIC INFORMATION AND BASIC LAWS

Lulu.com *Marshall Islands Business Law Handbook - Strategic Information and Basic Laws*

SOCIAL WORK PRACTICE AND THE LAW

Springer Publishing Company *"This is the first book to give social workers the tools to understand their clients' legal needs and rights and to address them collaboratively and effectively. Lyn Slater and Kara Finck ground their text in a comprehensive grasp of the legal system and the inequities of race, class, and gender that shape clients' experiences. Social Work Practice and the Law is a powerful call for social workers to be passionate and skillful advocates for their clients. Essential reading for social workers and lawyers alike who serve low-income people entangled in systems that so often fail them." Dorothy Roberts, JD Kirkland & Ellis Professor, Northwestern University School of Law Author, Shattered Bonds: The Color of Child Welfare Based on the author's innovative and nationally recognized prototype for inter-professional work at Fordham University, this is the only volume about social work and the legal system that is written from the social worker's perspective. Devoid of "legalese," the book is designed to help social workers develop the ability to reappraise, question, and challenge the law to best serve their clients. It aims to promote the development of a more strategic relationship with the legal system-a partnership that can achieve more creative and just solutions to social problems. Exhaustive in scope, Social Work and the Law identifies current national and international trends and legal movements that support and invite inter-professional, critically competent social work participation. The book also identifies and explains the essential knowledge, skills, values, and attitudes necessary for the attainment of collaborative critical competence when interacting with the legal system. Each chapter includes vivid case studies based on actual collaborations that illustrate the application of theory to practice. Chapters also include legal, social work, and evidence-based resources. Key Features: Promotes a proactive approach to the ways in which social workers can use law to promote clients' best interests Addresses all domains of social work practice-child welfare, housing law, educational access, disability law, benefits, and more Offers abundant case studies taken from the authors' real-life work Devoid of "legalese" and written from a social worker's perspective*

THE EUROPEAN PRIVATE INTERNATIONAL LAW OF EMPLOYMENT

Cambridge University Press *Uglješa Grušić examines the legal regulation of transnational employment relationships in the private international law of the European Union.*

SOFT COMPUTING FOR SECURITY APPLICATIONS

PROCEEDINGS OF ICSCS 2021

Springer Nature

THE LAWYER'S GUIDE TO MICROSOFT WORD 2007

American Bar Association *Microsoft Word is one of the most used applications in the Microsoft Office suite. This handy reference includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their practice, this book explains the key components to help make lawyers more effective, more efficient, and more successful.*

THE IMLI MANUAL ON INTERNATIONAL MARITIME LAW: SHIPPING LAW

Oxford University Press *This is the second of a three-volume set which will bring together the law of the sea, shipping law, maritime environmental law, and maritime security law. This volume focuses on shipping law, providing a detailed assessment of this area of law by leading practitioners and eminent scholars.*

MANAGING HEALTH AND SAFETY IN CONSTRUCTION

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015. GUIDANCE ON REGULATIONS

COMPUTER APPLICATIONS FOR HANDLING LEGAL EVIDENCE, POLICE INVESTIGATION AND CASE ARGUMENTATION

Springer Science & Business Media *This book provides an overview of computer techniques and tools — especially from artificial intelligence (AI) — for handling legal evidence, police intelligence, crime analysis or detection, and forensic testing, with a sustained discussion of methods for the modelling of reasoning and forming an opinion about the evidence, methods for the modelling of argumentation, and computational approaches to dealing with legal, or any, narratives. By the 2000s, the modelling of reasoning on legal evidence has emerged as a significant area within the well-established field of AI & Law. An overview such as this one has never been attempted before. It offers a panoramic view of topics, techniques and tools. It is more than a survey, as topic after topic, the reader can get a closer view of approaches and techniques. One aim is to introduce practitioners of AI to the modelling legal evidence. Another aim is to introduce legal professionals, as well as the more technically oriented among law enforcement professionals, or researchers in police science, to information technology resources from which their own respective field stands to benefit. Computer scientists must not blunder into design choices resulting in tools objectionable for legal professionals, so it is important to be aware of ongoing controversies. A survey is provided of argumentation tools or methods for reasoning about the evidence. Another class of tools considered here is intended to assist in organisational aspects of managing of the evidence. Moreover, tools appropriate for crime detection, intelligence, and investigation include tools based on link analysis and data mining. Concepts and techniques are introduced, along with case studies. So are areas in the forensic sciences. Special chapters are devoted to VIRTOPSY (a procedure for legal medicine) and FLINTS (a tool for the police). This is both an introductory book (possibly a textbook), and a reference for specialists from various quarters.*

COMPARATIVE LABOR LAW

Edward Elgar Publishing *Economic pressure, as well as transnational and domestic corporate policies, has placed labor law under severe stress. National responses are so deeply embedded in institutions reflecting local traditions that meaningful comparison is daunting. This bo*

BUSINESS CRIMINAL LAW

A PRIMER FOR MANAGEMENT AND ECONOMICS

Springer Nature

HOW TO START A LAW PRACTICE AND SUCCEED

Lulu.com

MARITIME WORK LAW FUNDAMENTALS: RESPONSIBLE SHIPOWNERS, RELIABLE SEAFARERS

Springer Science & Business Media *The importance of international maritime labour law - both as a component of - ternational maritime law, and in socio-political and economic terms - has been recognised by the IMO International Maritime Law Institute for a number of years. Indeed, the Institute has annually organised a course on maritime labour law with the participation of inter alia the International Maritime Organization, the - ternational Labour Organization, the International Transport Workers' Federation, and the German Shipowners' Association. It was therefore a great pleasure when the authors invited me to introduce their forthcoming monograph on Maritime Work Law Fundamentals: Responsible S- powners Reliable Seafarers. As the title suggests, a fundamental challenge of this branch of international maritime law is to achieve a balance between the interests of the two main stakeholders. Institutionally, the effort to achieve this balance dates back a number of decades with its genesis mainly found in the work of the International Labour Organization. It has to be said that whilst this effort achieved great progress, it has led to a haphazard, plethora of legal instruments.*

GOVERNMENT ETHICS NEWSGRAM

BALANCING COPYRIGHT LAW IN THE DIGITAL AGE

COMPARATIVE PERSPECTIVES

Springer *This book focuses on the thorny and highly topical issue of balancing copyright in the digital age. The idea for it sprang from the often heated debates among intellectual property scholars on the possibilities and the limits of copyright. Copyright law has been broadening its scope for decades now, and as a result it often clashes with other rights (frequently, fundamental rights), raising the question of which right prevails. The papers represent the product of intensive research by experts, who employ rigorous interpretative methodologies while keeping an eye on comparison and on the impacts of new technologies on law. The contributions concentrate on the "propertization" of copyright; on the principle of exhaustion of the distribution right; on the conflict between users' privacy and personal data needs; and on the balance between copyright and academic freedom. Starting from the difficulties inherently connected to the difficult task of balancing rights that respond to opposing interests, each essay analyzes techniques and arguments applied by institutional decision-makers in trying to solve this dilemma. Each author applies a specific methodology involving legal comparison, while taking into account the European framework for copyright and related rights. This work represents a unique piece of scholarship, in which a single issue is read through different lenses, demonstrating the need to reconcile copyright with other fundamental areas of law.*

WORKING

Cengage Learning *WORKING, 5E gives users a solid grasp of how to prepare for work and life through career planning, money management, and independent-living techniques. This text spans the entire*

life/work cycle from career exploration all the way through planning for retirement. By also expanding academic connections and adding 21st Century Skills coverage, we provide a text that is matching the needs of industry and education. Written in engaging and flexible content, this edition has new features such as coverage of today's hottest careers, easy-to-remember rules for improving study skills, and strong emphasis on 21st Century Skills. Access to Gale's online Career Transitions is available with each text at no additional charge. This career search and resume building tool allows students to immediately apply what they learn in the classroom. Most chapters contain an activity that guides the student through the Career Transitions program. With comprehensive coverage and special sections that focus on diversity, listening skills, problem solving, and time management, this text provides the tools needed to excel and succeed in both academic and professional careers. This revision has a more concise format with a one-column classroom preferred internal design and 22 chapters instead of the previous editions 32 chapters. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ANNALS OF CASES ON INFORMATION TECHNOLOGY

IGI Global *Annals of Cases on Information Technology provides a collection of case studies focusing on IT implementation in organizations. The cases included in Volume VI describe successful projects and offer advice on how to achieve these best practices. They also look at IT project failures and describe steps to avoid pitfalls in the path to successful IT utilization. The organizations described in this book represent small businesses, educational institutions, public and private corporations and describe may aspects of IT implementation including, e-commerce endeavors, intelligent technologies, enterprise resource planning and many other facets of emerging IT utilization.*

RES GESTAE

YOUR IPAD 2 AT WORK

Que Publishing *Provides information on the features of the iPad 2 with step-by-step instructions covering such topics as connecting to a wi-fi and 3G network, downloading apps, creating documents and spreadsheets, building and displaying presentations, using email, andwatching movies.*

COMPLETE GUIDE TO HUMAN RESOURCES AND THE LAW, 2021 EDITION

Wolters Kluwer *The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues. You'll know what to do (and what not to do) to avoid costly mistakes or oversights, confront HR problems - legally and effectively - and understand the rules. The Complete Guide to Human Resources and the Law offers fast, dependable, plain English legal guidance for HR-related situations from ADA accommodation, diversity training, and privacy issues to hiring and termination, employee benefit plans, compensation, and recordkeeping. It brings you the most up-to-date information as well as practical tips and checklists in a well-organized, easy-to-use resource.*

ADVANCED METHODOLOGIES AND TECHNOLOGIES IN SYSTEM SECURITY, INFORMATION PRIVACY, AND FORENSICS

IGI Global *Cyber-attacks are rapidly becoming one of the most prevalent issues globally, and as they continue to escalate, it is imperative to explore new approaches and technologies that help ensure the security of the online community. Beyond cyber-attacks, personal information is now routinely and exclusively housed in cloud-based systems. The rising use of information technologies requires stronger information security and system procedures to reduce the risk of information breaches. Advanced Methodologies and Technologies in System Security, Information Privacy, and Forensics presents emerging research and methods on preventing information breaches and further securing system networks. While highlighting the rising concerns in information privacy and system security, this book explores the cutting-edge methods combatting digital risks and cyber threats. This book is an important resource for information technology professionals, cybercrime researchers, network analysts, government agencies, business professionals, academicians, and practitioners seeking the most up-to-date information and methodologies on cybercrime, digital terrorism, network security, and information technology ethics.*

MENTAL CAPACITY ACT 2005 CODE OF PRACTICE

[LARGE PRINT 2007 FINAL EDITION]

The Stationery Office *The Mental capacity Act 2005 provides a statutory framework for people who lack the capacity to make decisions for themselves, or for people who want to make provision for a time when they will be unable to make their own decisions. This code of practice, which has statutory force, provides information and guidance about how the Act should work in practice. It explains the principles behind the Act, defines when someone is incapable of making their own decisions and explains what is meant by acting in someone's best interests. It describes the role of the new Court of Protection and the role of Independent Mental Capacity Advocates and sets out the role of the Public Guardian. It also covers medical treatment and the way disputes can be resolved.*

THE BRITISH NATIONAL BIBLIOGRAPHY

BRITISH LIBRARIANSHIP AND INFORMATION WORK 2001–2005

Routledge *This important reference volume covers developments in aspects of British library and information work during the five year period 2001-2005. Over forty contributors, all of whom are experts in their subject, provide an overview of their field along with extensive further references which act as a starting point for further research. The book provides a comprehensive record of library and information management during the past five years and will be essential reading for all scholars, library professionals and students.*

10 INSIDER SECRETS TO A WINNING JOB SEARCH

EVERYTHING YOU NEED TO GET THE JOB YOU WANT IN 24 HOURS--OR LESS!

Red Wheel/Weiser *10 Insider Secrets to a Winning Job Search offers a complete step-by-step roadmap on how to get the job you want--fast--even in tough times! This book will motivate you, increase your self-confidence, and show you how to sell yourself so companies want to hire you. You'll have an unfair advantage when searching for a job! Todd Bermont shares with you the secrets he has learned to find a job in any economy, secrets that he used to get six job offers his senior year of college, to land three job offers in one week during a recession, and to earn numerous job promotions since. Additionally, having also been a hiring manager, Todd gives you a behind-the-scenes look into the hiring process that will give you another unfair advantage. With this book you'll: Develop and maintain a winning attitude throughout your job search. Convince companies to hire you...even when no positions are available. Write attention-grabbing resumes and cover letters. Network and market yourself to maximize your job opportunities. Be prepared for any job interview. Learn how to negotiate your job offers to receive top dollar.*

MEDICAL OFFICE ADMINISTRATION - E-BOOK

A WORKTEXT

Elsevier Health Sciences *Learn the skills you need to succeed in the modern medical office! Medical Office Administration: A Worktext, 5th Edition provides a clear, hands-on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service, this easy-to-read text stresses comprehension, application, and critical thinking to ensure you are job-ready on Day 1. When used in conjunction with SimChart® for the Medical Office, Elsevier's educational EHR (sold separately), you will gain realistic experience with day-to-day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. Approachable writing style uses a conversational tone for easy understanding. Procedure checklists outline the steps required to complete a full range of administrative tasks. Patient-centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking. Chapter checkpoints promote comprehension with questions following sections of the text. Compliance tips provide focused guidance on how to follow HIPAA mandates. Learning resources on the Evolve website provide extra practice, including chapter quizzes, a sample certification exam, and interactive forms. NEW content expands discussion of patient confidentiality, healthcare data security, appointment scheduling, procedure coding changes, job search strategies, and more. UNIQUE! Correlation with NEW SimChart® for the Medical Office (SCMO) exercises simulates all aspects of the administrative functions that make up the day-to-day practice of a medical office. (SCMO sold separately.) NEW! Sample practice examination on the Evolve website provides effective preparation for certification.*

FIX PDF FILES FOR ACCESSIBILITY

THE EASY AND ULTIMATE GUIDE TO APPLYING SECTION 508 AND WCAG 2. 0 TO PDF FILES

This book provides the easiest way to get to the required accessibility of a PDF file. It is rare for any PDF to come out perfect for accessibility and as a result almost all PDF files will need some type of work. In addition to the easy nuts and bolts methods to make PDF files work for the disabled, there are also condensed methods for preparation of documents commonly converted to PDF. In addition there are instructions for managers and even contract language. You can get a legal history or technical lesson elsewhere, this book is for getting to work fixing PDF files for accessibility. Wolters Kluwer Law & Business

OLDER WOMEN IN EUROPE

A HUMAN RIGHTS-BASED APPROACH

Taylor & Francis *This book is about older women's strength, freedom, tenacity, determination, resilience, independence, social and political involvement and, in particular, it is about re-imagining ageing. Older women represent the great majority of older people. The book describes instances of age and gender discrimination and examples of social inclusion and protagonism of older women in Europe. It solicits a change in perspective, focusing on the necessary societal changes to make space to older people and older women in particular. How is society going to address age and gender discrimination in social and institutional settings? How should work settings change to effectively make space to older workers and in particular older women? How should the pension system change? How could public health systems could provide effective care to older people and be sustainable? This edited collection focuses on older women's rights rather than their needs, adopting a human rights based approach. Preservation of older women's dignity, autonomy and security is its central topic, that is, ensuring that their rights are recognised. This collection offers insights valuable to a wide array of human rights*

activists, professionals, policymakers and social scientists, and older women themselves.

CURRENT DEVELOPMENTS IN EMPLOYMENT LAW

ALI-ABA COURSE OF STUDY MATERIALS