

Fundamentals Of Management 8th Edition

Covering every essential topic ranging from circulation and literacy instruction to reference and security, this benchmark text provides an up-to-date, broadly based view of library public service and its functions. • Covers all essential services of the library through completely reorganized and updated content that reflects the role of changing technologies in today's libraries • Presents many new chapters that address the topics of print collections, media collections, e-resources, computer access, social media, legal issues, ethical issues, funding and other fiscal issues, and the library as place

Corporate Finance, by Ross, Westerfield, and Jaffe is a popular textbook that emphasizes the modern fundamentals of the theory of finance, while providing contemporary examples to make the theory come to life. The authors aim to present corporate finance as the working of a small number of integrated and powerful intuitions, rather than a collection of unrelated topics. They develop the central concepts of modern finance: arbitrage, net present value, efficient markets, agency theory, options, and the trade-off between risk and return, and use them to explain corporate finance with a balance of theory and application. The well-respected author team is known for their clear, accessible presentation of material that makes this text an excellent teaching tool. Brad Jordan, known for his successful work on the RWJ Fundamentals and Essentials books, contributed to this edition. His influence will be seen particularly in the writing style with smoother coverage of topics, and the increased quality in the problem material.

NOTE: The Binder-ready, Loose-leaf version of this text contains the same content as the Bound, Paperback version. Fundamentals of Fluid Mechanics, 8th Edition offers comprehensive topical coverage, with varied examples and problems, application of visual component of fluid mechanics, and strong focus on effective learning. The text enables the gradual development of confidence in problem solving. The authors have designed their presentation to enable the gradual development of reader confidence in problem solving. Each important concept is introduced in easy-to-understand terms before more complicated examples are discussed. Continuing this book's tradition of extensive real-world applications, the 8th edition includes more Fluid in the News case study boxes in each chapter, new problem types, an increased number of real-world photos, and additional videos to augment the text material and help generate student interest in the topic. Example problems have been updated and numerous new photographs, figures, and graphs have been included. In addition, there are more videos designed to aid and enhance comprehension, support visualization skill building and engage students more deeply with the material and concepts.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Whether the topic is understanding e-business, six sigma, workplace violence, knowledge workers, Internet job searches, or visionary leadership, Stephen Robbins and David DeCenzo cover it thoroughly and in a way that truly captures the issues facing managers in the twenty-first century. Its not enough just to know about management you have to possess the skills to match! With Robbins and DeCenzos new edition, youll learn so much about the real world of management, including: *Why Amazon.com is revolutionizing the book-selling industry *How SiloCaf, a coffee bean processing plant, uses sophisticated technologically-based controls to enhance productivity and ensure consistent quality in its work *Why companies like London Fog are struggling to survive *How teams at Hewlett-Packard redesigned a production process, cut waste, controlled costs, and increased productivity *New techniques that can make a university more efficient and responsive to its students

Robbins/DeCenzo is a brief, paperback text that gives students more depth and breadth with practical tools to practice their management skills than any other textbook. The eighth edition provides a self-contained section on developing management skills and includes new exercises, modules, and boxes.

FOUNDATIONS OF MANAGEMENT 3e has been written to address the needs of introductory management subjects that require an accessible and concise introduction. This streamlined text of 15 chapters covers the principal concepts of management to provide students with a solid foundation for understanding key issues. Management is a dynamic discipline and a textbook in this area must constantly undergo significant changes to prepare students to manage modern, ever-changing organisations within our transforming world. This new third edition builds on the success of its previous editions by exploring the new challenges that face managers today. New topics and features have been added to better reflect the field of management and to capture the excitement of this dynamic discipline. The text highlights six integrative topics throughout. These topics are managing

for sustainability, globalisation, innovation, customer service, diversity and ethics. In particular, we believe the inclusion of managing for sustainability is an important recognition of the challenge that must be met by today's managers and organisations as they start to tackle the issue of global warming. This best-selling text is not a book that just describes management theories. In addition it includes many practical examples and cases, which illustrate the theories in action. As it successfully integrates the various functions of management, the book establishes a dialogue with managers from a variety of fields. This third edition continues to make management concepts meaningful and to excite readers about the possibilities of careers in management.

The Truth About Managing People offers real solutions for the make-or-break problems faced by every manager. Readers will discover: how to overcome the true obstacles to teamwork; why too much communication can be as dangerous as too little; how to improve hiring and employee evaluations; how to heal layoff survivor sickness; even how to learn charisma. This isn't someone's opinion; it's a definitive, evidence-based guide to effective management: a set of bedrock principles to rely on throughout an entire management career. The Rules of Management: They're surprisingly easy to learn and live by. Now, Richard Templar's brought them all together in one place. Templar covers everything from setting realistic targets to holding effective meetings; finding the right people to inspiring loyalty. Learn when and how to let your people think they know more than you (even if they don't) -- and recognize when they really do. The first edition of The Rules of Management became a global phenomenon, topping bestseller charts around the world. This new, even better edition contains 10 brand new rules to take you further, faster. In *Wired to Care*, top business strategist Dev Patnaik tells the story of how organizations of all kinds prosper when they tap into a power each of us already has: empathy, the ability to reach outside of ourselves and connect with other people. When people inside a company develop a shared sense of what's going on in the world, they see new opportunities faster than their competitors. They have the courage to take a risk on something new. And they have the gut-level certitude to stick with an idea that doesn't take off right away. People are *Wired to Care*, and many of the world's best organizations are, too.

Using a three-pronged approach of concepts, applications, and skill development, *MANAGEMENT FUNDAMENTALS, International Edition* gives your students a solid foundation of management concepts and real skills they can use in the workplace. Through a variety of thought-provoking applications, Lussier challenges students to think critically and apply concepts to their own experiences. Proven skill-building exercises, behavioral models, self-assessments, and group exercises throughout the text help students realize their own managerial potential. The 14-chapter format is comprehensive enough for the one-term course yet flexible enough to allow for additional readings, activities, or discussions. Now in its Seventh Edition, *Air Transportation: A Management Perspective* by John Wensveen is a proven textbook that offers a comprehensive introduction to the theory and practice of air transportation management.

Provides a brief introduction to human resource management. This book focuses on the uses of human resources for the general population. A comprehensive instructor's manual, test bank, PowerPoint presentation and a complete Online Learning Center make course preparation easy.

As competitors strive to win the war for talent, effective human resource management is necessary to gain true competitive advantage in the marketplace. Three challenges companies face are sustainability, technology, and globalization. *Human Resource Management 5th Edition* brings these challenges to life by highlighting real-world examples pertaining to these issues and relating it to the concepts within the chapter. This best-selling McGraw-Hill/Irwin Human Resource Management title provides students with the technical background needed to be a knowledgeable consumer of human resource (HR) products and services, to manage HR effectively, or to be a successful HR professional. While clearly strategic in nature, the text also emphasizes how managers can more effectively acquire, develop, compensate, and manage the internal and external environment that relates to the management of human resources.

Fundamentals of Management Cengage Learning

Comprehensive and up-to-date, the text integrates major construction management topics with an explanation of the methods of heavy/highway and building construction. It incorporates both customary U.S. units and metric (SI) units and is the only text to present concrete formwork design equations and procedures using both measurement systems. This edition features information on new construction technology, the latest developments in soil and asphalt compaction, the latest developments in wood preservation and major health, safety and environmental concerns. Explains latest developments in soil and asphalt compaction. Presents the latest developments in wood preservation materials and techniques which respond to environmental concerns. Expanded and updated coverage of construction safety and major health hazards and precautions.

Designed to guide construction engineers and managers in planning, estimating, and directing construction operations safely and effectively.

Financial Management is so crucial for any organization—public or private sector—as profit maximization and increasing the shareholder value depend, to a large measure, on efficient and effective financial management of the company or firm. With this end in view, Professor Bhabatosh Banerjee, drawing from his expertise and his rich and long years of experience, gives a masterly analysis of the fundamental principles of financial management along with their applications. While retaining the distinguishing features of the previous edition, the book is now a much more comprehensive one on Financial Management. Significant changes have been incorporated into the chapters relating to cost of capital, analysis of leverages, capital structure theories and planning, capital budgeting decision, working capital management, changes in financial position, accounting ratios and financial statement analysis, mergers and acquisitions and corporate governance for further value addition of the book. The book is logically organized into five parts—Part I: Basic Concepts, Part II: Financial and Dividend Decisions, Part III: Investing in

Long-term and Short-term Assets, Part IV: Performance Analysis and Measurement, Part V: Contemporary Topics—to enable the students to understand the concepts, with suitable cases, chronologically and more effortlessly. This book is primarily intended as a text for the students of commerce and management courses. It will also be highly useful for those appearing in CA and ICWAI examinations. In addition, the text will benefit practising finance and accounting professionals, corporate managers, and participants in management development programs. KEY FEATURES • Includes numerous illustrations, worked-out problems and exercises covering recent questions in university and professional examinations. • Gives corporate practices in professional management, wherever found necessary. This will enable the students to acquaint themselves with real-life situations. • Provides Case Studies in a few complex chapters to enhance the analytical and presentation skills of the students in a classroom setting.

Over the past decade, management practice has gone through dramatic changes. Workforce diversity, downsizing, reengineering, total quality management, outsourcing, and rediscovering the importance of satisfying the customer, all has a significant impact on Human Resources. The new Sixth Edition of De Cenzo/Robbins' Human Resource Management features a current, real-world perspective that gives readers a crystal-clear picture of what today's HRM is really like. Emphasizing the application of theory, the Sixth Edition carefully integrates real examples with the most up-to-date information available.

This is a reprint of ISBN 978-0-901-35743-4 Widely acknowledged as the one stop summary of health and safety fundamentals, Principles covers law, safety technology, occupational health and hygiene and safety management techniques. Originally written by the late international health and safety expert Allan St John Holt, this new edition has been comprehensively updated by Allan's colleague Jim Allen. The book is designed as a concise, accessible introduction to health and safety basics and includes revision notes and a wide range of references. It is a first class resource for NEBOSH Certificate students.

WHATS IN IT FOR ME? Information technology lives all around us—in how we communicate, how we do business, how we shop, and how we learn. Smart phones, iPods, PDAs, and wireless devices dominate our lives, and yet it's all too easy for students to take information technology for granted. Rainer and Turban's Introduction to Information Systems, 2nd edition helps make Information Technology come alive in the classroom. This text takes students where IT lives—in today's businesses and in our daily lives while helping students understand how valuable information technology is to their future careers. The new edition provides concise and accessible coverage of core IT topics while connecting these topics to Accounting, Finance, Marketing, Management, Human resources, and Operations, so students can discover how critical IT is to each functional area and every business. Also available with this edition is WileyPLUS - a powerful online tool that provides instructors and students with an integrated suite of teaching and learning resources in one easy-to-use website. The WileyPLUS course for Introduction to Information Systems, 2nd edition includes animated tutorials in Microsoft Office 2007, with iPod content and podcasts of chapter summaries provided by author Kelly Rainer.

A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. • The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors • Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry • Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing

REVEL™ for Fundamentals of Organizational Communication helps students develop the knowledge, sensitivity, skills, and values critical for organizational communication. Utilizing a competency-based approach, author Pamela Shockley-Zalabak blends theory, analysis, and practice to provide a practical and engaging introduction to the field. REVEL is Pearson's newest way of delivering our respected content. Fully digital and highly engaging, REVEL offers an immersive learning experience designed for the way today's students read, think, and learn. Enlivening course content with media interactives and assessments, REVEL empowers educators to increase engagement with the course, and to better connect with students. NOTE: REVEL is a fully digital delivery of Pearson content. This ISBN is for the standalone REVEL access card. In addition to this access card, you will need a course invite link, provided by your instructor, to register for and use REVEL.

Principles of Management is designed to meet the scope and sequence requirements of the introductory course on management. This is a traditional approach to management using the leading, planning, organizing, and controlling approach. Management is a broad business discipline, and the Principles of Management course covers many management areas such as human resource management and strategic management, as well behavioral areas such as motivation. No one individual can be an expert in all areas of management, so an additional benefit of this text is that specialists in a variety of areas have authored individual chapters.

This introductory textbook describes the basics of supply chain management, manufacturing planning and control systems, purchasing, and physical distribution. The fourth edition makes additions in kanban, supply chain concepts, system selection, theory of constraints and drum-buffer-rope, and need f

Recreates the experience of dozens of projects, both successful and failed, to provide a real-world context for learning.

Addresses the art of controlling and updating your library's collection. Discussions of the importance and logistics of electronic resources are integrated throughout the book.

@font-face { font-family: "Times New Roman"; }@font-face { font-family: "Verdana"; }p.MsoNormal, li.MsoNormal, div.MsoNormal { margin: 0in 0in 0.0001pt; 12pt; Courier; }table.MsoNormalTable { border: 10pt; "Times New Roman"; }div.Section1 { page: Section1; }ol { margin-bottom: 0in; }ul { margin-bottom: 0in; }Robbins/DeCenzo is a brief, paperback text that gives readers more depth and breadth with practical tools to practice their management skills than any other textbook. The eighth edition contains a self-contained section on developing management skills and includes new exercises, modules, and boxes.

Appropriate for undergraduate and graduate-level courses in Leadership or Managerial Effectiveness. The most comprehensive survey of the major theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills.

Combining the latest research and most current coverage available into a succinct nine chapters, FUNDAMENTALS OF INFORMATION SYSTEMS, 8E equips students with a solid understanding of the core principles of IS and how it is practiced. The streamlined 560-page eighth edition features a wealth of new examples, figures, references, and cases as it covers the latest developments from the field--and highlights their impact on the rapidly changing role of today's IS professional. In addition to a stronger career emphasis, the text includes expanded coverage of mobile solutions, energy and environmental concerns, the increased use of cloud computing across the globe, and two cases per chapter. Learning firsthand how information systems can increase profits and reduce costs, students explore new information on e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping the industry. The text introduces the challenges and risks of computer crimes, hacking, and cyberterrorism. It also presents some of the most current research on virtual communities, global IS work solutions, and social networking. No matter where students' career paths may lead, FUNDAMENTALS OF INFORMATION SYSTEMS, 8E and its resources can help them maximize their success as employees, decision makers, and business leaders. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Thematically introduces students to the major philosophic thinkers. Fundamentals of Philosophy offers a broad scope of classic and contemporary selections from the world's major thinkers via a narrative format that presents difficult issues and readings in a simplified manner for students. Its readings are grouped around nine major themes/chapters, and are organized as a debate on one central issue. This approach helps students understand the argumentative style of philosophy, and learn how philosophic issues and solutions they encounter can be applied to their everyday life. A better teaching and learning experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning - MySearchLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Improve Critical Thinking — “Questions for Discussion” and a “Glossary of Terms” help students study. Engage Students — “Biographies” and “Recent Developments” stimulate student interest and understanding of philosophy's contemporary applications. Support Instructors — MySearchLab and an Instructor's Manual to accompany the text are available to be packaged with this text. Note: MySearchLab does not come automatically packaged with this text. To purchase MySearchLab, please visit:

www.mysearchlab.com or you can purchase a ValuePack of the text + MySearchLab (at no additional cost): ValuePack ISBN-10: 0205879306 / ValuePack ISBN-13: 9780205879304.

Fundamentals of Management, 4/e, an abridged version of Management, 8/e, provides up-to-date coverage to key functional areas (planning, organizing, leading, and controlling) plus new research and examples, all in a brief format. From respected author Ricky Griffin, this skills-based text gives instructors the flexibility to integrate their own cases, exercises, and projects while continuing to provide them with a strong theoretical framework. New! Each chapter also contains either a Technology Toolkit, Business of Ethics, or Today's Management Issues boxed feature. These are intended to briefly depart from the flow of the chapter to highlight or extend especially interesting or emerging points and issues relating to new technology and its role in management or ethical issues and questions facing managers today. New! Test Preppers, located at the end of every chapter, prompt students with true/false and multiple-choice quizzes to gauge their retention and comprehension of chapter material. The answers are found at the end of the text. New! HM e-Study Student CD-ROM is carefully tailored to supplement and enhance the content of the text, including ACE self-tests, selected videos, chapter outlines, company web links, a glossary, flashcards, learning objectives, ready notes, self-assessment exercises, and chapter summaries. The CD-ROM is free with the text. Knowledgebank Icon in the text refers students to the new Knowledgebank feature on the HM e-Study CD. Here they can find additional information about particular topics in the text. It can also be used to find further management knowledge or for a research project, and it can be found only on HM e-Study CD ROM. Building Management Skills exercises appear throughout the text and are organized around the set of basic management skills introduced in Chapter 1. The Skills Self-Assessment Instrument helps readers learn something about their own approach to management. Finally, an Experiential Exercise provides additional action-oriented learning opportunities, usually for group settings. Pedagogical features that support learning are features throughout the text. In addition to the end-of-the-chapter exercises, every chapter includes important learning objectives, a chapter outline, an opening incident, boldface key terms, a summary of key points, questions for review, questions for analysis, and an end-of-the-chapter case with questions. Eduspace, a flexible, powerful, and customizable e-learning platform, provides instructors with text-specific online courses and content for Management, 4/e, Eduspace permits the instructor to create part or all of their course online using the widely recognized tools of Blackboard and quality text-specific content of Houghton Mifflin (HMCo). Instructors can quickly and easily assign homework exercises, quizzes and tests, tutorials and supplementary study materials. Pre-loaded material can be modified, or instructors can add their own.

Prepare for success in management today with this brief, inviting approach from leading management author Ricky Griffin. FUNDAMENTALS OF MANAGEMENT, 8E combines a streamlined approach with a strong theoretical and functional framework clearly organized around the planning, leading, organizing and controlling functions of management. The book's proven balance of theory and practice incorporates numerous, engaging learning features and memorable examples to help you develop and strengthen your management skills. New and revised First Things First opening vignettes immediately show you the relevance of each chapter's content, while clear learning objectives and chapter outlines, summaries of key points and key terms, skill applications and new cases keep you focused and actively learning. You Make the Call end-of-chapter features bring students back to the opening case with the newfound knowledge they have gained after reading the chapter. New Building Skills exercises and Skills Self-Assessment Instruments equip future managers to handle some of today's most critical business situations. Following our state of the art, Engage, Connect, Perform, and Lead model, students truly learn to think and act like managers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Contemporary Nursing, Issues, Trends, & Management, 6th Edition prepares you for the rapidly evolving world of health care with a comprehensive yet focused survey of nursing topics affecting practice, as well as the issues facing today's nurse managers and tomorrow's nurse leaders. Newly revised and updated, Barbara Cherry and Susan Jacob provide the most practical and balanced preparation for the issues, trends, and management topics you will encounter in practice. Content mapped to the AACN BSN Essentials emphasizes intraprofessional teams, cultural humility and sensitivity, cultural competence, and the CLAS standards. Vignettes at the beginning of each chapter put nursing history and practice into perspective, followed by Questions to Consider While Reading This Chapter that help you reflect on the Vignettes and prepare you for the material to follow. Case studies throughout the text challenge you to apply key concepts to real-world practice. Coverage of leadership and management in nursing

prepares you to function effectively in management roles. Career management strategies include advice for making the transition from student to practitioner and tips on how to pass the NCLEX-RN® examination. Key terms, learning outcomes, and chapter overviews help you study more efficiently and effectively. Helpful websites and online resources provide ways to further explore each chapter topic. Coverage of nursing education brings you up to date on a wide range of topics, from the emergence of interactive learning strategies and e-learning technology, to the effects of the nursing shortage and our aging nursing population. Updated information on paying for health care in America, the Patient Protection and Affordable Care Act, and statistics on health insurance coverage in the United States helps you understand the history and reasons behind healthcare financing reform, the costs of healthcare, and current types of managed care plans. A new section on health information technology familiarizes you with how Electronic Health Records (EHRs), point-of-care technologies, and consumer health information could potentially impact the future of health care. Updated chapter on health policy and politics explores the effect of governmental roles, structures, and actions on health care policy and how you can get involved in political advocacy at the local, state, and federal level to help shape the U.S. health care system. The latest emergency preparedness and response guidelines from the Federal Emergency Management Agency (FEMA), the Centers for Disease Control (CDC), and the World Health Organization (WHO) prepare you for responding to natural and man-made disasters.

Introducing Human Resource Management is a lively and engaging introduction to the key topics and issues surrounding people management. Clearly linking HR theory to the work environment, this book explores core areas such as HR strategy and planning, employee engagement, diversity and equality, and talent management and development. The text combines solid academic underpinning with practical examples to allow you to consolidate your learning and apply it in practice.

Human Resource Management provides readers with a complete, comprehensive review of essential personnel management concepts and techniques in a highly readable and understandable form. Coverage emphasizes essential themes throughout the book, including the building of better, faster, more competitive organizations through HRM; practical applications that help all managers deal with their personnel-related responsibilities; and technology and HR. Specific topics include the strategic role of human resource management; equal opportunity and the law; job analysis; personnel planning and recruiting; employee testing and selection; interviewing candidates; training and developing employees; managing organizational renewal; appraising performance; managing careers and fair treatment; establishing pay plans; pay-for-performance and financial incentives; benefits and services; labor relations and collective bargaining; employee safety and health; managing human resources in an international business; human resources information systems and technology. For practicing Human Resource Managers as well as any business managers who deal with human resource/personnel issues. The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management 400 discussion questions More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

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