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Your essential guide to calculating return on investment. Build and refine your measurement and evaluation skills through ROI Basics, perfect for beginners challenged to implement a comprehensive evaluation process as well as those taking a proactive approach to accountability. Its five-level evaluation framework includes: • Level 1: Reaction and Planned Action • Level 2: Learning • Level 3: Application and Implementation • Level 4: Impact • Level 5: Return on Investment ROI Basics provides a baseline exploration of ROI for the talent development function and the steps to successful evaluation: evaluation planning, data collection, data analysis, and results optimization. In this second edition, experts Patti and Jack Phillips go deeper into aligning programs to the business, detecting payoff needs, and identifying specific business measures that need to improve. They explore how the process applies beyond training to talent development and suggest how new technologies can influence ROI adoption and implementation in your organization. This updated book offers a review of two essential—and often overlooked—steps in the ROI process: isolating program impact and sustaining momentum. Everything you need to know to get started as an adult learning professional Instructing adults is dramatically different from teaching children, and the effectiveness of training programs is often dictated by how well they apply the principles of adult learning. Enhance your programs with the latest research into how adults learn, remember, and apply knowledge and skills. Adult Learning Basics examines the principles of adult learning theory and how they relate to the training function by addressing individual learning competencies, organizational learning climate, and technology-related issues. This new edition features the latest research on generational trends, microlearning, and other TD breakthroughs. Exercises at the end of each chapter help you apply the science and theory to your real talent development challenges. Elevate your practice with this thorough guide, and keep it as an indispensable resource. Medical education — the art and science behind medical teaching and learning — has progressed remarkably. Teaching and learning have become more scientific and rigorous, curricula are based on sound pedagogical principles, and problem-based and self-directed learning have become the mainstream. We have progressed from the role of problem-identifier to that of solution-provider. This book provides a balanced overview of the “why” of medical education, emphasizing the need for change and adaptation, and the “how”, by demonstrating the way concepts and theories of medical education can be of immediate benefit to the medical teacher. In this improved second edition, student assessment, curriculum, outcome-based education, clinical teaching, and problem-based learning receive more emphasis with the addition of new chapters, essential updates, and consolidation. The tone is more pragmatic, with implementable examples and incorporation of newer evidence and better practices. However, one thing has not changed: the book still targets medical teachers without a formal background in education. Design your succession learning strategy. Succession Planning Basics will equip you with the background and implementation tools you need to devise and execute a forward-thinking succession planning program for your organization. It offers theory, processes, and best practices for organizations embarking on a succession-planning project, addressing the basic concepts and steps for success. This book is for management professionals considering succession planning for their organizations, organizational development professionals at the beginning of their careers, human resources professionals wanting to move away from replacement hiring, and trainers needing a basic understanding of succession planning for employee development plans. This second edition looks closer at tools and new developments in software that can streamline planning efforts as well as updated best practices and considerations for addressing the needs of every generation when creating succession plans. Chapters include assessment tools, exercises, and job aids. Succession Planning Basics is part of ATD's Training Basics series. Human Performance Improvement (HPI) is a growing area of expertise among workplace learning professionals. This book provides a basic guide for those with little or no background in HPI and presents only the information you need to know to be successful and gain a foothold in this important discipline. You will find practical examples, checklists, and other tools to aid in understanding as you move along the path to becoming a valued HPI practitioner in your organization. Annotation Strategies for configuring, monitoring, and troubleshooting new Cisco telephony software! First book with specific coverage of Cisco CallManager written by its key developers. Includes specific configuration examples, configuration guidelines, troubleshooting tips, and case studies. Provides detailed information about such complex issues as Cisco CallManager routing and diagnostics. Cisco CallManager Fundamentals provides reference information about Cisco CallManager. This book fully details the innerworkings of Cisco CallManager, which will empower those responsible for designing and maintaining the system with the availability to make intelligent decisions about what, when, and how features within Cisco CallManager can be used. John Alexander is a software development manager for Cisco Systems. John managed the development of the call processing softwares as well as software development tasks. Chris Pearce has been a software engineer in telecommunications for the past nine years. In 1994 he was one of the first four engineers that designed and implemented what would eventually become the Cisco CallManager. Anne Smith is a senior technical writer at Cisco Systems, author of over two-dozen user guides, online help files, and Web-based documentation for various software and telephony companies. Delon Whetten is the technical lead of the Cisco CallManager software group at Cisco Systems. He has been involved in the design and development of message switching, voice messaging, video conferencing, and Voice over IP call management systems for the last 24 years. Gender: The Basics is an engaging introduction to the influence of cultural, historical, biological, psychological and economic forces on ways in which we have come to define and experience femininity and masculinity, and on the impact and importance of gender categories. Highlighting that there is far more to gender than biological sex, it examines theories and research about how and why gender categories and identities are developed and about how interpersonal and societal power relationships are gendered. It takes a global and intersectional perspective to examine the interaction between gender and a wide range of topics including: • Relationships, intimacy and concepts of sexuality across the lifespan • The workplace and labour markets • Gender related violence and war • Public health, poverty and development • Gender and public leadership This new edition includes increased coverage of trans visibility and activism, LGBTQ studies and critical masculinity studies, global developments in women's political leadership, links between gender and economic wellbeing, and cyberbullying. Supporting theory with examples and case studies from a variety of contexts, suggestions for further reading and a detailed glossary, this text is an essential read for anyone approaching the study of gender for the first time. A Simple, Effective Approach to Attaining Learning and Performance Results Job aids are often the most practical way to get quick performance improvement, particularly in time-pressured, resource-constrained situations. Not sure where to begin, or even if a job aid is the right choice? Job Aids Basics will teach you everything you need to know about selecting, creating, and using job aids. In this revised second edition, author Joe Willmore has included new examples of how to use job aids, as well as a new chapter on creating job aids for mobile devices. This is in addition to his step-by-step guide to determining the right job aid format for any situation, developing it using proven best practices, and implementing it in a way that ensures people will actually use it on the job. Willmore also gives you an evaluation process to determine if the job aid accomplished the business objectives you set out to meet. Each chapter contains insightful tips and tricks to help you avoid common mistakes people make when designing a job aid. There are also exercises at the end of every chapter so you can practice what you've learned. And as with all books in ATD's Training Basics series, icons will alert you to essential concepts and definitions. Go from novice job aid designer to expert by adding this crucial resource to your training toolkit. It's a digital world; is your training up to speed? Build your virtual training skills with this new edition of Virtual Training Basics by Cindy Huggett. You don't have to be a tech wizard to follow her tested and proven techniques for enhancing your virtual training design and delivery. E-learning has been around since the late 90s, but it continually evolves. Sometimes, it may seem impossible to keep up—but your learners need courses that they can take anywhere, organizations need to save money and time on travel, and everyone expects your material to be as current as possible. Take it back to the basics. Virtual Training Basics will get you started with the fundamentals of virtual training, and then build you up through design and facilitation, with updated material and two new chapters to cover the latest breakthroughs and skills you need to know. In this book, you will: · Get tips from a variety of seasoned virtual trainers. · Gain insight into the differences (and similarities) between facilitating in-person training and virtual training. · Understand the fundamentals of virtual training design. Whether you're new to virtual training or looking for ways to update your existing skills, Virtual Training Basics, 2nd edition, will take you there. From the local to the global level, religion is – more than ever – an important and hotly debated part of modern life in the twenty-first century. From silver rings to ringtones and from clubs to headscarves, we often find the cultural role and discussion of religion in unexpected ways. Now in its second edition, Religion: The Basics remains the best introduction to religion and contemporary culture available. The new edition has been fully revised and updated, and includes new discussions of: the study of religion and culture in the twenty-first century texts, films and rituals cognitive approaches to religion globalization and multiculturalism spirituality in the West popular religion. With new case studies, linking cultural theory to real world religious experience and practice, and guides to further reading, Religion: The Basics is an essential buy for students wanting to get to grips with this hotly debated topic. Learn to master essential volleyball skills such as serving, receiving, setting, attacking, blocking and digging. With this book's coverage of scoring systems, rules, rotations, and common tactics, it's never been easier to teach or learn the game. Evaluation Basics is the perfect tool for individuals wishing to build or enhance practical training evaluation

skills from frontline trainers and designers of training to subject matter experts who occasionally function as a trainer. The four carefully constructed chapters on each of Kirkpatrick's classic four levels of evaluation offer you a clear path to success. Plus, you will find two invaluable chapters on how biases creep into all levels of evaluation and a chapter on how to communicate evaluation results effectively. Practical examples, worksheets, checklists, tips, and notes are included throughout the book. Organizations need staff to be efficient and effective. That calls for training programs that get to the core of performance issues. A needs assessment ensures that you understand the root of problems like knowledge gaps, performance issues, and product quality and gives you the tools to resolve them. This second edition of Needs Assessment Basics starts with the initial training request and guides you all the way through data collection and making training recommendations. A progressive case study illustrates the seven phases of a needs assessment plan to reinforce each chapter's content. Great coaching makes a world of difference. Coaching is one of the quickest and most effective ways to advance the success of an organization. Yet it remains underused and misunderstood, and the term is often used synonymously with corrective counseling, encouragement, or the many helpful tactics in between. In Coaching Basics you'll discover a precise coaching framework along with insights from 40 experienced coaches, including Barry Goldberg and Marshall Goldsmith. This refreshed edition also homes in on what it takes to build influencing skills and introduces new content on microcoaching to highlight practical ways to leverage technology. Part of ATD's Training Basics series, Coaching Basics presents the theory and follows it up with easily applicable techniques, examples, and exercises that will help you perfect essential coaching skills. Your training: Do they live it or just love it? How do training professionals show the impact their programs are making? Positive feedback only goes so far in confirming success. And entertainment value, while important, isn't the truest measure of your effectiveness. To find out whether your participants are applying what they've learned on the job, you need a good evaluation strategy—one that connects evaluation to performance, program design, and bottom-line value. Each chapter of Evaluation Basics focuses on a critical aspect of developing and implementing an evaluation plan for a face-to-face or virtual training program. You'll not only delve into Kirkpatrick's four levels of evaluation and the methods and instruments you can use, but you'll also get help effectively communicating results. Part of ATD's Training Basics series, the second edition of Evaluation Basics offers practical examples, worksheets, and new case studies to further your understanding. From grape lover to grape aficionado. The possibilities of learning about and buying wine have expanded and so has The Complete Idiots Guide® to Wine Basics with a new edition. Here, readers can get their hands on new information such as ordering hard-to-find wine online, discussing the newest and most popular labels and vintages, and understanding the biggest trend in wine today - environmentally conscious wines and winemaking. Readers will find: ?Essentials about the winemaking process, key terms, tips for tasting, and buying advice ?Organic, biodynamic and natural winemaking ?Winemaking in states other than California, Oregon, and Washington ?Regions gaining popularity, such as South Africa, Eastern Europe, and Portugal A fully revised and updated edition of this back-to-basics title, packed with the fundamental concepts, conventions and theory needed when creating art. Introduces the skills needed to design successful classroom-style training. Seeks to cover all phases of training design, including planning and needs analysis; writing, designing, and evaluating course materials; and marketing and administration. Stop presenting and start facilitating meaningful learning. Whether you are a subject matter expert who occasionally takes on a trainer role, a trainer who wants to build on solid presentation skills, or anywhere in between, Facilitation Basics will help you create supportive and effective learning. This complete how-to guide is designed to improve your facilitation proficiency so you can give face-to-face as well as online and virtual classroom learners your best. Part of ATD's Training Basics series, this publication offers practical examples, worksheets, and tools that make workplace learning easy and rewarding. You'll walk away with proven facilitation techniques and a deeper understanding of how to manage difficult participants and use media to support learning. This refreshed second edition will guide you through how to: - enhance your skills as a facilitator - create supportive and effective learning environments for face-to-face and online learners - ensure learning is transferred to the job. About the Training Basics Series ATD's Training Basics series provides a baseline explanation of the theories and concepts behind featured topics, as well as instructions for their practical day-to-day application in the workplace. Additional titles include Adult Learning Basics, Competency-Based Training Basics, the second edition of Training Design Basics, and Virtual Training Basics. Grids 2nd Edition, the seventh book in the Basics Design series, has been updated with new content and visuals, exploring the construction and ordering of the age and screen through the use of grids. The grid features as a strong element in many areas of design, and presents both the student and practitioner alike with the opportunity to ground their work in solid foundations. Through detailed investigation of the principles behind grid design, this book informs and advances your understanding of this key design component, allowing you to devise grids with ease and precision for any situation. Research Methods: The Basics is an accessible, user-friendly introduction to the different aspects of research theory, methods and practice. This second edition provides an expanded resource suitable for students and practitioners in a wide range of disciplines including the natural sciences, social sciences and humanities. Structured in two parts – the first covering the nature of knowledge and the reasons for research, the second the specific methods used to carry out effective research and how to propose, plan, carry out and write up a research project – this book covers: • Reasons for doing a research project • Structuring and planning a research project • The ethical issues involved in research • Different types of data and how they are measured • Collecting and analysing qualitative and quantitative data in order to draw sound conclusions • Mixed methods and interdisciplinary research • Devising a research proposal and writing up the research • Motivation and quality of work. Complete with a glossary of key terms and guides to further reading, this book is an essential text for anyone coming to research for the first time. Your essential guide to designing successful training programs. If you're an experienced trainer, training manager, content designer, or curriculum developer, Technical Training Basics will help you tackle the challenges of working with specialized, complex subject matter and in partnership with subject matter experts. Part of ATD's Training Basics series, this complete guide describes the differences between technical and nontechnical training; the principles of gathering information and arranging content for a highly technical course; how to apply specific tools, equipment, and processes in your training; and how to manage your project from designing and developing a pilot course through post-course review. This expanded second edition features new material that focuses on: • smaller performance solutions • Agile design • the learner experience. More exercises, outlines, worksheets, checklists, evaluation forms, and a sample PowerPoint presentation are included to further meet your technical needs. The book simplifies the complicated and often academic subject of adult learning. He defines the seven kinds of adult intelligence and provides the necessary background for successfully addressing the different learning styles for maximum benefit. This book provides an overview of skeletal biology from the molecular level to the organ level, including cellular control, interaction and response; adaptive responses to various external stimuli; the interaction of the skeletal system with other metabolic processes in the body; and the effect of various disease processes on the skeleton. The book also includes chapters that address how the skeleton can be evaluated through the use of various imaging technologies, biomechanical testing, histomorphometric analysis, and the use of genetically modified animal models. Presents an in-depth overview of skeletal biology from the molecular to the organ level Offers "refresher" level content for clinicians or researchers outside their areas of expertise Boasts editors and many chapter authors from Indiana and Purdue Universities, two of the broadest and deepest programs in skeletal biology in the US; other chapter authors include clinician scientists from pharmaceutical companies that apply the basics of bone biology Broad-based and hands-on, Phase-Lock Basics, Second Edition is both easy to understand and easy to customize. The text can be used as a theoretical introduction for graduate students or, when used with MATLAB simulation software, the book becomes a virtual laboratory for working professionals who want to improve their understanding of the design process and apply it to the demands of specific situations. This second edition features a large body of new statistical data obtained from simulations and uses available experimental data for confirmation of the simulation results. KnowThis: Marketing Basics 2nd edition offers detailed coverage of essential marketing concepts. This very affordable book is written by a marketing professor and covers the same ground as much more expensive books while offering its own unique insights. The book takes a highly applied approach including offering over 150 real-world examples. The new edition includes enhanced coverage of numerous new developments and how these affect marketing including social networks, mobile device applications ("apps"), neuro-research, group couponing, smartphone payments, quick response codes, to name a few. The new edition also features expanded coverage of globalization, Internet and mobile networks, consumer purchase behavior and much more. The book is ideal for marketing professionals, students, educators, and anyone else who needs to know about marketing. Supported by KnowThis.com, a leading marketing resource. Contents: 1: What is Marketing? 2: Marketing Research 3: Managing Customers 4: Understanding Customers 5: Targeting Markets 6: Product Decisions 7: Managing Products 8: Distribution Decisions 9: Retailing 10: Wholesaling & Product Movement 11: Promotion Decisions 12: Advertising 13: Managing the Advertising Campaign 14: Sales Promotion 15: Public Relations 16: Personal Selling 17: Pricing Decisions 18: Setting Price 19: Managing External Forces 20: Marketing Planning & Strategy Appendix: Marketing to the Connected Customer As part of the Syngress Basics series, The Basics of Information Security provides you with fundamental knowledge of information security in both theoretical and practical aspects. Author Jason Andress gives you the basic knowledge needed to understand the key concepts of confidentiality, integrity, and availability, and then dives into practical applications of these ideas in the areas of operational, physical, network, application, and operating system security. The Basics of Information Security gives you clear-non-technical explanations of how infosec works and how to apply these principles whether you're in the IT field or want to understand how it affects your career and business. The new Second Edition has been updated for the latest trends and threats, including new material on many infosec subjects. Learn about information security without wading through a huge textbook Covers both theoretical and practical aspects of information security Provides a broad view of the information security field in a concise manner All-new Second Edition updated for the latest information security trends and threats, including material on incident response, social engineering, security awareness, risk management, and legal/regulatory issues What makes human language unique? Do women speak differently from men? Just what is the meaning of "meaning"? Language: The Basics provides a concise introduction to the study of language. Written in an engaging and entertaining style, it encourages the reader to think about the way language works. It features: * chapters on 'Language in Use', 'Attitudes to Language', 'Children and Language' and 'Language, Mind and Brain' * a section on sign language * a glossary of key terms * handy annotated guides to further reading. Providing an accessible overview of a fascinating subject, this is an essential book for all students and anyone who's ever been accused of splitting an infinitive. Understanding performance improvement is imperative. Have you noticed the trend toward performance in your profession? It's happening around the world. With organizations placing greater emphasis on results and accountability, having knowledge of performance is critical. In the revised second edition of Performance Basics learning strategist Joe Willmore guides you through human performance improvement—or HPI—and delves into major changes in performance analysis. See the Performance DNA process you know from ATD's Human Performance Improvement program at work and discover why focusing on performance improvement is so important to organizational success. How do I conduct a front-end analysis? When should I focus on accomplishments? What is the importance of root cause analysis? And when do I administer formative, summative, and ROI analyses? If you're grappling with any of these questions, you'll find answers and step-by-step guidance inside. Get the results you need to generate organizational improvement and ensure you're ready for your foray into performance consulting. You'll find this book to be a useful tool.

About the Series ATD's Training Basics series offers techniques, examples, and exercises that help you perfect your skills and apply them on the job. Every title is designed to be a quick, concise crash course on a crucial training topic and features instruction for practical day-to-day application. If the saying "To be the best, you must learn from the best" holds true, then this book is gold for all aspiring dancers. Dance Composition Basics, Second Edition, doesn't just feature the works and brilliance of dance and choreographic legends Alonzo King and Dwight Rhoden—it is completely based on the choreographic operations and forms in three of their original works: Chants and Dreamer by King and Verge by Rhoden. All compositional exercises in the book are based on those three works, and the book itself is expertly crafted by Pamela Anderson Sofras, who has 34 years of experience teaching dance at the university level. Dance Composition Basics, designed for beginning dance composition courses, introduces dancers to choreography through a series of problem-solving activities. The activities are starting points for novice dancers to embark on their own attempts at choreography. Useful Tools The book offers several useful tools for instructors: 27 lesson plans that draw from and highlight selected portions of original compositions by King and Rhoden 33 reproducible assessment and self-evaluation forms An instructor guide that includes a sample course syllabus plus written exams for each chapter PowerPoint presentations to guide students through each lesson A web resource featuring online videos that are closely tied to the lesson plans and provide a richer learning experience for students; students can access this resource inside or outside of class Highly Valuable Video Resource The videos give students access to Alonzo King and Dwight Rhoden, highly successful and respected choreographers, who share their processes and techniques. Many video clips show the choreographers working on the same movement concepts featured in the corresponding lesson. Students will see the choreographers in action with professional dancers as they develop the movement material for each dance. Because students get to see the choreographers and dancers struggling with the same creative concepts they have been assigned, these clips add tremendous value to Dance Composition. Book and Web Resource Organization The text is split into five chapters, each of which features several lessons based on that chapter's choreographic concept. Each lesson contains the following: An introductory statement and a vocabulary list A warm-up to prepare the body and focus the mind Structured improvisations that help dancers understand the movement concepts of the lesson Problem-solving activities that allow dancers to apply the concepts presented in the improvisations Discussion questions to engage dancers and promote understanding Assessment rubrics to guide evaluation of each dancer's learning At the end of the book, a glossary provides definitions for the vocabulary terms introduced in the chapters. The main menu of the web resource corresponds with the five chapters in the book. To guide students' use of the videos, icons have been placed throughout the book, referring readers to additional information in the web resource. Reviewing the videos will provide further insight into the choreographic assignment. The web resource also contains all the discussion questions, assessments, and evaluations found in the book. Instructors can distribute these to students electronically or print them out. Instructors can also adapt the forms to meet their specific needs. The Learning Process Dance Composition takes students through a systematic learning process: reading about a concept, discussing the concept, seeing the concept played out on video with professional choreographers and dancers, and exploring the concept through their own movement ideas. Through this process, which includes structured improvisations, students discover a movement vocabulary and original dance phrases. They then more fully develop their movement ideas, with specific movement assignments, and are given feedback by their peers and the instructor. Invaluable Resource Dance Composition Basics, Second Edition, is an invaluable resource for dancers of all styles, from ballet to modern jazz, as it introduces them to some of the compositional structures used by professional choreographers. Through the carefully designed lessons in the book and the expert examples on the video clips, students can use this resource to take their first confident and exhilarating steps into the craft of choreography. Updated and revised, Ethics: The Basics, Second Edition, introduces students to fundamental ethical concepts, principles, theories, and traditions while providing them with the conceptual tools necessary to think critically about ethical issues. Introduces students to core philosophical problems in ethics in a uniquely reader-friendly manner Lays out clearly and simply a rich collection of ethical concepts, principles, theories, and traditions that are prevalent in today's society Considers western and non-western viewpoints and religious interpretations of ethical principles Offers a framework for students to think about and navigate through an array of philosophical questions about ethics The Basics Design series is designed to provide graphic arts students with a theoretical and practical exploration of fundamental topics, including layout, format, typography, colour and image. Packed with examples from students and professionals and fully illustrated with clear diagrams and inspiring imagery, they offer an essential exploration of the subject. The second edition of the sixth book in the series, Print and Finish is a guide to the printing and finishing techniques employed by graphic design studios all over the world. A thorough understanding of these techniques will equip the designer with the ability to harness the creative potential of these processes and add creative elements to a design in order to increase its impact and functionality. Showcasing seven different paper and ink stocks and finishes, the book is an invaluable reference tool. With new contributions and activities, the second edition builds on the success of the first, and is an absolute must-have for all design students. Go from order-taker to valued performance consultant. You may be pressured to give an immediate "yes" to a training request. Resist. Instead, start playing an essential role in driving your organization forward by using needs assessment to target your training programs to support critical business goals. Organizations need staff to be efficient and effective. That calls for training programs that get to the core of performance issues. A needs assessment ensures that you understand the root of problems like knowledge gaps, performance issues, and product quality and gives you the tools to resolve them. This second edition of Needs Assessment Basics starts with the initial training request and guides you all the way through data collection and making training recommendations. A progressive case study illustrates the seven phases of a needs assessment plan to reinforce each chapter's content. Part of ATD's Training Basics series, Needs Assessment Basics will help you develop a foundation that will ensure the training programs you design and deliver will help the organization succeed. Gender: The Basics is an engaging introduction which examines the impact of cultural, historical, biological, psychological and economic forces on qualities which have come to be defined as masculine or feminine. Highlighting that there is far more to gender than biological sex, it takes a global perspective to examine the interaction between gender and a wide range of topics including: • Relationships, intimacy and concepts of sexuality • The workplace and labour markets • Gender related violence and war • Public health, poverty and development • The ageing process Supporting theory with examples and case studies from a variety of contexts, suggestions for further reading and a detailed glossary, this text is an essential read for anyone approaching the study of gender for the first time. Our bestselling introduction to graphic design is now available in a revised and updated edition. In Graphic Design: The New Basics, bestselling author Ellen Lupton (Thinking with Type, Type on Screen) and design educator Jennifer Cole Phillips explain the key concepts of visual language that inform any work of design, from logo or letterhead to a complex website. Through visual demonstrations and concise commentary, students and professionals explore the formal elements of twodimensional design, such as point, line, plane, scale, hierarchy, layers, and transparency. This revised edition replaces sixty-four pages of the original publication with new content, including new chapters on visualizing data, typography, modes of representation, and Gestalt principles, and adds sixteen pages of new student and professional work covering such topics as working with grids and designing with color. The Basics of Digital Forensics provides a foundation for people new to the digital forensics field. This book teaches you how to conduct examinations by discussing what digital forensics is, the methodologies used, key tactical concepts, and the tools needed to perform examinations. Details on digital forensics for computers, networks, cell phones, GPS, the cloud and the Internet are discussed. Also, learn how to collect evidence, document the scene, and how deleted data can be recovered. The new Second Edition of this book provides you with completely up-to-date real-world examples and all the key technologies used in digital forensics, as well as new coverage of network intrusion response, how hard drives are organized, and electronic discovery. You'll also learn how to incorporate quality assurance into an investigation, how to prioritize evidence items to examine (triage), case processing, and what goes into making an expert witness. The Second Edition also features expanded resources and references, including online resources that keep you current, sample legal documents, and suggested further reading. Learn what Digital Forensics entails Build a toolkit and prepare an investigative plan Understand the common artifacts to look for in an exam Second Edition features all-new coverage of hard drives, triage, network intrusion response, and electronic discovery; as well as updated case studies, expert interviews, and expanded resources and references Metaphysics: The Basics is a concise and engaging introduction to the philosophical study of the world and universe in which we live. Concerned with questions about reality, existence, time, identity and change, metaphysics has long fascinated people but to the uninitiated some of the issues and problems can appear very complex. In this lively and lucid book, Michael Rea examines and explains key questions in the study of metaphysics such as: • Can two things be in the same place at the same time? • Do creatures of fiction exist? • Are human beings free? • Is time travel possible? • Is there just one world or many worlds? With a glossary of key terms and suggestions for further reading, the book considers key philosophical arguments around Metaphysics, making this an ideal starting point for anyone seeking a full introduction to the debates both within and about metaphysics. This is the must-have book for a must-know field. Today, general security knowledge is mandatory, and, if you who need to understand the fundamentals, Computer Security Basics 2nd Edition is the book to consult. The new edition builds on the well-established principles developed in the original edition and thoroughly updates that core knowledge. For anyone involved with computer security, including security administrators, system administrators, developers, and IT managers, Computer Security Basics 2nd Edition offers a clear overview of the security concepts you need to know, including access controls, malicious software, security policy, cryptography, biometrics, as well as government regulations and standards. This handbook describes complicated concepts such as trusted systems, encryption, and mandatory access control in simple terms. It tells you what you need to know to understand the basics of computer security, and it will help you persuade your employees to practice safe computing. Topics include: Computer security concepts Security breaches, such as viruses and other malicious programs Access controls Security policy Web attacks Communications and network security Encryption Physical security and biometrics Wireless network security Computer security and requirements of the Orange Book OSI Model and TEMPEST