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JAN0202 • 428 pp. • ISBN: 8466529136
C++ Programming

FPO0005 • 208 pp. • ISBN: 8466544569

Word 2003

CPI0018 • 392 pp. • ISBN:

Word XP

CPI0020 • 376 pp. • ISBN:

Excel 2002
Office 2002 under Windows XP


Access 2000


• 364 pp. • ISBN:
Access 2000 — Practical Scenarios
This questionnaire is based on test-type questions on practical scenarios shown through actual Access 2000 windows. It includes reasoned-out solutions

- 188 pp.  
- ISBN:

Excel 2000

- 258 pp.  
- ISBN:

Excel 2000 — Practical Scenarios
This questionnaire is based on test-type questions on practical scenarios shown through actual Excel 2000 windows. It includes reasoned-out solutions

- 200 pp.  
- ISBN:

Word 2000

- 316 pp.  
- ISBN:

Word 2000 — Practical Scenarios
This questionnaire is based on test-type questions on practical scenarios shown through actual Word 2000 windows. Not only does the exercise key section offer the right answer, but solutions are reasoned out as well

- 172 pp.  
- ISBN:

Office 2000

| 540 pp. | ISBN: |

Word 97


| 290 pp. | ISBN: |

Excel 97


| 236 pp. | ISBN: |

Titles in preparation:
Office 2003
Excel 2003
Internet (general)
Word Processors (general)
Boy or girl? Now you can choose
This book contains instructions that allow for self-selection of gender, something particularly indicated for parents that have already had children of one gender and are looking for a sex balance within the family, or for those who need sex predetermination for therapeutical reasons. The attested success rate is 98.4%. The essential aim of the book is to spread this research and to expose the myth that gender is determined by fate at the time of conception. Consequently, the book is aimed not only at married couples, but at students, teachers, and health professionals as well.

CLI0018 • 174 pp. • ISBN: 8466557474

The Will to Improve

GES0084 • 264 pp. • ISBN: 846651600X

Failure’s Success. Strategies Aimed at Facing the Failure Rate in Schools... and Other Failures
Using simple, albeit deep, language, Failure’s Success bares the shame of the failure rate in schools... and other failures. Being Able, Wanting, Knowing, Reading and Previous Knowledge constitute the sides of what the author calls the “success pentagon,” in whose center self-satisfaction shines, with an exclamation point, in this concise, clear message, “I’ve learnt!” Learning for life, not for the exam — that’s the motto for the successful student. The book begins in the office of a wise teacher, Mr. Hope, where Apprentice, a teenager, arrives asking for his help to overcome his own unbearable feeling of failure. Mr. Hope, a patient and pleasant man, in a style reminiscent of the celebrated Socrates, making use of written texts —a book within a book— and juicy conversations peppered with questions, progressively leads his peculiar Apprentice to the best in himself, far away from the gullet of insatiable Failure. As the author insists in several passages throughout the book, failure begins only when effort ceases

GES0043 • 246 pp. • ISBN: 8483113856
Raving Ethical

“The school must go to the encounter of life and bring it back to the classroom. Only like this will it be a part of the school. Life consists in the art of living well. And, what does living well mean? Making this life worthier to be lived. The person that gives back this life better than he received it is a virtuoso in the art of living well.” Words pronounced by an exceptional teacher, Ramón Pérez Marinero, Marinero for his pupils. Raving Ethical is the title of a notebook that textually puts together the outstanding classes of Ethics he, a superlative TEACHER, taught in the third year of the previous system of secondary education in Spain. All of Marinero’s students ended up the school year raving ethical, or, in other words, sane in the art of living artistically, quite an unprecedented achievement in a learning center. Simplicity is not at odds with wisdom, and neither is discipline incompatible with affection, nor teaching with joy. Thank you, Marinero, teacher of my dreams.

Vital Intelligence

The intelligence of the most intelligent. Intelligence is not just a matter of head. Conduct is our best banner. Responsible freedom: rights impose duties. Listening more attentively to communicate better. Empathy: placing ourselves in someone else’s place. Tolerance: antidote of fanaticism. Self-motivation: those who have a why can stand any how. Perseverance: fight against our own weakness makes us strong. All ages are good for learning. Solidarity: all for one, one for all. Wise old age: good essence does not always look good. Goodness can’t be bought. In the end, there remains a well-lived life.

Ageless School

The Eyes of Life (2nd part of Ageless School still pending)
(3rd part of Ageless School still pending)

Life in the Distance

Read, My Son. Be More... Reading

“Technology had —definitively?— defeated my teenage son’s reading habit. The various motivating strategies I had resorted to were to no avail. I felt dejected, lacking ideas, ready to give up my effort, when I heard Cervantes’ voice whispering in my ear: ‘Tell him with a book!’ A book? Of course! Thanks, Cervantes, thank you very much! This is about reading.
I’ll say it with a book. Read, my son. Stand up to indolence, and recover your reading habit. Clinging to the spine of a book, you’ll transcend the barriers of space and time, and you’ll come back from your trip having been renewed on the inside and outside. Reading is a supreme pleasure that will let you live more in the same time. Read and you’ll see. Read, my son.”

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Psychometric questionnaire


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Titles in preparation:

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Administrative Skills Tests
Verbal and Logical-Abstract Reasoning Tests
Numeric Reasoning Tests
Spacial and Mechanical Reasoning Tests
Memory and Omnibus-Type Tests
The Interview. Oral Tests
Practical Administrative Functions
Public Service
Prevention of Work Hazards
Evacuation and Emergency Plan
Calculations. Basic Mathematics
First Aid
Ethical Analysis of Information

Can a journalist speak his/her mind about another person? Can offensive expressions be used in news casting? Are immigrants always a problem for society? Why are all kinds of details offered about young offenders? Does the offender have less right to intimacy? We’ll have probably asked ourselves on many occasions what the ethical limits in the journalistic activity are and how they could possibly be put forward objectively, so that they won’t be considered a personal matter raised by the journalist. This is precisely the aim of this book, where a methodology for analyzing the ethics of information is presented. It comments on some appealing, practical cases that illustrate what the social responsibility of the media is. The best result of this work would be for the readers themselves to become qualified media critics, capable of elaborating their own complaints based on their knowledge of the deontological documents that the media advance as an expression of their social commitment. Juan Carlos Suárez is a lecturer of media ethics at the University of Seville, Spain, and the author, among other works, of Principles of Professional Ethics. Tecnos, 2001.

Course of Journalistic Composition on Print Media, Radio, and Television


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