



Wiley EMEA Trade Catalogue

January-February-March
2021 Titles

WILEY



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Consumer





Career Finder

Where to go from here for a Successful Future

Gill Hasson

Summary

Find the right career that works for you and who you are. Do something you love!

The quest for the work and a career that's right for you--that's fulfilling and that you enjoy--is a process of discovery. It involves learning about yourself and finding out about the wide range of work and careers available. And it involves finding out how best to access the work or career you're interested in.

Whether you have no idea what work or career you want to do or there's too many options and you can't decide, *Career Finder* will help you discover what's right for you and how to go about achieving it.

- Understand how the world of work and careers is changing
- Overcome limiting beliefs, identify your strengths, skills and values and build your confidence
- Identify - from the wide range of career options - the best possibilities for you (not what other people think you should do!)
- Discover the opportunities that will lead to the work and career you're interested in

Whatever's happening in the world and whether you've just started thinking about a career, want to go in a new direction, or have a complete change, *Career Finder* will guide and advise you. You'll be prepared to move toward a career that you enjoy and works in harmony with your life and who you are.

Contributor Bio

Gill Hasson delivers teaching and training for educational organisations, voluntary and business organisations and the public sector. She has 20 years' experience teaching and writing on a range of personal development issues; confidence and self-esteem, communication skills, assertiveness and resilience.

Capstone
9780857088642
Pub Date: 31/12/2020
\$13.99/£10.99 UK/€12.50 EU
Discount Code: T
Paperback

176 Pages



Capstone
9781119754381
Pub Date: 04/02/2021
\$12.99/£9.99 UK/€11.30 EU
Discount Code: T
Hardcover

220 Pages
Series: Capstone Classics

Utopia

The Influential Classic

Thomas More, Tom Butler-Bowdon

Summary

Thomas More (1477 - 1535) remains one of the most enigmatic thinkers in history, due to the enduring mysteries surrounding his best-known work, *Utopia*.

In his socio-political work, More writes of a traveller's account of a newly discovered island in which the inhabitants share a common culture and way of life. As the traveller describes the harmony, equality, and prosperity of the island, a dramatic contrast is drawn between his imagined community and the very real poverty, crime and political corruption of 16th century Europe.

In *Utopia*, More explores topics such as crime, punishment, education, multi-religion societies, divorce, euthanasia and women's rights, making the book as relevant today as it was 500 years ago.

Part of the bestselling Capstone Classics Series edited by Tom Butler-Bowdon, this attractive, high-quality edition also features an introduction from writer, economist and historian, Niall Kishtainy.

Contributor Bio

Tom Butler-Bowden was working as a political adviser in Australia when, at 25, he read Stephen Covey's *The 7 Habits of Highly Effective People*. Captivated by it and other books in the personal development field, he left his career and went on to write critical introductions to self-development and prosperity classics through the best-selling Capstone Classics series published by Wiley. He then went on to write bestselling *50 Self-Help Classics*, the first guide to the personal development literature and a winner of the Benjamin Franklin Award.

Thomas More (1477 - 1535) London, England was an English lawyer, statesman, and chancellor of England (1529-32). More is often considered as a reformer and a conservative, a civic humanist and a devout Christian. More's best known and most controversial work is *Utopia* - a book in which he condemns the corruption and greed of European society, and supports the ideal of an egalitarian communist state.



The Communist Manifesto

The Political Classic

Karl Marx, Friedrich Engels, Tom Butler-Bowdon

Summary

The Communist Manifesto is one of the most important political texts in history. Its stirring and even poetic language helped it become a vital document in the spread of socialist ideas. Karl Marx & Friedrich Engels argued that exploitation and suffering will not end until the whole class structure, which ensures people are treated as profitable commodities, is destroyed. Marx's *Das Capital* provides the theory behind socialism, but it was *The Communist Manifesto* that sparked revolutions.

This collectible, hardback edition of *The Communist Manifesto* includes an insightful introduction by series editor and self-help expert Tom Butler-Bowdon, and is an important addition to the bestselling Capstone Classics.

The Communist Manifesto: The Political Classic is a must-have for readers interested in political history, and will be of great value to everyone interested in the key questions of radical politics today.

Contributor Bio

Karl Marx was a German philosopher, economist, historian, sociologist, political theorist, journalist and socialist revolutionary. Born in Trier, Germany, to a Jewish middle-class family, Marx studied law and philosophy at university. Friedrich Engels was a German revolutionist and social theorist, and was the co-founder with Karl Marx of modern socialism.

Tom Butler-Bowden was working as a political adviser in Australia when, at 25, he read Stephen Covey's *The 7 Habits of Highly Effective People*. Captivated by it and other books in the personal development field, he left his career and went on to write critical introductions to self-development and prosperity classics through the best-selling Capstone Classics series published by Wiley. He then went on to write bestselling *50 Self-Help Classics*, the first guide to the personal development literature and a winner of the Benjamin Franklin Award.

Capstone
9780857088765
Pub Date: 04/02/2021
\$13.99/£9.99 UK/€11.30 EU
Discount Code: T Hardcover

320 Pages
Series: Capstone Classics



Draft Cover

Capstone
9780857088826
Pub Date: 04/03/2021
\$12.99/£9.99 UK/€11.30 EU
Discount Code: T
Hardcover

220 Pages
Series: Capstone Classics

A Room of One's Own

The Feminist Classic

Virginia Woolf, Tom Butler-Bowdon

Summary

A Room of One's Own, is one of Virginia Woolf's most influential works and is widely recognized for its extraordinary contribution to the women's movement.

Based on a lecture given at Girton College, Cambridge, it is one of the great feminist polemics, ranging in its themes from Jane Austen and Charlotte Brontë to the silent fate of Shakespeare's gifted (imaginary) sister and the effects of poverty and sexual constraint on female creativity.

This collectible, hard-back edition of *A Room of One's Own* includes an insightful introduction by series editor and self-help expert Tom Butler-Bowdon. Tom is an authority on classic self-help texts and adroitly connects the content of this book with the concerns of modern readers.

Contributor Bio

Tom Butler-Bowden was working as a political adviser in Australia when, at 25, he read Stephen Covey's *The 7 Habits of Highly Effective People*. Captivated by it and other books in the personal development field, he left his career and went on to write critical introductions to self-development and prosperity classics through the best-selling Capstone Classics series published by Wiley. He then went on to write bestselling *50 Self-Help Classics*, the first guide to the personal development literature and a winner of the Benjamin Franklin Award.

Virginia Woolf (1882-1941) was an English writer, most widely recognised as the author of *Mrs Dalloway* (1925) and *To the Lighthouse* (1927), in which she used the narrative device stream of consciousness to give depth to her characters. She was also a prolific writer of essays, diaries, letters and biographies; and through her powerful feminist writing, she came to be regarded as one of the most important female authors in literary history.

Comp Titles

Think and Grow Rich	Hill, Napoleon	Capstone 23/04/2009	9781906465599	£9.99 1906465592 GBP	Hardcover	Health & Personal Development
The Art of War	Tzu, Sun	Capstone 23/04/2010	9780857080097	£9.99 0857080091 GBP	Hardcover	Society & Social Sciences



Draft Cover

Capstone
9781119751359
Pub Date: 04/03/2021
\$12.99/£9.99 UK/€11.30 EU
Discount Code: T
Hardcover

320 Pages
Series: Capstone Classics

Letters from a Stoic

The Ancient Classic

Seneca, Tom Butler-Bowdon

Summary

Throughout the centuries, Seneca has been admired as one of the greatest writers of antiquity. He has a way of expressing Stoic philosophy that makes it seem just as relevant to life today as it was two thousand years ago. Seneca taught that we should remain grounded in the present moment by being fully aware of the impermanence of life.

In being clear-sighted and dealing with adversity head-on, it's possible to live a life of meaning and contentment in the here and now, truly enjoying nature, art, friends and loved ones. The rise and rise in popularity of Stoic philosophy has made Seneca's letters bedside reading for many.

This collectible, hard-back edition of *Letters from a Stoic* includes an insightful introduction by series editor and self-help expert Tom Butler-Bowdon. Tom is an authority on classic self-help texts and connects the content of this book with the concerns of modern readers.

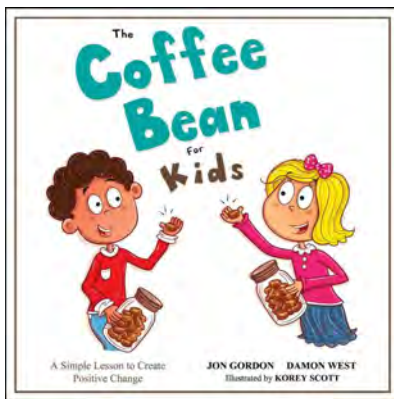
Contributor Bio

Lucius Annaeus Seneca 4 BCE--65 CE was Roman philosopher, statesman, orator, and tragedian, and was Rome's leading intellectual figure in the mid-1st century ce. Seneca was born in Corduba in Hispania, and raised in Rome, where he was trained in rhetoric and philosophy. Seneca is known for his philosophical works and for his plays, and his prose works are considered one of the most important bodies of primary material for ancient Stoicism.

Tom Butler-Bowden was working as a political adviser in Australia when, at 25, he read Stephen Covey's *The 7 Habits of Highly Effective People*. Captivated by it and other books in the personal development field, he left his career and went on to write critical introductions to self-development and prosperity classics through the best-selling Capstone Classics series published by Wiley. He then went on to write bestselling *50 Self-Help Classics*, the first guide to the personal development literature and a winner of the Benjamin Franklin Award.

Comp Titles

Meditations	Aurelius, Marcus	Capstone 19/12/2019	9780857088468	£9.99 0857088467 GBP	Hardcover
The Art of War	Tzu, Sun	Capstone 23/04/2010	9780857080097	£9.99 0857080091 GBP	Hardcover Society & Social Sciences



The Coffee Bean for Kids

Jon Gordon, Damon West

Summary

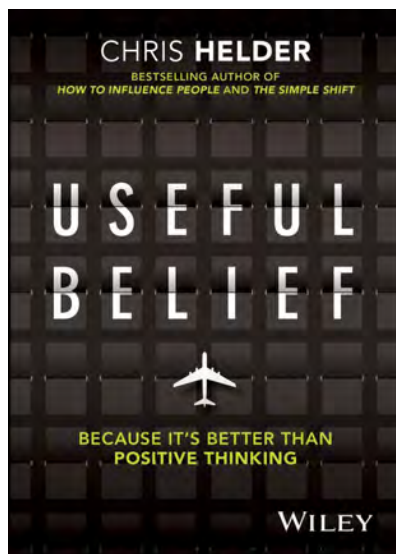
Based on the bestseller *The Coffee Bean*, Jon Gordon and Damon West return with *The Coffee Bean for Kids*. *The Coffee Bean for Kids* follows Gavin, a young boy starting the school year in a new town. One day, his teacher--Mrs. Spring--tells him the story of the carrot, egg, and coffee bean. With Gavins new understanding of the coffee bean, and its power to transform the environment around it, he changes his outlook, makes new friends, and becomes a positive influence on those around him.

Contributor Bio

Jon Gordon has inspired millions of readers around the world. He is the author of 21 books, including eight bestsellers: *The Energy Bus*, *The Carpenter*, *Training Camp*, *You Win in the Locker Room First*, *The Power of Positive Leadership*, *The Power of a Positive Team*, *The Coffee Bean*, and *Stay Positive*. He is passionate about developing positive leaders, organizations, and teams. Connect with Jon at JonGordon.com. Damon West is a motivational speaker, author of *The Change Agent*, and coauthor of *The Coffee Bean*. Over the past few years, he has been sharing the coffee bean lesson with college football teams such as Clemson, Alabama, Georgia, and Texas, and countless schools and businesses. Damon is passionate about the coffee bean message, and loves sharing how it changed his life and how it can change yours, too. Connect with Damon at damonwest.org.

John Wiley & Sons
9781119762713
Pub Date: 19/01/2021
\$18.00/£13.99 UK/€15.40 EU
Discount Code: T
Hardcover

48 Pages



Wiley-Blackwell
 9780730385394
 Pub Date: 25/09/2020
 \$14.00/£10.50 UK/€11.90 EU
 Discount Code: DT
 Paperback

136 Pages

Useful Belief

Because it's better than positive thinking

Chris Helder

Summary

Positive thinking has had its time — the new way of overcoming life's challenges is *USEFUL BELIEF*

Useful Belief turns the "be positive" industry upside down with a fresh and modern approach to achievement. Sometimes things in life are not positive. Sometimes bad things happen to good people. If you've had a nightmare of a year, the last thing you want to hear is "Be positive!" Instead, you need an actual strategy to dig yourself out, and a truly useful guidebook to show you where to go next. This is that guidebook.

Through the engaging tale of a business traveller and the three significant encounters on his journey, this book takes you on a journey of your own — to self awareness, and an improved approach to business, parenting and relationships. You'll learn how thinking "useful" is better than thinking "positive", and you'll uncover the utility of your past, present and future challenges. You'll undergo a major shift in the way you solve your problems, and you'll learn how to navigate your way out of ambiguity and toward success.

If you have challenges at work right now, just deciding to "be positive" will not fix them. Useful belief and strategy will. This book shows you how to frame your challenges to make them surmountable, and how to formulate an action plan for getting where you need to be.

Contributor Bio

Chris Helder has established himself as one of the worlds most outstanding speakers on the topic of communication, leadership and influence. Chris draws from many fields of research for his presentations, leading to sessions that are an incredible combination of humour and highly tailored content. Chris is a certified practitioner of NLP (INLPTA) and has synthesised his knowledge in advanced communications and behavioural modelling with a wealth of corporate speaking experience. From leading a team, to winning that career making account, audiences discover the keys to influencing themselves and those around them. These skills range from adjusting to different personality intensities to eliminating 'toxic' behaviours and approaching the future with certainty and clarity. Chris has developed a powerful platform of material and models that help teams improve their mindsets and lift results.

Comp Titles

Useful Belief	Helder, Chris	Wiley-Blackwell	24/06/2016	9780730327417 0730327418	£8.50 GBP	Paperback
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Wiley-Blackwell
 9780730391081
 Pub Date: 19/12/2020
 \$14.99/£13.99 UK/€15.80 EU
 Discount Code: T
 Paperback
 144 Pages

My People (5th Edition)

Oodgeroo Noonuccal

Summary

Immerse yourself in the poetry of one of Australia's foremost Indigenous artists

My People is a compilation of the poetry of Oodgeroo, of the tribe Noonuccal, Custodian of the land Minjerribah. This collection of captivating poetry detailing the struggle of Australia's Indigenous peoples is more relevant today than ever before.

While she passed away in 1993, Oodgeroo remains one of Australia's most influential Aboriginal poets. Her poetry leaves little room to argue why that shouldn't be the case. Razor-sharp and incisive, while simultaneously haunting and beautiful, Oodgeroo's poems will enchant both young and old alike.

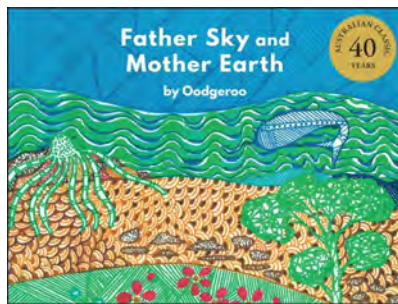
My People is a bewitching collection of Oodgeroo's poems that belongs on the bookshelves of every art lover and anyone with an appreciation of the written word.

Contributor Bio

Author, poet and illustrator Oodgeroo, of the tribe Noonuccal, was born in 1920 on North Stradbroke Island in Queensland. Formerly known as Kath Walker, she lived and worked for most of her life, working tirelessly on behalf of Aboriginal people. She died in 1993.

Comp Titles

My People	Noonuccal, Oodgeroo	Wiley-Blackwell	23/11/2011	9780731407408 0731407407	£10.50 GBP	Paperback
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Father Sky and Mother Earth (4th Edition)

Oodgeroo Noonuccal

Summary

Celebrate the work of one of Australia's foremost Aboriginal poets with this timeless illustrated storybook

Father Sky and Mother Earth created a beautiful world. They filled the world with plants and animals, and everyone lived in peace and happiness ... until Human Animals came along with their noise, rubbish, smoke and oil. The animals ran away and plants began to die.

This cautionary story, accompanied by colourful illustrations, has a happy ending. Discover how the worried Human Animals stop the destruction. This 4th edition of *Father Sky and Mother Earth* contains a vital message that is as relevant today as it was when the story was first published 40 years ago. This special edition brings this vital book back into print in time for NAIDOC week.

Contributor Bio

Author, poet and illustrator Oodgeroo, of the tribe Noonuccal, was born in 1920 on North Stradbroke Island in Queensland. Formerly known as Kath Walker, she lived and worked for most of her life, working tirelessly on behalf of Aboriginal people. She died in 1993.

Wiley-Blackwell
9780730391135
Pub Date: 19/12/2020
\$17.99/£13.99 UK/€15.80 EU
Discount Code: T
Hardcover

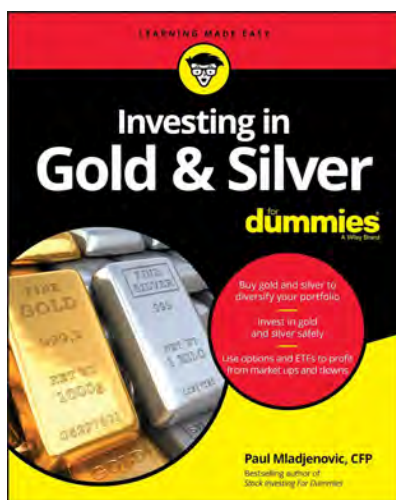
48 Pages



dummies[®]

A Wiley Brand





John Wiley & Sons
 9781119723998
 Pub Date: 28/01/2021
 \$26.99/£19.99 UK/€23.10 EU
 Discount Code: TD
 Paperback

336 Pages

Investing in Gold & Silver For Dummies

Paul Mladjenovic

Summary

Diversify your portfolio with gold and silver

Investing and trading in gold and silver is always a sound idea—and that goes double in a time of unusual market fluctuation. As people look for safe places to diversify their investment risk, you'll likely see the value of your investment go up where other stocks are vulnerable. Gold and silver saw increases in value of 16% and 15% respectively in 2019—putting them among the top ten most desirable commodities out there—and are projected to experience even more of a bear market as the dollar wobbles in an uncertain post-COVID world. This year, 2020, gold and silver are set up to have their best year of price appreciation over the past 40+ years.

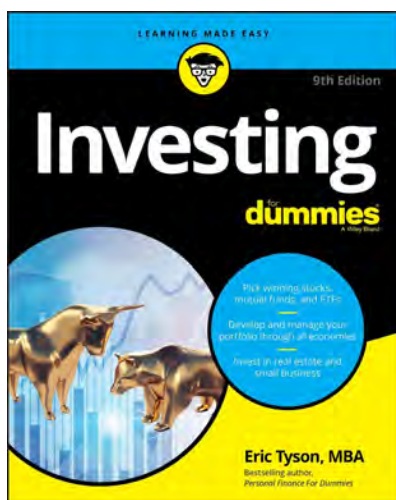
Written in an easy-to-follow, no-jargon style by CFP and bestselling author, Paul Mladjenovic, *Investing in Gold & Silver For Dummies* explains the different complex processes and vehicles for buying gold and silver. You'll find out the best ways to add these to your portfolio, how to balance risk and reward, and how to adapt time-tested investing plans and strategies to your goals.

- Identify your goals and form a plan
- Buy gold and silver safely to diversify your portfolio
- Use ETFs and options to profit from market ups and downs
- Understand when a gold and silver investment is legitimate
- Use technical analysis to time your market entries

Whatever your current familiarity with gold and silver, this book gives you the extra expert knowledge you need navigate your gold and silver investment portfolio ...

Contributor Bio

Paul Mladjenovic, CFP, is a well-known certified financial planner and investing consultant with over 21 years experience writing and teaching about common stocks and related investments, including metals, both precious and base. He is the CEO and owner of Prosperity Network. He has authored the five editions of the popular *Stock Investing For Dummies*, which has sold over 390,500 units and generated over \$4 million in revenue. He is frequently interviewed by media outlets such as Marketwatch, Kitco, OANN and others. He was just interviewed by Kitco, which is up to 10.4M VPM. Plus 5,000 LinkedIn connections and is a national speaker and expanding presence both on social media and in popular educational platforms such as Udemy and Skillshare.



John Wiley & Sons
9781119716495
Pub Date: 21/01/2021
\$24.99/£17.99 UK/€21.40 EU
Discount Code: TD
Paperback

464 Pages

Investing For Dummies (9th Edition)

Eric Tyson

Summary

- Pick winning stocks, mutual funds, and ETFs
- Develop and manage your portfolio through all economies
- Invest in real estate and small business

Time-tested investing advice to secure your future

Investing for your future is wise and essential. Of course, you want to make solid investment choices and minimize mistakes. This updated, best-selling guide educates you on investing concepts and lingo so you can make the best decisions in all economies and markets. Understanding how to find and make smart investments is a skill that can be learned, and this book by money-pro Eric Tyson will help you by discovering how to weigh risk vs. return, offering tips on choosing stocks and funds, getting started in real estate and small business, and so much more.

Inside...

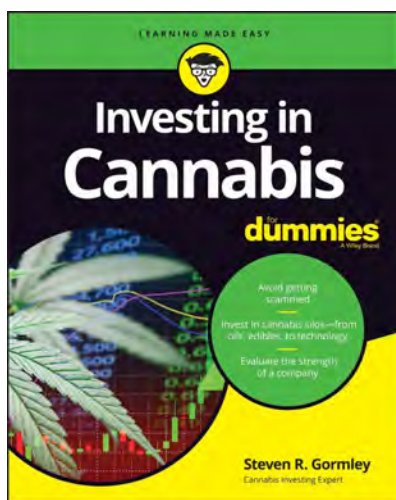
- Selecting investments wisely
- Increasing your wealth through stocks and funds
- Understanding tax laws and their impact on investing
- Choosing a brokerage firm
- Investing in a home and other real estate
- Discovering how politics and policy affect your money

Contributor Bio

Author of the best-selling Personal Finance For Dummies, Mutual Funds For Dummies, Personal Finance in Your 20s For Dummies, and Investing in Your 20s & 30s For Dummies, and co-author of Home Buying Kit For Dummies, House Selling For Dummies, Mortgages For Dummies, Real Estate Investing For Dummies, and Taxes For Dummies, Eric Tyson is a nationally recognized personal finance counselor, writer, and lecturer. He has been featured on and quoted in hundreds of local and national outlets, including Newsweek, The Wall Street Journal, Los Angeles Times, Chicago Tribune, Forbes, Kiplinger's Finance Magazine, Money, and Bottom Line/Personal. He has appeared on NBC's Today Show, ABC, CNBC, PBS Nightly Business Report, and CNN, and has been heard on CBS national radio, NPR Sound Money, Bloomberg Business Radio, and Business Radio Network.

Comp Titles

Investing For Dummies	Tyson, Eric	John Wiley & Sons	17/03/2017	9781119320692 1119320690	£16.99 GBP	Paperback	Health & Personal Development
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John Wiley & Sons
 9781119674764
 Pub Date: 31/03/2021
 \$26.99/£19.99 UK/€23.10 EU
 Discount Code: TD
 Paperback

360 Pages

Investing in Cannabis For Dummies

Steven R. Gormley

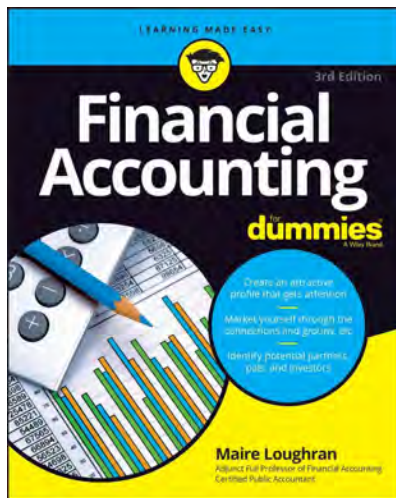
Summary

It's been a good year for marijuana investors. When the market is hot, making money can seem easy to investors. A rising tide and positive momentum can make it seem like cannabis investors can do no wrong. Big returns in the marijuana space won't always be so easy though. *Investing in Cannabis For Dummies* will serve as your ticket to the international gold rush. Packed with tried and true investment advice, readers will get the lowdown on:

- How to evaluate the strength of a company
- Invest in public or private companies
- Determine your best chances of succeeding
- Invest in different cannabis silos--from cultivation, oils, edibles, to technology
- Avoid getting scammed
- Trading strategy tips

Contributor Bio

Steve Gormely, CEO and Director, Cannabrands, Ltd. (Alberta, Canada), is a renowned expert in the legal marijuana sector and whose analysis is featured prominently in outlets like Forbes, Wall Street Journal, CBS News, US News and World Report, Chicago Tribune, and Marketwatch. Steve presently serves as COO of Silverback Investments, Inc., a management services company providing business solutions to licensed/lawfully operating medical marijuana cultivation and distributions businesses. He also serves as Alta Via Ventures, LLC a management services company to licensed cannabis businesses in Los Angeles, CA. From 2012 to 2016, Steve served as Chief Business Development Officer and member of the Board of Directors for OSL Holdings, a publicly traded management services in the cannabis industry.



Financial Accounting For Dummies (2nd Edition)

Maire Loughran

Summary

Learn to speak fluent finance—and ace your exams!

Warren Buffett said that “accounting is the language of business.” And for many accounting and business students, the obscure terminology of finance makes fluency hard to achieve. *Financial Accounting For Dummies* can help to demystify abstract concepts in a straightforward, friendly way. With step-by-step examples and real-world scenarios practice, it helps you grasp the fundamentals of finance until you’re ready to interpret, analyze, and evaluate corporate financial statements like you’ve been doing it all your life.

Packed with easy-to-understand examples, this book takes you from the big three financial statements all the way through to income taxes. Or join the anti-fraud squad by discovering how to spot the ten most common accounting shenanigans.

- Grasp introductory financial accounting course material
- Explore common concepts financial professionals use to compile reports
- Understand mergers and acquisitions, free cash flow, and statement analysis
- Know the ten industries with special accounting standards

Whether you’re studying for your bachelor’s, MBA, or MAcc, you’ll find everything you need to speak the language of finance like a native—and use it to get to wherever you want to go!

Contributor Bio

Maire Loughran, CPA, (Orlando, FL) is a university professor teaching both undergraduate and graduate accounting classes. She is also the author of *Auditing For Dummies*.

Comp Titles

Financial Accounting For Dummies	Loughran, Maire	John Wiley & Sons	27/04/2011	9780470930656 0470930659	£16.99 GBP	Paperback	Economics, Finance, Business & Management
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John Wiley & Sons
 9781119677017
 Pub Date: 09/02/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD
 Paperback

384 Pages

Supply Chain Management For Dummies (2nd Edition)

Daniel Stanton

Summary

Increase your knowledge of supply chain management and leverage it properly for your business

If you own or make decisions for a business, you need to master the critical concept of supply chain management. *Supply Chain Management For Dummies, 2nd Edition* guides you to an understanding of what a supply chain is and how to leverage this system effectively across your business, no matter its size or industry.

The book helps you learn about the areas of business that make up a supply chain, from procurement to operations to distribution. And it explains the importance of supporting functions like sales, information technology, and human resources. You'll be prepared to align the parts of this system to meet the needs of customers, suppliers, and shareholders. By viewing the company as a supply chain, you'll be able to make decisions based on how they will affect every part of the chain.

To help you fully understand supply chains, the author focuses on the Supply Chain Operations Reference (SCOR) model. This approach allows all types of professionals to handle their work demands.

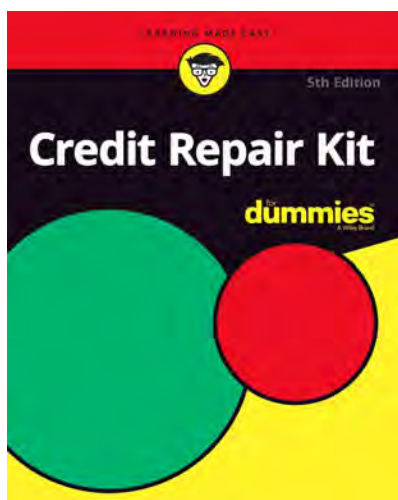
- Use metrics to improve processes
- Evaluate business risks through analytics
- Choose the right software and automation processes
- Plan for your supply chain management certification and continuing education

Contributor Bio

Daniel Stanton (Charlotte, NC) is an Assistant Professor of Operations Management at the Jack Welch Management Institute. He is an internationally recognized public speaker and the author of two project management courses for Lynda.com. He holds several industry certifications including Six Sigma Black Belt, Project Management Professional (PMP), Certified Supply Chain Professional (CSCP), and SCPro.

Comp Titles

Supply Chain Management For Dummies	Stanton, Daniel	John Wiley & Sons	09/02/2018	9781119410195 1119410193	£21.99 GBP	Paperback
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Draft Cover

John Wiley & Sons
 9781119771067
 Pub Date: 04/03/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD Paperback

416 Pages

Credit Repair Kit For Dummies (5th Edition)

Steven Bucci, Melyssa Barrett, Rod Griffin

Summary

Credit Repair Kit For Dummies, 5th Edition, is a source for those with mediocre credit who want or need to better manage it in order to get a job, reduce insurance costs, qualify for banking products, and more. Numerous updates include:

- Impacts to borrowers from COVID-19 or other disasters
- Strategies to avoid or get rid of mortgage, credit card, and auto debt
- Greater emphasis on student loan debt and solutions
- Expanded coverage on cyber security/identity theft
- Impact of CARES Act rules on credit reporting
- The rise of alternative reporting data
- How to maintain a strong credit score while unemployed

Contributor Bio

Steve Bucci, BA, MA, is a credit scoring columnist for CreditCards.com, and a nationally syndicated columnist for the financial mega-site Bankrate.com. He is the founder and former president of Consumer Credit Counseling Service of Southern New England, and the former managing director of the Center for Personal Financial Education at the University of Rhode Island.

Comp Titles

Credit Repair Kit For Dummies	Bucci, Steve	John Wiley & Sons	29/04/2014	9781118821510 1118821513	£17.99 GBP Paperback
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John Wiley & Sons
 9781119730026
 Pub Date: 24/02/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD
 Paperback

400 Pages

iPhone For Dummies (14th Edition)

Updated for iPhone 12 models and iOS 14

Edward C. Baig, Bob LeVitus

Summary

The latest edition – updated to cover iOS 14 and iPhone 12

Nothing seems to change faster than an iPhone. Just when you think you know your way around the device, a new update arrives and you have to learn everything all over again. This fully revised edition of *iPhone For Dummies* arrives just in time to keep you up to date on iOS 14, the version of the iOS operating system released in late 2020, as well as all the updated features of iPhone 12. But don't worry if you're sticking with your current iPhone or buying an older model. This book offers help on using any iPhone that runs iOS 14, all the way back to iPhone 6.

Written by two longtime Apple fans and experts, this revised guide covers the essentials you'll need to know about the industry-leading device and its slick iOS operating system, kicking off with set-up—navigating settings, hooking up to wifi, sharing audio and video—and then gearing you up to warp speed with the many incredible ways this smartphone's tools and apps can bring a joyful extra dimension to your life.

- Explore the basics of iOS 14
- Enhance your interests with apps
- Get artsy with photos, video, and more
- Troubleshoot common problems
- Learn what makes the iPhone 12 different than the 11, X, SE, or older models

Whether you're just getting started with a new phone or want to get even more from your current version, *iPhone For Dummies* puts the power right at your fingertips!

Contributor Bio

Edward C. Baig (New York, NY) is the technology columnist for USA Today. Bob "Dr. Mac" LeVitus (Austin, TX) is the tech columnist for the Houston Chronicle and has written over 86 books on technology. The two have paired on all previous editions of this book as well as iPad For Dummies.

Comp Titles

iPhone For Dummies	Baig, Edward C.	John Wiley & Sons	26/12/2019	9781119607960 1119607965	£21.99 GBP	Paperback
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iPhone For Seniors For Dummies (10th Edition)

Updated for iPhone 12 models and iOS 14
Dwight Spivey

Summary

Includes coverage of iPhones 12, 11, X, SE, 8, 7, and 6!

When you're looking for the most up-to-date information on your iPhone, look no further than this edition of *iPhone For Seniors For Dummies*. It's fully updated to cover iOS 14, the software released in Fall of 2020 that runs all iPhones dating back to the iPhone 6. It doesn't matter if you have a brand new iPhone 12 or are sticking with the iPhone you've had for a few years. This book will help you navigate your device.

Written especially for iPhone owners who don't need to know every detail of how their phone works, *iPhone For Seniors For Dummies* sticks to clear, friendly, step-by-step information on the essentials you'll use every day. It covers the basics of messaging with friends and family, using your iPhone as a web browser, watching television shows or movies, and taking and sharing photos and videos.

- Get to know which iPhone you own
- Upgrade to iOS 14
- Add contacts to your Favorites list
- Connect your iPhone to wifi
- Track your well-being with the Health app
- Fix common problems when they occur

When you're ready to build your skills and become the go-to iPhone guru for your friends, *iPhone For Seniors For Dummies* offers the insight you need to increase your know-how.

Contributor Bio

Dwight Spivey (Mobile, AL) has been an expert on all things Apple for 20+ years. He's the author of many technology books, including the most recent editions of *iPhone For Seniors For Dummies* and *iPad For Seniors For Dummies*. His technology experience includes Mac, Linux, and Windows operating systems, Apple and Android smartphones and tablets, and networking. Dwight is also the Educational Technology Administrator at Spring Hill College in Mobile, AL.

Comp Titles

iPhone For Seniors For Dummies	Spivey, Dwight	John Wiley & Sons	02/01/2020	9781119607618 1119607612	£21.99 GBP	Paperback
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Apple Watch For Dummies (4th Edition)

Marc Saltzman

Summary

Explore the vast yet compact world on your wrist!

So you've bought an Apple Watch and you've been having a really great time talking to your wrist, but now you're wondering what other sorts of fun trouble you can find. For that, the updated edition of *Apple Watch For Dummies* is your perfect guide, providing a friendly overview of the latest series of Apple Watches on the new OS. Whatever you want to achieve—peak health via sleep-tracking and an app-based fitness plan, the ability to navigate your way out of a scary forest at night using the GPS and torch functions, or just a convenient method of finding your iPhone—everything you need to know about the amazing device on your wrist is right here at your fingertips.

Marc Saltzman—journalist, lecturer, TV personality, and host of "Gear Guide," a tech-focused video that reaches 60 million viewers a year—expertly guides you through the wrist-based virtual world opened up by Apple's compact wonder-gadget, taking you from the basics of the interface and buttons, through to practical applications like Apple Pay, and then on to the nifty stuff, like chatting to friends on Walkie Talkie, checking your blood oxygen levels, or unlocking your hotel room door with a casual flick of your wrist.

- Get au fait with display and buttons
- Keep in touch via calls, texts, and more
- Manage your media, finances, health, work, and more
- Dive into the wonderful world of apps

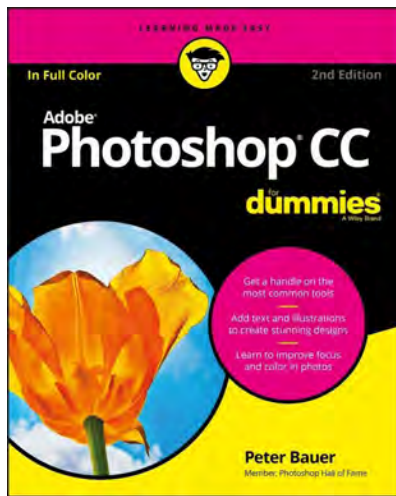
Whatever it is you think you'll use your Apple Watch for, you'll end up doing...

Contributor Bio

Marc Saltzman is a freelance journalist, author, lecturer, consultant, and radio and TV personality. He writes for CNN.com, and USA Today.com. Marc is the host of "Gear Guide," a tech focused video that reaches over 60 million viewers each year. He also hosts "Tech Talk with Marc Saltzman" on Canadian radio. Marc has appeared on the "Today Show," "CBS Early Show," "Access Hollywood," and "Entertainment Tonight."

Comp Titles

Apple Watch For Dummies	Saltzman, Marc	John Wiley & Sons	26/12/2019	9781119658665 1119658667	£17.99 GBP	Paperback
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Photoshop CC For Dummies (3rd Edition)

Peter Bauer

Summary

Get picture perfect with Photoshop CC

Photoshop is a stunning program that puts the power of a professional photography studio into your hands, but it can also be a jungle to navigate—with a dense proliferation of menus, panels, shortcuts, plug-ins, and add-ons to get thoroughly lost in. Written by a literal Photoshop Hall of Famer, the new edition of *Photoshop CC For Dummies* is your experienced guide to the technical terrain, slashing away the foliage for a clear picture of how to produce the perfectly framed and beautifully curated images you want.

Beginning with an overview of the basic kit bag you need for your journey toward visual mastery, Peter Bauer—Photoshop instructor and an award-winning fine art photographer in his own right—shows you how to build your skills and enrich your creative palette with enhanced colors and tone, filters and layering, and even how undertake a foray into digital painting. Add in instructions on combining text with images and the how-tos of video and animation editing, and you have all the tools you need to carve out a one-person multimedia empire.

- Master everything from the basics to professional insider tips
- Combine, layer, tone, and paint your images
- Explore the colorfully creative world of Photoshop filters
- Fix common problems

You'll find everything on the latest version of the software that you could dream of—and an improved shot at artistic success!

Contributor Bio

Peter Bauer (South Bend, IN) is a member of the Photoshop Hall of Fame as well as a respected Photoshop author and instructor. He has authored more than a dozen books on Photoshop, digital photography, and computer graphics.

Comp Titles

Adobe Photoshop CC For Dummies	Bauer, Peter	John Wiley & Sons	16/02/2018	9781119418115 1119418119	£24.99 GBP	Paperback
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John Wiley & Sons
 9781119730101
 Pub Date: 11/01/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD
 Paperback

528 Pages

macOS Big Sur For Dummies

Bob LeVitus

Summary

Your "get-started" guide to the world of macOS Big Sur

Wherever you like to Mac—at home in front of your trusty iMac or over a coffee with your portable MacBook Air—macOS provides you with the seamless, efficient, and reliable user experience that makes these devices so famously a pleasure to use. *macOS Big Sur For Dummies* is here to heighten the experience for new users and upgraders alike by providing the very latest on the ways macOS Big Sur can enhance how you work and play.

Written in a no-jargon style by Bob LeVitus—the *Houston Chronicle*'s much-loved "Dr. Mac" since 1996—this guide starts with the basics, like getting set up, and explains more advanced uses, like making music and movies, exploring the expanding universe of apps and giving tips on how to save time and enhance productivity along the way. With this book, you'll learn to

- Set up and connect your Mac
- Get friendly with Siri
- Enhance your world with apps
- Work better and faster

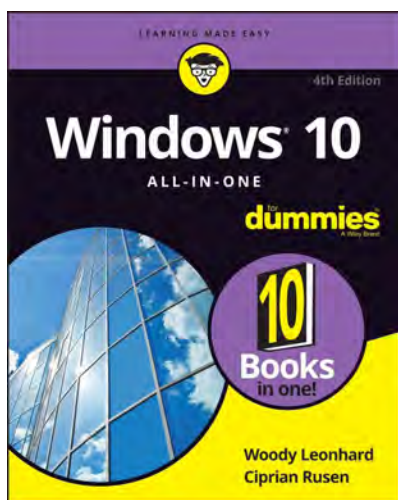
Use the comprehensive capabilities of macOS Big Sur to do anything and everything you would like to do—and do it even better. For beginners and experts alike, *macOS Big Sur For Dummies* is the best way to step into the magical world of getting things done with Mac.

Contributor Bio

Bob "Dr. Mac" LeVitus (Austin, TX) has penned the "Dr. Mac" column for the *Houston Chronicle* since 1996. He's a regular contributor to tech publications and author of more than 70 how-to books on topics including macOS, iPhone, iPad, Office for the Mac, and Garageband.

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119680574
Pub Date: 17/03/2021
\$39.99/£27.99 UK/€34.20 EU
Discount Code: TD
Paperback

1024 Pages

Windows 10 All-in-One For Dummies (4th Edition)

Woody Leonhard

Summary

Dig into the ins and outs of Windows 10

Computer users have been “doing Windows” since the 1980s. That long run doesn’t mean everyone knows the best-kept secrets of the globally ubiquitous operating system. *Windows 10 All-in-One For Dummies, 4th Edition* offers a deep guide for navigating the basics of Windows 10 and diving into more advanced features.

Authors and recognized Windows experts Ciprian Rusen and Woody Leonhard deliver a comprehensive and practical resource that provides the knowledge you need to operate Windows 10, along with a few shortcuts to make using a computer feel less like work.

This book teaches you all about the most important parts of Windows 10, including:

- Installing and starting a fresh Windows 10 installation
- Personalizing Windows 10
- Using Universal Apps in Windows 10
- How to control your system through the Control Panel in Windows 10
- Securing Windows 10 against a universe of threats

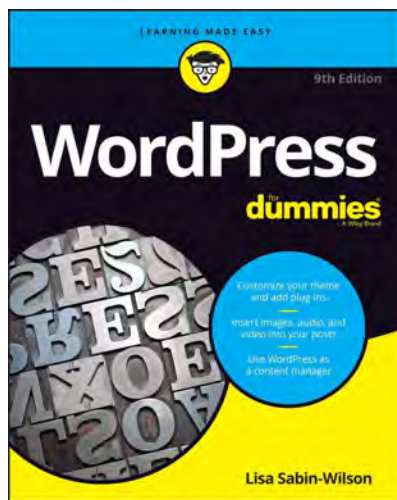
Windows 10 All-in-One For Dummies, 4th Edition is perfect for business users of Windows 10 who need to maximize their productivity and efficiency with the operating system. It also belongs on the bookshelf of anyone who hopes to improve their general Windows 10 literacy, from the complete novice to the power-user.

Contributor Bio

Woody Leonhard (Nashville, TN) has received many Computer Press Awards, with particular acclaim for his long-running Windows SuperGuide series in PCComputing magazine. As one of the first Microsoft Consulting Partners and Microsoft beta testers, Leonhard has a wealth of knowledge in the field. Due to this, 500,000 people subscribe to Woody's newsletters and 1,000,000 read his monthly Q&A columns in ZD Smart Business magazine.

Comp Titles

Windows 10 All-in-One For Dummies	Leonhard, Woody	John Wiley & Sons	10/08/2018	9781119484837 1119484839	£27.99 GBP	Paperback
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WordPress For Dummies (9th Edition)

Lisa Sabin-Wilson

Summary

Get to know WordPress with this simple and approachable reference

WordPress For Dummies, 9th Edition helps readers discover the power of the WordPress web content building tool. Web builders have created 75 million websites using WordPress and this book will show you how to add your blogs and websites to that count.

WordPress For Dummies, 9th Edition drops you right into the fast lane to publishing your first website or blog by teaching you to:

- Customize a theme
- Create your first post
- Use WordPress as a content management system
- Work with multimedia formats
- Add plugins to your site
- Establish a publishing routine

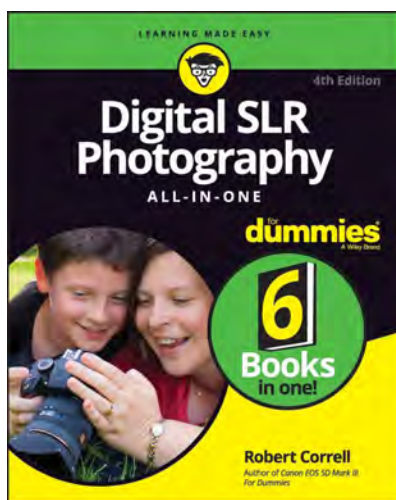
Perfect for new bloggers, experienced bloggers converting to WordPress for the first time, and people accustomed to WordPress who want to learn more about the full potential of the technology, *WordPress for Dummies, 9th Edition* is an indispensable addition to the library of every blogger and webmaster.

Contributor Bio

Lisa Sabin-Wilson is the co-owner of WebDevStudios (<http://webdevstudios.com>), a development company specializing in custom WordPress plugins, themes and deployments. She is a popular conference speaker and bestselling author of *WordPress For Dummies* and *WordPress Web Design for Dummies*. Find Lisa on Twitter: @LisaSabinWilson

Comp Titles

WordPress For Dummies	Sabin-Wilson, Lisa	John Wiley & Sons	15/09/2017	9781119325925 1119325927	£20.99 GBP Paperback
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John Wiley & Sons
9781119711704
Pub Date: 17/01/2021
\$44.99/£29.99 UK/€38.50 EU
Discount Code: TD
Paperback

608 Pages

Digital SLR Photography All-in-One For Dummies (4th Edition)

Robert Correll

Summary

Your one-stop guide to better photography with your dSLR

Upgrading to a digital SLR camera is a sign that you're serious about becoming a better photographer. A dSLR offers you control over your photography that a smartphone or a point-and-shoot can never match. It takes some know-how to make all those features work. *Digital SLR Photography All-in-One For Dummies* offers a perfect starting place for getting a grasp on how to take charge of your dSLR. Look inside to get the lowdown on dSLR controls, interchangeable lenses, the science of taking photographs, and how to put them all together to get the images you want out of your camera.

Inside...

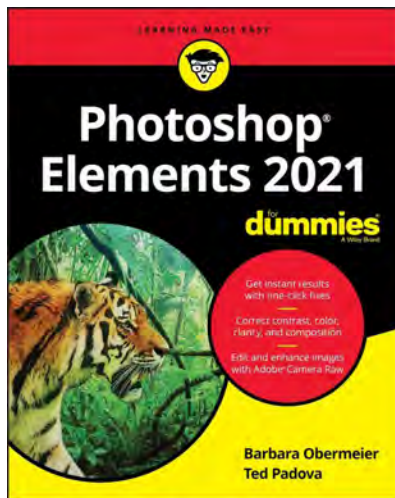
- * Exploring your camera
- * Picking the perfect lens
- * Understanding exposure
- * Prioritizing lighting
- * Wrangling your photo files
- * Building a portfolio

Contributor Bio

Robert Correll (Fort Wayne, IN) has a broad background in photography, production, and design technologies. He's authored books on dSLR photography, including the previous two editions of this book, photo restoration, and high-dynamic range photography. He's also written books on Sony dSLR models and co-authored model-specific dSLR books with Julie Adair King. He's currently a classroom technology support manager for Purdue-Fort Wayne University

Previous Edition

Digital SLR Photography All-in-One For Dummies	Correll, Robert	John Wiley & Sons	07/03/2017	9781119291398 1119291399	£27.99 GBP	Paperback	The Arts
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John Wiley & Sons
 9781119724124
 Pub Date: 11/01/2021
 \$34.99/£24.99 UK/€30.00 EU
 Discount Code: TD
 Paperback

464 Pages

Photoshop Elements 2021 For Dummies

Barbara Obermeier, Ted Padova

Summary

Get picture-perfect results with Photoshop Elements 2021

Photoshop Elements has a reputation for delivering the photo editing power that non-professional photographers and designers need to get eye-catching—and art-quality—results. This book offers guidance for applying everything from simple, one-click fixes all the way up to detailed retouching of your images.

Photoshop Elements 2021 For Dummies assumes no prior photo-editing experience and makes it easy for even the absolute beginner to quickly grasp how to edit to create slick, professional-looking photos. In no time at all you'll feel confident in everything from common image fixes to utilizing more creative techniques, such as using image layers to create a standout look. You'll also find tips on building and managing complex photo projects.

- Understand photo-editing concepts
- Adjust clarity, color, and brightness
- Add artistic touches
- Catalog and organize your work

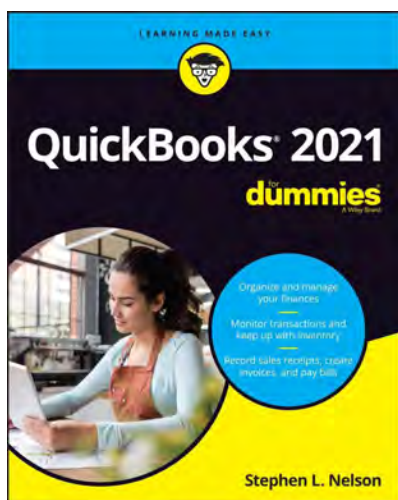
This fun and easy guide provides the steps you need to get the most out of this popular version of Photoshop—and will help you achieve truly beautiful results!

Contributor Bio

Barbara Obermeier (Ventura, CA) is the principal of Obermeier Design and an adjunct professor at California Lutheran University. Ted Padova (The Philippines) is adjunct professor of visual arts and digital photography at Sillman University in Dumaguete, Philippines. The two have combined to author or co-author over 90 books.

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119676799
Pub Date: 05/01/2021
\$26.99/£19.99 UK/€23.10 EU
Discount Code: TD
Paperback

408 Pages

QuickBooks 2021 For Dummies

Stephen L. Nelson

Summary

Save on expensive professionals with this trusted bestseller!

Running your own business is pretty cool, but when it comes to the financial side—accounts and payroll, for instance—it's not so cool! That's why millions of small business owners around the world count on QuickBooks to quickly and easily manage accounting and financial tasks and save big time on hiring expensive professionals.

In a friendly, easy-to-follow style, small business guru and bestselling author Stephen L. Nelson checks off all your financial line-item asks, including how to track your profits, plan a perfect budget, simplify tax returns, manage inventory, create invoices, track costs, generate reports, and pretty much any other accounts and financial-planning task that turns up on your desk!

- Keep up with the latest QuickBooks changes
- Use QuickBooks to track profits and finances
- Balance your budget
- Back up your data safely

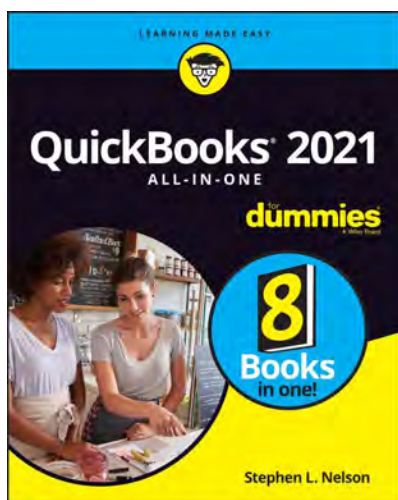
The fully updated new edition of *QuickBooks For Dummies* takes the sweat (and the expense) out of cooking the books—and gives you more time to savor the results of your labors!

Contributor Bio

Stephen L. Nelson, MBA, CPA, MS in Taxation, provides accounting, business advisory, tax planning, and tax preparation services to small businesses. His more than 100 books, including all editions of QuickBooks For Dummies, have sold over 5 million copies.

Previous Edition

QuickBooks 2020 For Dummies	Nelson, Stephen L.	John Wiley & Sons	12/12/2019	9781119589693 111958969X	£19.99 GBP	Paperback
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John Wiley & Sons
 9781119676805
 Pub Date: 02/02/2021
 \$34.99/£24.99 UK/€30.00 EU
 Discount Code: TD
 Paperback

600 Pages

QuickBooks 2021 All-in-One For Dummies

Stephen L. Nelson

Summary

The quickest way to do the books for small business owners and managers

No one looks forward to doing the finances: that's why *QuickBooks 2020 All-in-One For Dummies* is on hand to help get it over with as quickly and painlessly as possible. This comprehensive one-stop reference combines 8 mini-books in one, all written in plain and simple language that makes it easy for even the most accounts-averse to get the most out of the latest version of the QuickBooks software and save time.

Written and revised by financial expert Stephen Nelson, the latest version of this invaluable guide takes readers step-by-step through every aspect of small business accounting procedures, including understanding the fundamentals of double-entry bookkeeping, setting up and administering the QuickBooks system, and carrying out complex tasks such as ratio analysis and capital budgeting.

- Write a business plan and create a forecast
- Learn how to use profit-volume-cost analysis tools
- Prepare financial statements and reports
- Protect your financial data

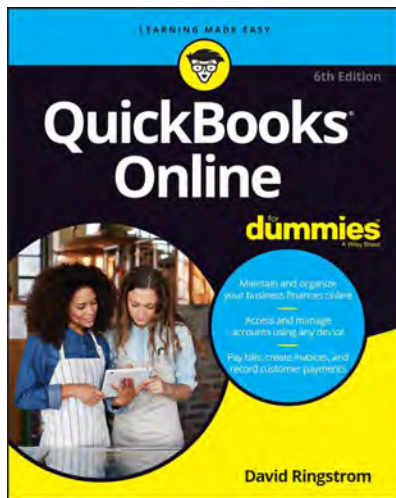
Time is money-get this time-saving resource today and start reaping the rewards!

Contributor Bio

Stephen L. Nelson, MBA, CPA, MS in Taxation, is a CPA in Redmond, Washington, where he provides accounting, business advisory, and tax planning and preparation services to small businesses. He is the bestselling author of 100-plus books about how to use computers to manage personal and business finances.

Comp Titles

QuickBooks 2020 All-in-One For Dummies	Nelson, Stephen L.	John Wiley & Sons	10/02/2020	9781119589808 1119589800	£24.99 GBP	Paperback
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John Wiley & Sons
 9781119679073
 Pub Date: 14/03/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD
 Paperback

448 Pages

QuickBooks Online For Dummies (6th Edition)

Elaine Marmel

Summary

Master the world's most popular cloud software for bookkeeping and accounting.

QuickBooks Online For Dummies, 6th Edition collects and provides the best and most current information available for those looking to get the most out of the leading QuickBooks Online software. Perfect for small business owners, managers, and employees, *QuickBooks Online For Dummies* delivers the newest and most up-to-date advice based on the latest versions of QuickBooks Online. The *6th Edition* is written by a seasoned author of more than seventy books.

Whether you're a QuickBooks Online newbie or seasoned pro, you'll find actionable and accessible advice in this new edition. Get tips on:

- Creating invoices and credit memos
- Recording sales receipts
- Recording and paying bills
- Setting up inventory items
- Tracking business checkbook and credit cards

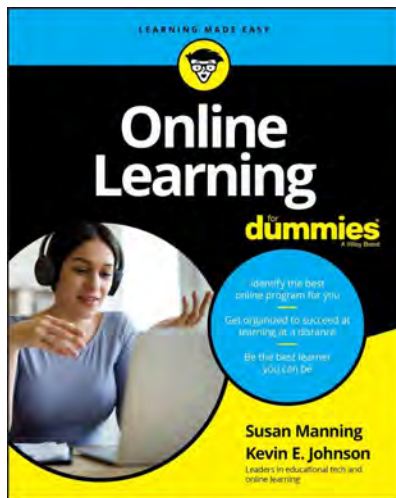
No longer will you have to struggle through your interactions with the most used bookkeeping and accounting software in the world. Master this technology with the straightforward and accessible approach made famous by the *For Dummies* series.

Contributor Bio

Elaine Marmel (Phoenix, AZ) is President of Marmel Enterprises, LLC, an organization that specializes in technical writing and software training. Elaine has an MBA from Cornell University and worked on projects to build financial management systems for New York City and Washington, D.C and trained more than 600 employees to use these systems. Elaine spends most of her time writing; she has authored and co-authored over seventy books.

Comp Titles

QuickBooks Online For Dummies	Marmel, Elaine	John Wiley & Sons	09/07/2019	9781119590668 1119590663	£21.99 GBP	Paperback
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John Wiley & Sons
9781119756866
Pub Date: 12/01/2021
\$24.99/£17.99 UK/€21.40 EU
Discount Code: TD
Paperback

416 Pages

Online Learning For Dummies

Susan Manning, Kevin E. Johnson

Summary

- Identify the best online program for you
- Get organized to succeed at learning at a distance
- Be the best learner you can be

Get your best education online

Whether you're a college student, adult learner, or professional in continuing education, some—and sometimes all—of your learning will happen in a virtual classroom. This book is your friendly guide to the fast-growing possibilities of this world, from choosing the right course and mastering the software to polishing up your online communication and study skills. Whatever you want from your study experience—school success, professional development, or just pursuing your passion—this is your road map to online educational success!

Inside...

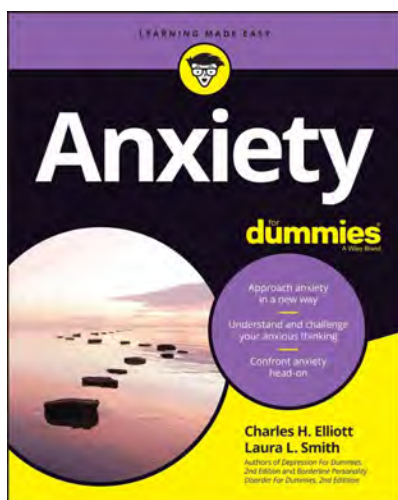
- Find the right course for you
- Prep successfully for classes
- Manage time online
- Apply for study funding
- Transfer credits
- Master the software
- Get the right hardware
- Develop online etiquette

Contributor Bio

Kevin Johnson (Seattle, WA) is the Director of Distance & eLearning at Seattle Central College. Susan Manning, M.Ed. (Urbana, IL) is the Chief Success Strategist at Credly, where she works with clients to design and implement digital credential systems.

Comp Titles

Online Education For Dummies	Johnson, Kevin E.	John Wiley & Sons	29/12/2009	9780470536209 0470536209	£15.99 GBP	Paperback
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Anxiety For Dummies (3rd Edition)

Charles H. Elliott, Laura L. Smith

Summary

Manage your anxiety and create a calmer, more peaceful life

Feel like life is out of control? The world has taken some crazy turns, and you don't know how to handle the concerning and ever-changing environment? This engaging guide is packed with techniques you can use immediately to overcome your worries and gain control of your life. You'll pinpoint your triggers, discover the latest therapies, and make lifestyle changes that will have you feeling better fast.

Updates:

- Update all references from DMS IV to DSM V, including deleting discussion of Obsessive-Compulsive Disorder and Post Traumatic Stress Disorder (PTSD) which have been removed from the category of Anxiety Disorders in DSM V. Sidebars will be used to discuss this change in conceptualization.
- Treatment chapters will focus on teaching empirically supported strategies that can cut across diagnostic categories.
- Updates throughout will be made to reflect changes in technology and social media.
- We will add motivational interviewing techniques and stages of change.
- Medications and other biological interventions will be updated.
- Mindful Acceptance will be expanded and moved to the treatment section because of new, empirical support.
- Updates will be made to the chapter on lifestyle, and a new chapter will be devoted to meditation as part of a healthy lifestyle.
- Will significantly expand chapter on health anxiety to include pandemic related fears and strategies for coping.

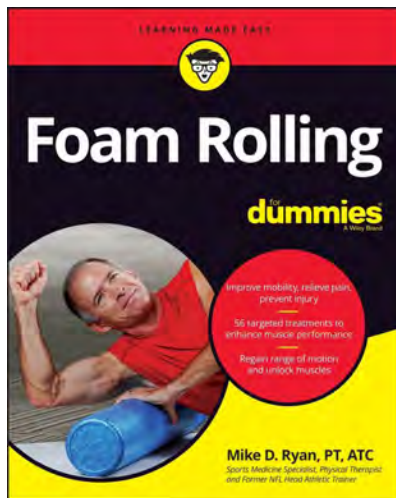
Contributor Bio

Charles H. Elliott, Ph.D. (NM) is a clinical psychologist and currently President of the New Mexico Psychological Association. He is also a Professor Emeritus at Fielding Graduate University and has served on the faculty of two medical schools. He has extensive experience in the treatment of children, adolescents and adults with emotional disorders.

Laura L. Smith, Ph.D. (NM) is a clinical psychologist. She is Past-President of the New Mexico Psychological Association. She has considerable experience in school and clinical settings dealing with children and adults who have emotional disorders. She presents workshops and classes on cognitive therapy and mental health issues to national and international audiences, including the University of New Mexico adult continuing education program (Osher).

Comp Titles

Overcoming Anxiety For Dummies	Elliott, Charles H.	John Wiley & Sons	17/08/2010	9780470574416 0470574410	£16.99 GBP	Paperback	Health & Personal Development
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Foam Rolling For Dummies

Mike Ryan

Summary

A four color, step-by-step guide to end pain, prevent injury and get fit using your foam roller

Foam rolling is not just a fad; if you're active in sport or work out regularly, you know how crucial it is to keep your muscles limber and pain-free to stay active and mobile. As a form of Myofascial Release Therapy, foam rolling is an effective technique for unlocking your tight muscles and restrictive myofascial connective tissue. Foam rolling helps increase your overall body mobility and joint range of motion, decreases pain and shortens recovery times—and it generally supercharges your body to reap the benefits of your active lifestyle!

Written in an easy-to-follow, no-jargon style by NFL physical therapist and trainer for 26 years Mike Ryan, *Foam Rolling For Dummies* shares proven roller tips usually reserved for professional athletes to help you quickly restore healthy harmony between your muscles and joints. Once you know the science behind foam rolling, you'll understand how to use specific body-rolling techniques to address specific problems and goals, whether they're eliminating painful muscle trigger points, loosening tight fascia, improving body flexibility, or just relaxing muscles faster after a workout.

- Enhance athletic performance
- Improve injury prevention
- Learn rapid roller techniques
- Manage fibromyalgia
- Reduce soft tissue injuries
- Understand your myofascial system
- Reduce painful muscles

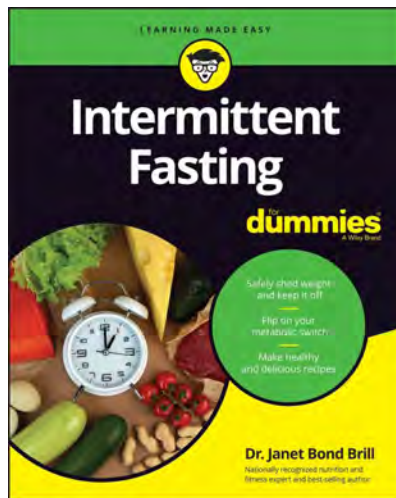
Whether you want to maximize your fitness program, manage your muscle pai...

Contributor Bio

Dedicating 26 full seasons in the NFL, Mike Ryan PT, ATC, CES, PES is a renowned expert in the sports medicine field. Ryan, is an avid fitness advocate, Ironman triathlete and extreme sports enthusiast. As a nationally recognized speaker and consultant, Mikes unique hands-on approach to injury management and wellness captivates audiences with insight hat is EASY to understand, SIMPLE to apply and produces FAST results. Mike is very loyal to his rollers b/c he knows how well they work. Regionally, North America is the biggest Consumption region of Foam Roller in the world and china is the biggest production region.

John Wiley & Sons
9781119757320
Pub Date: 04/03/2021
\$26.99/£17.99 UK/€23.10 EU
Discount Code: TD
Paperback

354 Pages



John Wiley & Sons
 9781119724094
 Pub Date: 11/01/2021
 \$24.99/£17.99 UK/€21.40 EU
 Discount Code: TD
 Paperback

320 Pages

Intermittent Fasting For Dummies

Janet Bond Brill

Summary

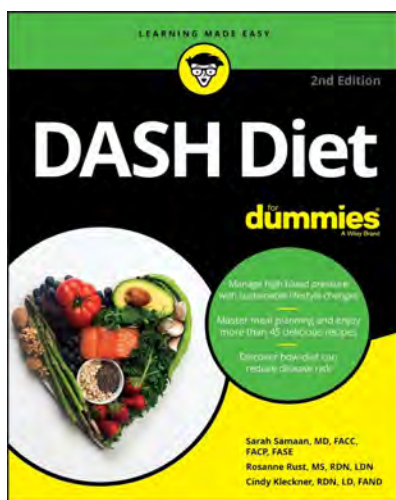
You CAN do this! Intermittent fasting made easy.

So, you want to begin an intermittent fasting plan and embark on a leaner, healthier and longer life? You probably have already heard about this wildly popular health and fitness diet plan. Intermittent fasting continues to be one of the top google trending diet searches of the year. If you are ready to get on the intermittent fasting bandwagon, then here is the perfect detailed guide to following an intermittent fasting plan of your choice. There are several variations of intermittent fasting, each one is outlined in a step-by-step plan for you to follow. Remember, you choose the style that works best for your lifestyle.

The science is in - intermittent fasting has extraordinary health benefits. Intermittent fasting is the key that unlocks everything from sustainable weight and fat loss (especially that stubborn belly fat) to increased mental clarity and a serious boost in energy. Simply by consuming all of your food within a designated time period, you can ramp up your metabolism, reduce the risk of disease, and supercharge your workout or diet programs. No tedious calorie counting, weighing, measuring, or denying yourself your favorite foods. Too good to be true? No, but the trick—as with everything—is *doing it in a safe and effective way* and *Intermittent Fasting For Dummies* makes that easy, providing five of the most popular methods and 50+ recipes that will suit any lifestyle or diet.

Contributor Bio

Janet Bond Brill, PhD, RDN, CSSD, FAND, is one of the countrys leading authorities on nutrition, health, and fitness as well as an internationally recognized expert in cardiovascular disease prevention. She is a registered and licensed dietitian and nutritionist, a certified exercised technologist, a certified personal trainer, and a certified wellness coach. Dr. Brill has published three books on prevention of heart disease, and she has been published in noted scientific journals including the International Journal of Sport Nutrition, the International Journal of Obesity, and the American College of Sports Medicine Health & Fitness Journal. A semi-vegetarian for over twenty-five years (she occasionally eats fish), Dr. Brill supports the notion of following mainly a plant-based diet for better health, athletic performance, and longevity.



DASH Diet For Dummies (2nd Edition)

Sarah Samaan, Rosanne Rust, Cindy Kleckner

Summary

Get on track to lower your blood pressure in just two weeks!

Almost half of all adults in the United States have high blood pressure—but many of us are not aware of it. High blood pressure, also known as hypertension, has serious health implications. It is classified as a leading cause of premature death by the World Health Organization, contributing to strokes, heart attacks, heart failure, kidney failure, and even dementia. While medications are often necessary to keep blood pressure in the safe zone, a judicious dietary and lifestyle overhaul will greatly help manage your blood pressure and your overall heart health.

Written in an easy-to-follow, friendly style by three heart and nutrition experts, *DASH Diet For Dummies* shows you how increasing fiber, vitamins, and minerals, along with reducing your sodium intake when needed, can lower your blood pressure in just two weeks! Ranked the #1 Best Diet for Healthy Eating as well as #2 Best Diets Overall by *U.S. News & World Report*, the DASH Diet is specifically aimed at relieving hypertension and is endorsed by the American Heart Association, The National Heart, Blood, and Lung Institute, and the Mayo Clinic—and is also proven to be effective against conditions such as Type 2 diabetes, metabolic syndrome, PCOS, and more.

- Improve heart health with lower blood pressure
- Reduce cholesterol
- Lose weight
- Follow simple, tasty recipes

So, don't let hypertension scare you. Along with good medical care, the DASH diet makes lowering your blood pres...

Contributor Bio

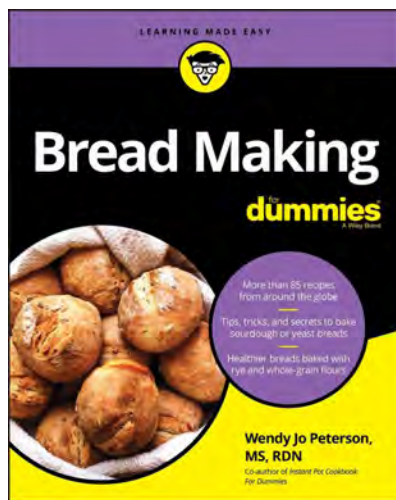
Sarah Samaan, MD, FACC, is board certified in Internal Medicine, Cardiology, Echocardiography and Nuclear Cardiology. She has been practicing medicine since 1995, serves on the Medical Research Committee, and is co-chair of the Legacy Heart Center. She frequently speaks to patient and professional groups on cardiac-related topics such as nutrition, hypertension and women and heart disease. She also serves as an official spokesperson for the American Heart Association. Rosanne Rust, RD, LDN specializes in nutrition communications and is the co-author of *Calorie Counter Journal For Dummies*, *The Glycemic Index Cookbook For Dummies*, and *Hypertension Cookbook For Dummies*. Cindy Kleckner, RD, LD has worked in the Cooper Clinic Nutrition Department specializing in weight management, cardiovascular health, corporate wellness and nutritional culinary events. She co-authored *Hypertension Cookbook for Dummies*.

Comp Titles

DASH Diet For Dummies	Samaan, Sarah	John Wiley & Sons	21/10/2014	9781118880845 1118880846	£15.99 GBP	Paperback Medicine
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John Wiley & Sons
9781119740797
Pub Date: 21/01/2021
\$22.99/£16.99 UK/€19.70 EU
Discount Code: TD
Paperback

384 Pages



John Wiley & Sons
 9781119758099
 Pub Date: 06/01/2021
 \$22.99/£16.99 UK/€19.70 EU
 Discount Code: TD
 Paperback

304 Pages

Bread Making For Dummies

Wendy Jo Peterson

Summary

Craving fresh-baked bread?

The 2020 pandemic has highlighted our love of bread, especially when it was nowhere to be found! Bread making took center stage for many of us stuck at home and craving comfort food. Fresh baked bread definitely soothes the soul. As it should, bread baking has been a tradition for thousands of years and across all continents. *Bread Making For Dummies* explores the science behind the art of bread making and our cultural connection to wild and commercial yeasts. Break out your kitchen scale and favorite wholesome grains and join us on the journey, from classic German Pretzels (Brezeln) to warm Salted Pecan Rolls to Rustic Sourdough.

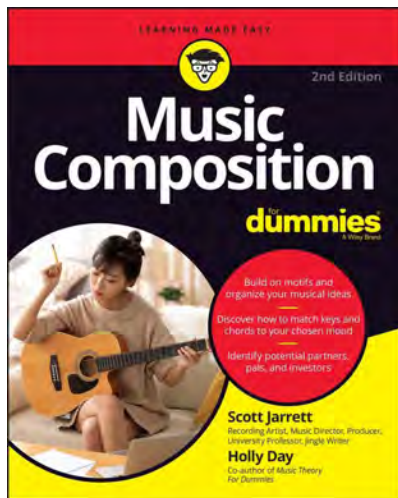
Popular culinary author and dietitian Wendy Jo Peterson has your foolproof loaf, flatbread, and roll needs covered. If you want to *really* start from scratch and culture your own yeast—no problem! She'll also let you in on the secrets of the fashionable no-knead and sourdough recipes that have been drawing chefs' kisses of discerning delight from bread-aficionados for the past decade.

- Discover the tools and ingredients needed in bread making
- Grow your own sourdough starter
- Form savory or sweet loaves
- Stuff breads for a complete meal
- Boost the nutritional quality of breads with wholesome ingredients, like nuts, seeds, and old-world grains

Whether you're a nervous newbie or a seasoned, floury-aproned baker, *Bread Making For Dummies* is the beginning of a delicious, doughy adventure.

Contributor Bio

Wendy Jo Peterson, MS, RDN, has been a dietitian for over 20 years and has been a culinary instructor for over 15 years. She is the award-winning co-author of *Born To Eat*, and co-authored the first and second editions of the popular *Mediterranean Diet Cookbook For Dummies*. She's one of *For Dummies* favorite appliance gurus after co-authoring *Instant Pot Cookbook For Dummies* and *Air Fryer Cookbook For Dummies*. Wendy Jo is also a frequent contributor to *Taste of Home* magazine and continues to wield her knife for audiences, whether on stage or television touting the healing attributes of food. While living in Europe, Wendy Jo rediscovered her love of bread baking and old-world techniques.



Music Composition For Dummies (2nd Edition)

Scott Jarrett, Holly Day

Summary

Music Composition For Dummies explains how to use music theory to write music in a variety of forms. This edition will include:

- Updates to the chapter on Composition Software, as technology has evolved and new programs have been developed since the book was originally published
- Updated vocabulary, musical examples, and reading and listening lists
- An expanded chapter on effort shapes
- Overhaul of the chapter on composing for commercial consumption to incorporate BandCamp, YouTube, and other electronic streaming services
- New information on composing for a rhythm section
- A refresh of the Part of Tens

Contributor Bio

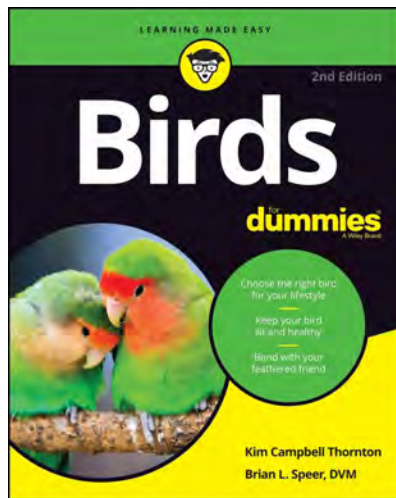
Scott Jarrett (Santa Fe, NM) has taught recording labs, voice, guitar, mandolin, recording arts, music theory, composition, and production. He has been Music Director for many live theatrical productions including the Broadway production of *The Best Little Whorehouse in Texas*. He has worked with a broad range of artists from Willie Nelson to legendary film composer Dave Grusin. He has released three albums of his original songs and has written music for many commercials for clients including Buick. He is the founder of Monkey House Recording Studio in Santa Fe, New Mexico. Holly Day's (Minneapolis, MN) work has appeared in more than 3,000 print and electronic publications internationally, including *Guitar One Magazine*, *Music Alive!*, *culturefront Magazine*, and *Brutarian Magazine*.

Comp Titles

Music Composition For Dummies	Jarrett, Scott	John Wiley & Sons	26/02/2008	9780470224212 0470224215	£14.99 GBP	Paperback	The Arts
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John Wiley & Sons
9781119720782
Pub Date: 25/03/2021
\$24.99/£17.99 UK/€21.40 EU
Discount Code: TD
Paperback

384 Pages



Birds For Dummies (2nd Edition)

Kim Thornton, Brian L. Speer

Summary

Your one-stop guide to caring for your avian companion

Pet birds are intelligent, affectionate, and rewarding companions. No matter what bird you choose, you need to set up a happy home for him with the right stuff. You also need to keep your bird healthy by performing routine care and knowing what a healthy bird looks like and how he behaves.

This friendly guide describes the birds that make the best pets, explains how to select the bird that's best for you, offers tips on bonding with your feathered friend, and provides expert advice on feeding and environmental enrichment that will keep these intelligent pets engaged.

- Benefit from a full-color guide to pet birds
- Choose the right bird based on your budget and lifestyle
- Create a bird-friendly environment that minimizes noise and mess
- Bond with your winged pet

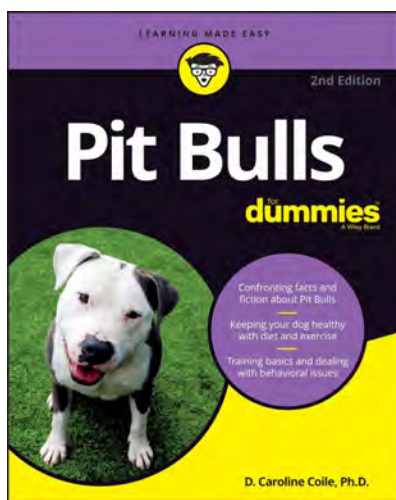
If you're ready for your love of birds to take flight, this book has everything you need.

Contributor Bio

Gina Spadafori is the award-winning author of *Dogs For Dummies* and *Cats For Dummies*. Brian L. Speer, DVM, Dipl. ABVP, ECZM, is the owner and director of the Medical Center For Birds in Oakley, CA, and an active member and former president of the Association of Avian Veterinarians.

Comp Titles

Birds For Dummies	Spadafori, Gina	John Wiley & Sons	10/09/1999	9780764551390 0764551396	£16.50 GBP	Paperback
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John Wiley & Sons
9781119720904
Pub Date: 11/01/2021
\$24.99/£17.99 UK/€21.40 EU
Discount Code: TD
Paperback

240 Pages

Pit Bulls For Dummies (2nd Edition)

D. Caroline Coile

Summary

Too many Pit Bull care books are filled with unrealistic scare tactics that would cause anyone to just give up, while others are filled with hand-me-down dog lore that has no basis in reality. You won't find any of that in *Pit Bulls For Dummies*. Here's a sampling of the handy information you'll find in this essential guide:

- Understanding the Pit Bull's origins and characteristics
- Caring for a puppy or older Pit Bull
- Keeping your dog healthy with diet and exercise
- Dealing with bad behavior: Biting, barking, jumping, and more
- Training your Pit Bull in the basics such as sit, stay, heel, and come
- Understanding Pit Bull body language
- Helping your dog become a social animal

Updates include:

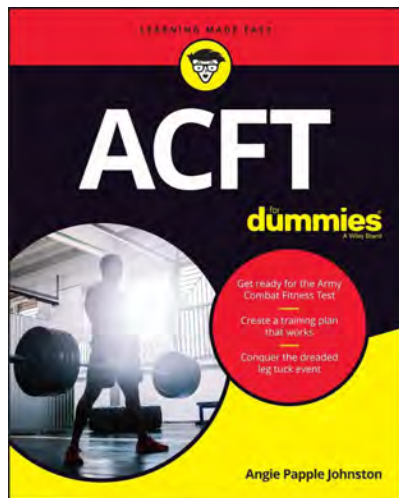
- Recognizing myths about the breed
- Suggestions for navigating adoption options from shelters, online markets, and in-person sellers
- Positive training techniques
- Additional activities and games to play with your Pit Bull
- Discussion on feeding challenges and solutions

Contributor Bio

D. Caroline Coile, holds a Ph.D. in Psychology from Florida State University, with research interests in canine behavior, senses, genetics, and neuropsychology. She has written 34 books and many magazine and scientific articles about dogs. She writes the monthly Breeder's Notebook column for Dog World magazine and the bi-monthly Nutrition column for the AKC Gazette. Her dog writing awards include the Dog Writer's Association of America Maxwell Award (eight times), the AKC Canine Health Foundation Award (twice), the Eukanuba Canine Health Award (twice), and the DWAA Denlinger Award.

Previous Edition

Pit Bulls For Dummies	Coile, D. Caroline	For Dummies	28/03/2001	9780764552915 0764552910	£14.99 GBP	Paperback
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ACFT For Dummies

+ Video

Angie Papple Johnston

Summary

The best standalone resource for the Army Combat Fitness Test

As the Army prepares to shift to the new Army Combat Fitness Test (ACFT) from the Army Physical Fitness Test, hundreds of thousands of new and current servicemembers will have to pass a more rigorous and demanding set of physical events to prove they have what it takes to meet the physical demands of an army job.

Utilizing the accessible and simple approach that has made the *For Dummies* series famous the world over, *ACFT For Dummies* is packed with everything you need to train for and ultimately crush the ACFT. Topics include:

- An overview of the test, including how it fits into your army role
- How the test is administered (location, equipment, etc.)
- Instructions on how to perform each of the six events
- How the ACFT is scored
- Training for the ACFT on your own time
- The importance of recovery, including essential stretches
- How to build your own workout routine
- Videos for each of the six events with tips for how to train for them

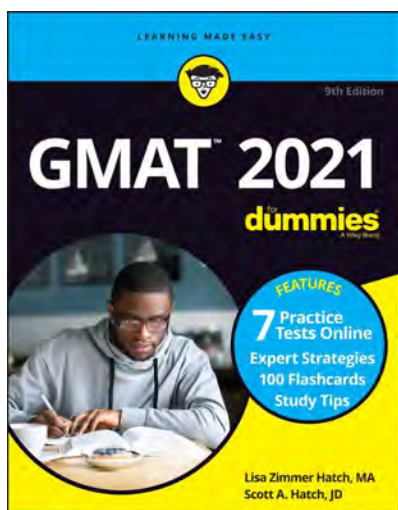
The *ACFT For Dummies* prepares readers to tackle the new, tougher Army fitness test with practical examples and concrete strategies that will push each service member to new heights.

Contributor Bio

Angie Papple Johnston joined the U.S. Army in 2006 as a Chemical, Biological, Radiological, and Nuclear Specialist, ready to tackle chemical weapons in a Level-A HAZMAT suit. She is also a certified group fitness trainer.

John Wiley & Sons
9781119704287
Pub Date: 15/03/2021
\$26.99/£19.99 UK/€23.10 EU
Discount Code: TD
Paperback

336 Pages



GMAT For Dummies 2021 (9th Edition)

Book + 7 Practice Tests Online + Flashcards

Lisa Zimmer Hatch, Scott A. Hatch

Summary

GMAT For Dummies 2021: Book + 7 Online Practice Tests + Flashcards features proven tips and tricks to help readers prepare for the GMAT and master the skills needed for success on test day.

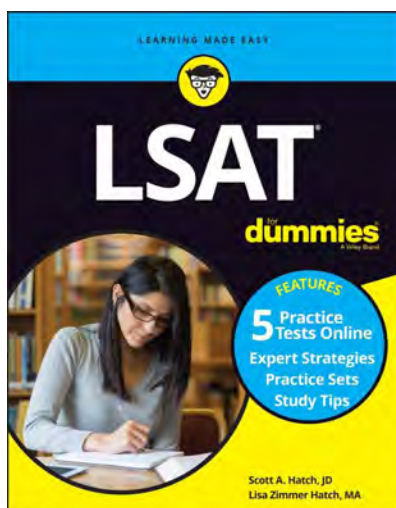
- * NEW FOR 2021: Start with a diagnostic pre-assessment and create a targeted study plan
- * Take one practice test in the book, plus SIX more online for a total of SEVEN practice tests
- * Study with online flashcards
- * Review foundational concepts and item types for every section
- * Manage your time during the exam
- * Practice with dozens of Integrated Reasoning questions

Contributor Bio

Lisa Zimmer Hatch (Golden, CO) has prepared teens and adults for college and careers since 1987. She served as Vice President of The Center for Legal Studies for over twenty years, during which she created and administrated standardized test preparation and legal career courses to over 300 universities nationwide. Currently, she is an Independent College Counselor and president of College Primers, where she applies her expertise to guiding high school students through the college admissions process. Scott A. Hatch, J.D., (Golden, CO) has prepared thousands of individuals for standardized tests and legal careers since 1980. Scott was awarded his undergraduate degree from the University of Colorado and his Juris Doctorate from Southwestern Law School in Los Angeles. He continues to develop new courses for a variety of careers and extend his college admissions expertise to assist those seeking advanced degrees in law, business, and other professions.

Comp Titles

GMAT For Dummies 2020	Hatch, Lisa Zimmer	John Wiley & Sons	13/02/2020	9781119617945 1119617944	£19.99 GBP	Paperback
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LSAT For Dummies, with Online Practice (3rd Edition)

Book + 5 Practice Tests Online

Scott A. Hatch, Lisa Zimmer Hatch

Summary

LSAT For Dummies prepares readers for the exam by giving them proven test-taking strategies, detailed content review, and plenty of practice questions. Features of this edition include:

- * 3 full-length practice tests -- two in the book plus a bonus exam online
- * Review of foundational concepts for every section
- * Complete explanations and additional practice questions for all question types
- * 1-year access to an online test bank for self-directed practice

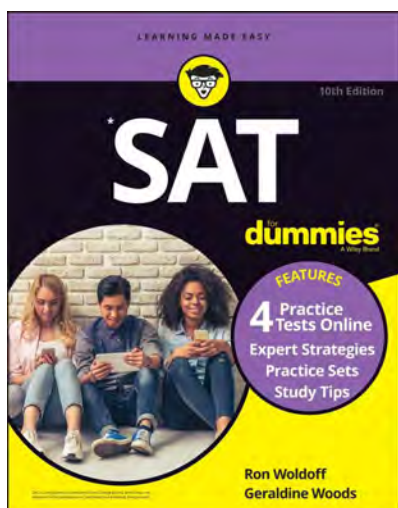
Contributor Bio

Scott A. Hatch, JD, and Lisa Zimmer Hatch, MA, have prepared thousands of teens and adults to excel on standardized tests, gain admission to the colleges of their choice, and secure challenging and lucrative professional careers since 1987. They've taught paralegals and other legal professionals on a live-lecture, online, DVD, and independent-study basis through more than 300 universities worldwide. Together they've authored numerous law and standardized test prep texts, including GMAT For Dummies 2020, 8th Edition, ACT For Dummies, 7th Edition, and Paralegal Career For Dummies, 2nd Edition.

Comp Titles

LSAT For Dummies (with Free Online Practice Tests)	Hatch, Lisa Zimmer	John Wiley & Sons	21/10/2014	9781118678237 1118678230	£24.99 GBP	Paperback
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John Wiley & Sons
9781119716273
Pub Date: 25/03/2021
\$34.99/£24.99 UK/€30.00 EU
Discount Code: TD
Paperback
432 Pages



SAT For Dummies (10th Edition)

Book + 4 Practice Tests Online

Ron Woldoff, Geraldine Woods

Summary

The SAT is administered annually to more than 2 million students at approximately 6,000 test centers located in more than 170 countries. The test is used to measure a student's readiness for college, as well as to interpret overall academic performance in relation to the national applicant pool. Nearly every college in America accepts the SAT or SAT Subject Tests as a part of its admissions process. In addition to admission, many colleges use the SAT for course placement and/or scholarship consideration.

The previous edition was written for the revised exam released in 2016. This edition will feature content tailored toward this revised exam with the benefit of the authors' experience teaching it. New and revised content includes:

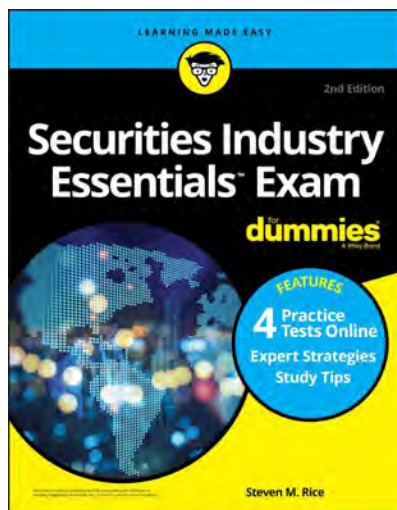
- English/grammar section: Revised question topics
- Reading section: Focus on the question patterns (the way questions are paired)
- Math sections: Simple approaches to seemingly tricky questions, as well as
- more focus on the high-level topics that appear
- Essay: An effective, tried-and-true method that is targeted to the rubric

Contributor Bio

Ron Woldoff is founder of National Test Prep, where he helps students succeed on the GMAT, GRE, SAT, ACT, and PSAT. Geraldine Woods has been preparing students for the SAT for more than four decades. She has written more than 50 books, and she blogs at www.grammarianinthecity.com.

Comp Titles

SAT For Dummies	Woods, Geraldine	John Wiley & Sons	06/05/2016	9781118911495 1118911490	£21.99 GBP	Paperback
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John Wiley & Sons
 9781119736516
 Pub Date: 21/01/2021
 \$29.99/£21.99 UK/€25.70 EU
 Discount Code: TD
 Paperback
 384 Pages

Securities Industry Essentials Exam For Dummies with Online Practice Tests (2nd Edition)

with Online Practice
 Steven M. Rice

Summary

SLAY the SIE—and score that top job!

That securities job of your dream looks pretty sweet, but one little thing stands in your way: the Securities Industry Essentials (SIE) exam. The high fail rate for first- and second-time test-takers can be intimidating, but you can avoid it! Pass the exam and get straight to work on the series level top-off exams—and your career. All you need is this handy guide and the practice that comes with it!

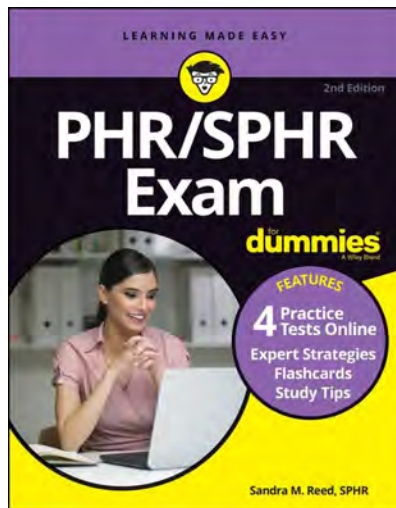
Securities Industry Essentials Exam For Dummies has you covered in every conceivable way so you can knock out the SIE with no trouble at all—the *first* time. This book takes you from basic security investments to options and customer care and includes chapter quizzes, in-text and online practice tests, and advice on starting out in the industry.

- Take 4 full-length practice tests in the book and online
- Prep yourself to the max
- Avoid common exam pitfalls
- Kickstart your career

In this field, results are what it's all about, starting now. Passing with a high score vastly increases your chances of getting to the top. Why leave it to chance? Score this book now and score big in the future!

Contributor Bio

Steve Rice (Melville, New York) is a partner in Empire Stockbroker Training Institute, one of the country's leading schools for training to the securities industry. He is also an instructor at Empire, and his upbeat training style, entertaining sense of humor, and extensive knowledge are highly regarded by his students. Rice is author of *Series 7 For Dummies*.



John Wiley & Sons
 9781119724896
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 Discount Code: TD
 Paperback

368 Pages

PHR/SPHR Exam For Dummies with Online Practice (2nd Edition)

Sandra M. Reed

Summary

PHR/SPHR Exam For Dummies empowers readers by providing them with a solid overview of the test and how it's presented. The book includes deep content review paired with dissections of dozens of related sample questions -- and strategies for tackling them. With ample content review, plenty of practice, and additional content online, readers can approach exam day with confidence and earn the certification they need to further their career. The product includes:

- Two sample tests in the book (one PHR, one SPHR) with detailed answers and explanations
- Two additional practice tests online – one of each
- Subject reviews for all test topics
- Sample practice questions with detailed walk-throughs

Updates for this edition:

- Content review and test questions updated to align with current exam content outlines published by HRCI
- Updated scoring information
- Flashcards added to the test bank to reflect the HRCI's updated Glossary of Terms

Contributor Bio

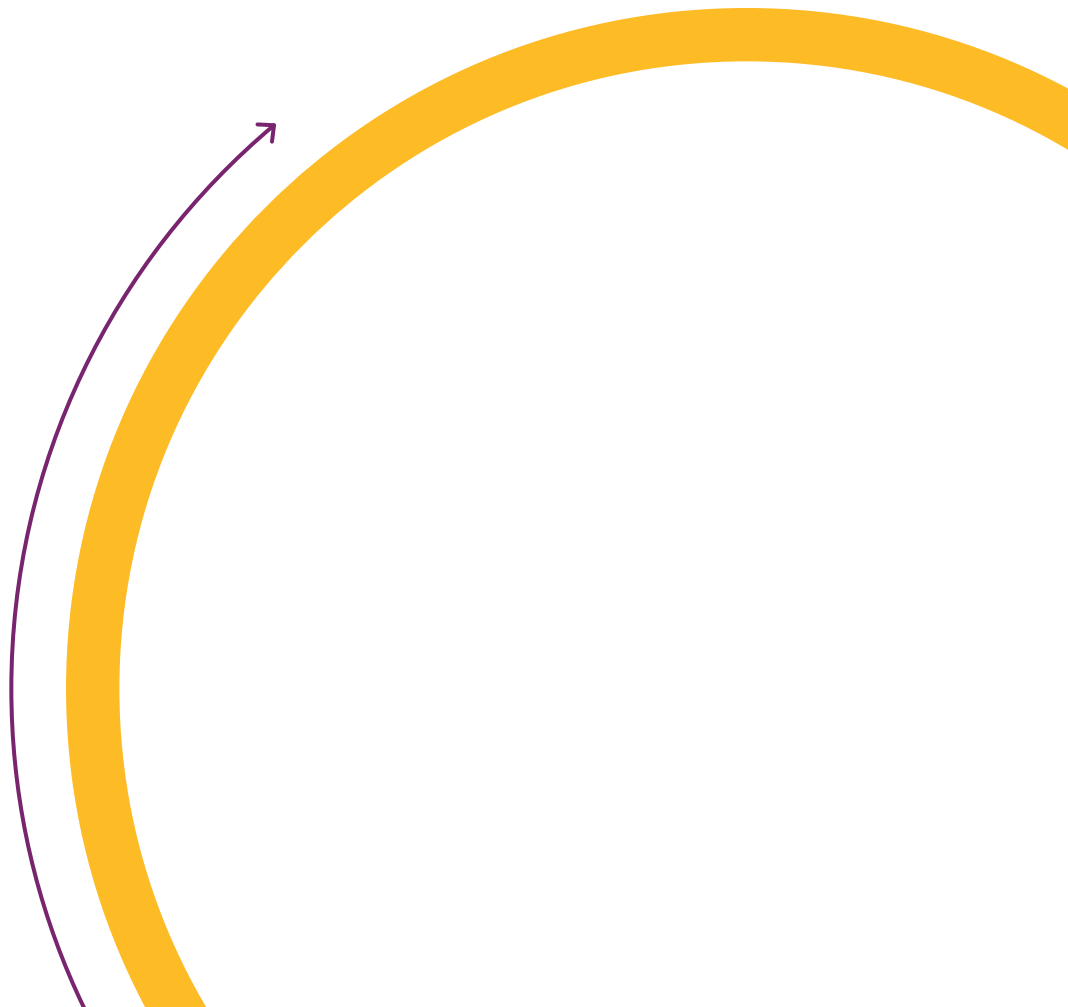
Sandra M. Reed, SPHR, is the owner of EpochResources, a consulting firm specializing in the unique HR needs of small businesses. She has authored learning modules and case studies for the Society for Human Resource Management. She is the co-author of *PHR/SPHR: Professional in Human Resources Certification Study Guide, 5E*, by John Wiley & Sons, Inc.

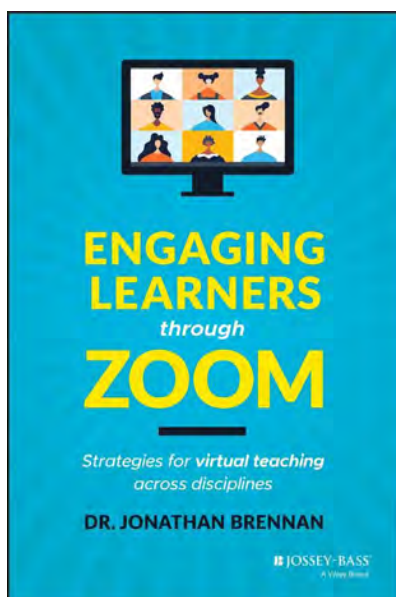
Comp Titles

PHR / SPHR Exam For Dummies	Reed, Sandra M.	John Wiley & Sons	15/03/2016	9781118603628 1118603621	£24.99 GBP	Paperback
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 **JOSSEY-BASS™**
A Wiley Brand





Jossey Bass
9781119783145
Pub Date: 15/12/2020
\$19.95/£15.99 UK/€17.10 EU
Discount Code: T
Paperback

144 Pages

Engaging Learners through Zoom

Strategies for Virtual Teaching Across Disciplines

Jonathan Brennan

Summary

Keep your virtual students focused and meaningfully engaged with this invaluable teaching resource

Engaging Learners through Zoom delivers numerous practical strategies and helpful advice on how to engage students virtually. Many of the tools are also applicable in face-to-face and hybrid environments. Backed by cognitive neuroscience research, this book is a collection of dozens of active, synchronous online learning structures that can be used in any discipline, perfect for K-12 through higher education.

This book provides teachers, college educators, administrators, and trainers **the antidote to Zoom fatigue!** Transform Zoom (or any video-conferencing platform) into an ideal environment for students to focus more fully, learn more effectively and have more fun!

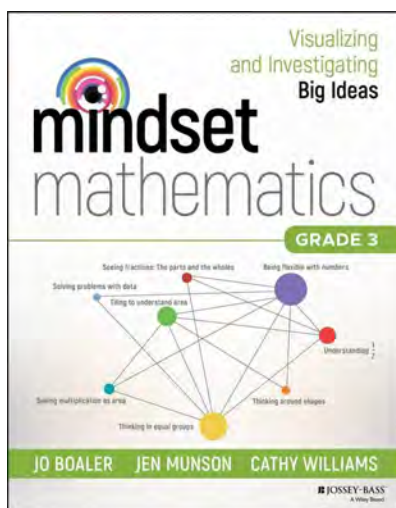
Dr. Brennan, accomplished author, professor and distance education expert, improves learner performance and addresses equity in education with:

- Over 150 active learning strategy examples with step-by-step directions
- Ideas for including diverse content across 83 different disciplines
- Multiple examples for 26 of the most commonly taught courses

Engaging Learners through Zoom belongs in the collection of every educator who wants to motivate and inspire their students to excel in a virtual learning environment.

Contributor Bio

DR. JONATHAN BRENNAN is a faculty member in the English Department at Mission College in Santa Clara, California. He is a researcher in best practices in student success and has chaired the Student Success Committee and served as Vice President of the Academic Senate. He has facilitated best practices workshops in engaging learners for over 5000 educators in the last two decades. Dr. Brennan has been teaching online courses since 2003 and was a member of the Academic Senate Committee on Distance Learning. He has taught using multiple cms platforms, including ETUDES, Blackboard, Angel and Canvas. He developed the On Course Online workshop and is the lead designer of the new, engaging On Course Zoom workshops and the innovative collection of active online learning structures. Through On Course Trainings, Dr. Brennan also consults as an Effectiveness and Leadership Coach for CEOs and strategic decision makers in Bay Area and Seattle technology companies. He teaches people to manage themse...



Jossey Bass
9781119358626
Pub Date: 25/03/2021
\$24.95/£18.99 UK/€21.40 EU
Discount Code: T
Paperback

272 Pages
Series: Mindset Mathematics

Mindset Mathematics: Visualizing and Investigating Big Ideas, Grade 1

Jo Boaler, Jen Munson, Cathy Williams

Summary

Engage students in mathematics using growth mindset techniques

The most challenging parts of teaching mathematics are engaging students and helping them understand the connections between mathematics concepts. In this volume, you'll find a collection of low floor, high ceiling tasks that will help you do just that, by looking at the big ideas at the first-grade level through visualization, play, and investigation.

During their work with tens of thousands of teachers, authors Jo Boaler, Jen Munson, and Cathy Williams heard the same message—that they want to incorporate more brain science into their math instruction, but they need guidance in the techniques that work best to get across the concepts they needed to teach. So the authors designed *Mindset Mathematics* around the principle of active student engagement, with tasks that reflect the latest brain science on learning. Open, creative, and visual math tasks have been shown to improve student test scores, and more importantly change their relationship with mathematics and start believing in their own potential. The tasks in *Mindset Mathematics* reflect the lessons from brain science that:

- There is no such thing as a math person - anyone can learn mathematics to high levels.
- Mistakes, struggle and challenge are the most important times for brain growth.
- Speed is unimportant in mathematics.
- Mathematics is a visual and beautiful subject, and our brains want to think visually about mathematics.

Contributor Bio

Dr. Jo Boaler is a professor of mathematics education at Stanford University. The author of seven books and numerous research articles, she serves as an advisor to several Silicon Valley companies and is a White House presenter on girls and STEM (Science, Technology, Engineering, and Math). She is a regular contributor to news and radio in the United States and England and recently formed youcubed.org to give teachers and parents the resources and ideas they need to inspire and excite students about mathematics. Her previous book with Wiley, *Mathematical Mindsets* (ISBN: 9780470894521, 10/15), has sold over 130,000 copies.

Comp Titles

Mathematical Mindsets	Boaler, Jo	Jossey Bass	06/01/2016	9780470894521	£16.99 0470894520 GBP	Paperback
Mindset Mathematics: Visualizing and Investigating Big Ideas, Grade 3	Boaler, Jo	Jossey Bass	27/08/2019	9781119358701	£18.99 1119358701 GBP	Paperback
Mindset Mathematics	Boaler, Jo	Jossey Bass	27/08/2019	9781119358800	£18.99 1119358809 GBP	Paperback



Business





High-Impact Tools for Teams

5 Tools to Align Team Members, Build Trust, and Get Results Fast

Stefano Mastrogiacomio, Alexander Osterwalder

Summary

Take advantage of a powerful visual management tool for teams as you work together and deliver great results. It's been used by thousands of teams for project success!

59% of U.S. workers say that communication is their team's biggest obstacle to success, followed by accountability at 29% (Atlassian). *High-Impact Tools for Teams* explains a simple, powerful tool that helps team leaders and members align and get clarity on exactly who is responsible for each part of the team's most important activities and projects. The tool is complemented by 4 trust add-ons that help teams build trust and increase psychological safety, so every member can be confident in sharing ideas or concerns about obstacles the team may face. It's a proven tool for project teams, based on years of research, and thousands of teams are already using the Team Alignment Map to run effective "get-to-action meetings", give projects a good start and de-silo organizations.

- Co-author Alex Osterwalder is the international best-selling author who co-created the Business Model Canvas, a strategic management tool used by 1 million+ industry leaders globally. Plan as a team and know who does what
- Uncover and proactively remove the most likely obstacles to any project
- Boost team member contributions
- Run more effective team meetings
- Get more successful projects

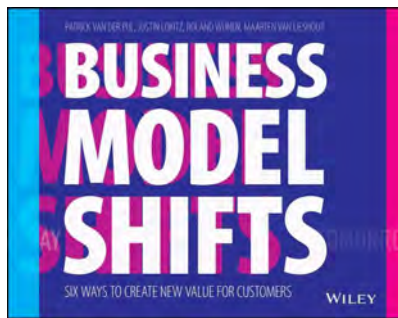
Contributor Bio

Stefano Mastrogiacomio (www.teamalignment.co; Lausanne, Switzerland) is both a project management practitioner and academic with 20 years of experience. He is the designer of the Team Alignment Toolkit, a set of simple and visual tools that boost the effectiveness of cross-functional teams including the Team Alignment Map, the Team Alignment Kanban, the Contract and the Vote add-ons, and the Psychological Safety Card.

Dr. Alexander Osterwalder (www.strategyzer.com) is the lead author of the international bestsellers *Business Model Generation*, and *Value Proposition Design*, and a passionate entrepreneur, and speaker. He co-founded Strategyzer, a software company specializing in tools and content for strategic management and innovation. Dr. Osterwalder invented the "Business Model Canvas," the strategic management tool to design, test, build, and manage business models, which is used by companies like Coca Cola, GE, P&G, Mastercard, Ericsson, LEGO, or 3M. He is a frequent keynote speaker in leading organizations and top universities around the world, and is a visiting professor for 2018 at Stanford.

Comp Titles

Value Proposition Design	Osterwalder, Alexander	John Wiley & Sons	30/10/2014	9781118968055	£26.99	Paperback
				1118968050	GBP	
Testing Business Ideas	Bland, David J.	John Wiley & Sons	12/11/2019	9781119551447	£26.99	Paperback
				1119551447	GBP	
Business Model Generation	Osterwalder, Alexander	John Wiley & Sons	20/08/2010	9780470876411	£26.99	Paperback
				0470876417	GBP	



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Business Model Shift

Design the Future of Your Business Around the Ways the World is Changing

Patrick Van Der Pijl, Justin Lokitz, Roland Winjen...

Summary

Six ways to create new value for customers

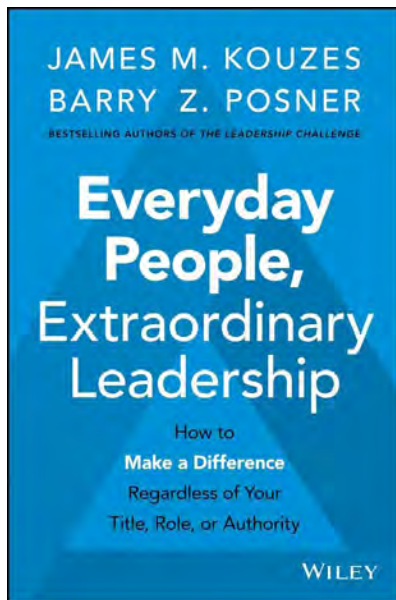
Uber and Lyft took over the streets in San Francisco, providing a seamless and frictionless experience to get around. Few yellow taxis are left to serve tourists. Amazon shifted its business model from selling books to delivering convenience 24/7 at attractive prices. Driven by the viewing behaviors of their users, Netflix shifted from renting and shipping DVDs to producing original content like "Narcos."

All of these changes are business model shifts. A shift is a deliberate and systematic move towards more relevance and value for customers. *Business Model Shifts* is a collection of stories about value creation, sharing inspiration and insights from more than 100 leading business models. The collection of stories is organized in six ways to create new value for customers:

1. The Services Shift: the move from product towards services that get the job done for customers
2. The Stakeholder Shift: the move from a shareholder orientation towards creating value for all stakeholders
3. The Digital Shift: the move from fragmented business operations towards always being connected to customers and their needs
4. The Platform Shift: the move from underserved towards directly connecting people to exchange value
5. The Exponential Shift: the move from improving 10% towards exponential thinking and 10x growth
6. The Circular Shift: the move from take-make-dispose towards restorative, regenerative, and circular value creation

Contributor Bio

Patrick van der Pijl (www.businessmodelinc.com; The Netherlands) is CEO at Business Models Inc, an international strategy & design company, and producer of the worldwide bestseller *Business Model Generation*. Patrick is an international keynote speaker and frequently delivers speeches and workshops at innovation events worldwide, where he is invited to talk about Business Model Innovation, Designing your Future Business and New Tools for Strategy & Innovation.



Everyday People, Extraordinary Leadership

How to Make a Difference Regardless of Your Title, Role, or Authority

James M. Kouzes, Barry Z. Posner

Summary

From the authors of *The Leadership Challenge*, *Everyday People, Extraordinary Leadership* is a *TLC* for individual contributors. Leadership is not about position, power, or place but about behavior. It's about what you do, not who you are. Ever since the first edition of *The Leadership Challenge* in 1987, Kouzes and Posner have said that "leadership is everyone's business." However, except for *The Student Leadership Challenge*, they have not (yet) written a book specifically for those who are not in formal leadership roles in organizations. Almost all examples in the 6 editions of *TLC* are people in managerial roles in the workplace. This book is for the audience the previous books do not reach: people who are not in formal leadership roles.

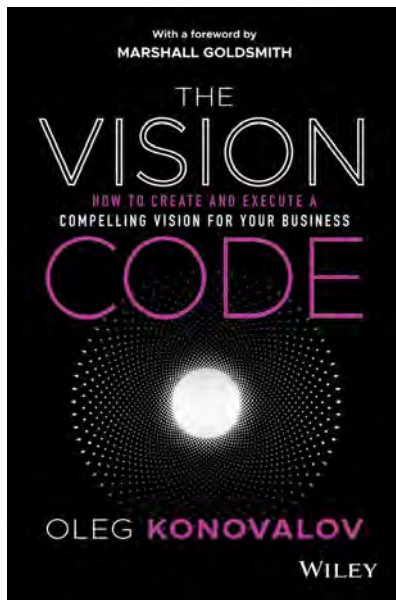
There already exists a Leadership Is Everyone's Business (LIEB) workshop with materials offered through Workplace Learning Solutions, which this book will complement. *Everyday People, Extraordinary Leadership* draws from and builds upon material from existing works and is consistent with the *TLC* framework, but adds all new stories related to this particular audience.

Contributor Bio

James Kouzes is the Dean's Executive Fellow of Leadership, Leavey School of Business at Santa Clara University, and lectures on leadership around the world to corporations, governments, and nonprofits. Barry Posner is Accolti Professor of Leadership and former Dean (1997-2009) of the Leavey School of Business, Santa Clara University. An accomplished scholar, he also provides leadership workshops and seminars around the world.

Comp Titles

The Leadership Challenge Kouzes, James M.	John Wiley & Sons	13/06/2017	9781119278962 1119278961	£26.99 GBP Hardcover
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 9781119775911
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256 Pages

The Vision Code

How to Create and Execute a Compelling Vision for your Business

Oleg Kononov

Summary

Noted CEOs, academics, and military personnel share their experience as visionary leaders

The Vision Code explores the concept of "vision" and leadership. The book reveals the secrets of building and executing a strong vision within any organization. Oleg Kononov—an acclaimed global thought leader—draws together in one volume in-depth interviews with nineteen extraordinary global visionaries that represent a variety of industries and organizations. These leaders explain why a vision is needed, how to implement it, how to communicate a vision effectively, and how to live by it with integrity.

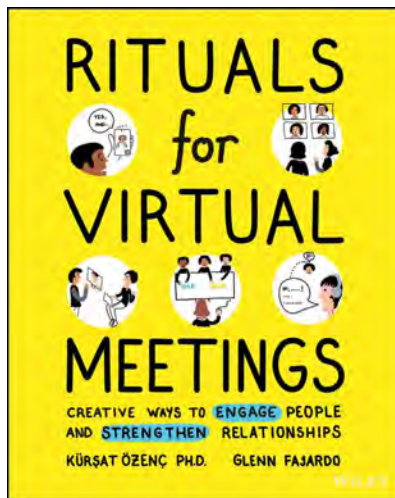
As Kononov explains, vision is a key leadership skill that can be developed as a practical business tool for leading a company today and into the future. The stories of the nineteen leaders reveal how to develop a compelling vision and follow through with the vision in order to inspire an entire workforce. When a leader taps into the power of "vision," he or she creates a more meaningful business experience and ultimately, a better life. This compelling book:

- Offers a guide for making the concept of vision a reality
- Provides the information needed to develop a clear and persuasive vision
- Contains an accessible guide to a much-needed skill
- Includes interviews with Marshall Goldsmith (#1 Leadership Thinker), Martin Lindstrom (#1 Branding Expert), Garry Ridge (Chairman and CEO of WD-40 Company) and many others

Written for leaders at all levels in organizations and industries of any type *The Vis...*

Contributor Bio

Oleg Kononov is an influential and thought-provoking business thinker. He has worked with leading companies across the globe and is a dynamic and sought-after management speaker. As a strategy and change management consultant, Oleg Kononov is helping companies to diagnose and treat organisational diseases, maintain a strong productive corporate culture, and achieve superior business performance. Oleg sees every organisation as unique and strongly believes that most of his clients problems can be solved by shifting patterned paradigms and applying tailor-made solutions. He is a visiting lecturer at a number of business schools, a Forbes contributor and high in demand speaker at major conferences around the world. <http://olegkononov.com/>



Rituals for Virtual Meetings

Creative Ways to Engage People and Strengthen Relationships

Kursat Ozenc, Glenn Fajardo

Summary

Do your virtual meetings feel like a drag? Learn how to use rituals to build trust, increase engagement, and spark creativity.

We rely on virtual meetings now more than ever. However, they can often feel awkward, monotonous, and frustrating. If you're not thrilled with your virtual meetings, rituals can help your group break through to better results by providing structures that unlock freedom. With rituals, virtual meetings can be moments that are elevated and nurtured, opportunities for people to build connection and trust while accomplishing a common goal.

In *Rituals for Virtual Meetings: Creative Ways to Engage People and Strengthen Relationships* authors Kursat Ozenc and Glenn Fajardo show leaders, managers, and meeting organizers how to build rapport and rhythm amongst team members when everyone is not in the same physical space.

Rituals for Virtual Meetings provides readers with practical, concrete steps to improve group cohesion and performance, including:

- How to make virtual meetings more fluid and less awkward
- How to reduce Zoom fatigue and sustain people's energy during meetings
- How to facilitate better interactions with project partners, customers, and clients
- How community leaders can engage members in a virtual setting
- How teachers can engage students in virtual classrooms

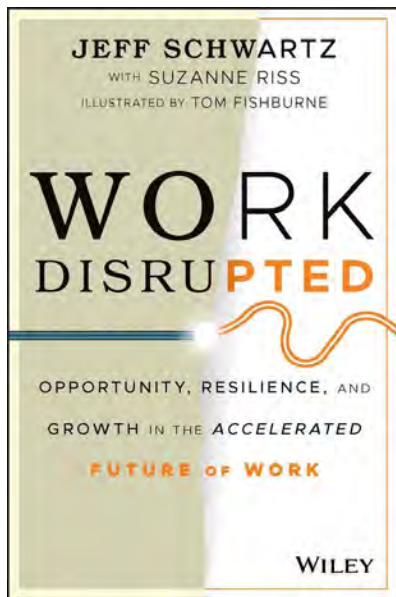
Perfect for anyone who needs to engage people in virtual settings, the book also belongs on the shelves of anyone interested in how to increase team engagement in a variety of contexts.

Contributor Bio

Kursat Ozenc (www.kursatozenc.com; www.ritualdesignlab.org) is a Senior User Experience Designer at SAP Labs Palo Alto. He teaches Interaction and Service Design at Stanford's d.school, and leads workshops & UX design as a part of Stanford's Legal Design Lab. Ozenc holds a Ph.D. in Design from Carnegie Mellon University, an M.F.A. degree in Visual Communication Design from Sabanci University in Istanbul. His work on rituals has appeared in The Atlantic, Fast Company, 99U Magazine, and the Canadian Public Radio. He is the author of *Rituals for Work* (Wiley 2019). Glenn Fajardo (<https://dschool.stanford.edu/classes/long-distance-design>) was trained in nuclear engineering and public policy, and now co-leads the immersive course Design Across Borders at Stanford's d.school, bringing students across the world together to explore design thinking, remote collaboration, and cross-cultural interplay. Glenn was formerly the Director of the Co-Design Practice at a global nonprofit.

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304 Pages



Work Disrupted

Opportunity, Resilience, and Growth in the Accelerated Future of Work

Jeff Schwartz, Suzanne Riss, Tom Fishburne

Summary

If you only read one book on the future of work, *Work Disrupted: Opportunity, Resilience, and Growth in the Accelerated Future of Work* should be that book.

The future of work swept in sooner than expected, accelerated by Covid-19, creating an urgent need for new maps, new mindsets, new strategies-- and most importantly, a trusted guide to take us on this journey. That guide is Jeff Schwartz. A founding partner of Deloitte Consulting's Future of Work practice, Schwartz brings clarity, humor, wisdom, and practical advice to the future of work, a topic surrounded by misinformation, fear, and confusion. With a fundamental belief in the power of human innovation and creativity, Schwartz presents the key issues, critical choices, and potential pitfalls that must be on everyone's radar.

- If you're anxious about robots taking away your job in the future, you will take comfort in the realistic perspective, fact-based insights, and practical steps Schwartz offers.
- If you're not sure where to even begin to prepare, follow his level-headed advice and easy-to-follow action plans.
- If you're a business leader caught between keeping up, while also being thoughtful about the next moves, you will appreciate the playbook directed at you.
- If you're wondering how Covid-19 will change how and where you will work, ***Work Disrupted*** has you covered.

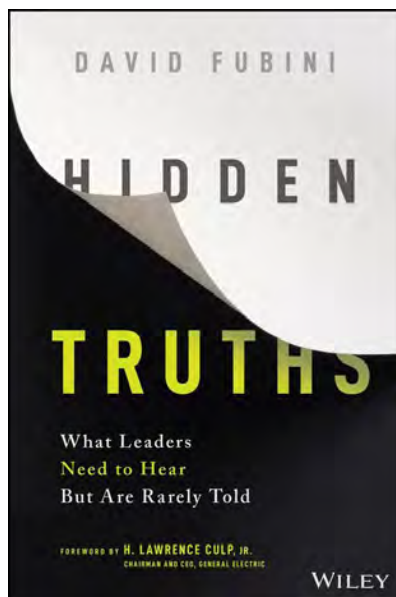
Contributor Bio

Jeff Schwartz is an expert on the Future of Work and founder of Deloitte's Future of Work practice. Jeff advises Boards and C-Suite executives on business transformations across work, the workforce, and the workplace. He has delivered dozens of Future of Work keynotes (at The World Economic Forum, Singularity University, Amazon, The Aspen Institute, etc). Jeff is the editor of Deloitte's Human Capital Trends report, and a regular contributor to leading business publications including MIT Sloan Management Review, the Wall Street Journal, Wired magazine, Quartz.com, Bloomberg.com, and Wharton.

Suzanne Riss is a journalist, two-time author, and winner of seven editorial awards. She received a master's degree in Journalism from Columbia University. She was previously Editor-in-Chief of Working Mother magazine (where she oversaw the 100 Best companies list, a leading benchmark for corporate America). She is an authority on work/life trends and has been interviewed by The New York Times.

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256 Pages



Hidden Truths

What Leaders Need to Hear But Are Rarely Told

David Fubini

Summary

Hidden Truths is a book about leadership that everyone existing or future leader must read. It offers insights about C-suite jobs that few employees really understand—insights that can help them help their leaders perform better and prepare themselves to be leaders. When everyone from board members to junior executives are on same page as to leadership roles and responsibilities, the organization performs at a higher level.

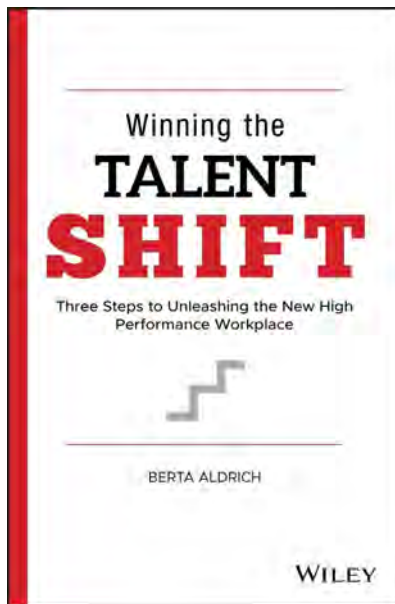
Hidden Truths is also an “inside baseball” book. There’s an inherent fascination with the position of CEO and other high-level organizational jobs—especially leadership positions at the world’s top companies—and this book will satisfy readers’ curiosity about what goes on in the minds and offices of CEOs and other leaders at global companies like American Airlines, General Electric, Con Agra, DuPont, Lenovo, Suntory and many others. As a top consultant to leaders at these and other companies, I witnessed business history in the making. I’ll share what I saw.

Hidden Truths provides practical knowledge that will not only help leaders do their jobs better but assist boards, HR, consultants and others in working effectively with these executives. One of the book’s themes is that appearance is not reality. By that Fubini means that much has been written and discussed about the *apparent* roles and responsibilities of CEOs and Managing Directors and other leaders.

Contributor Bio

David Fubini is a professor at the Harvard Business School, a Senior Lecturer in the Organizational Behavior Unit and co-leader of the Leading Professional Services Firm and Mergers & Executive Education. His MBA teaching has concentrated on teaching the Organizational Behavior, Marketing, Leadership & Worldwide Merger Integration Practice. He helped clients architect and execute major transformational programs that accompany large acquisitions and mergers and also led some of McKinsey’s largest organizational turnaround efforts for clients across the globe. He is the author of two books: *Mergers, Leadership Performance, & Life*.

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224 Pages

Winning the Talent Shift

Three Steps to Unleashing the New High Performance Workplace

Berta Aldrich

Summary

The global marketplace has changed, and companies have found themselves struggling to hire and retain high-performing talent. *Winning the Talent Shift* explains how companies can overcome the three main barriers to their success and unlock the potential in today's new workplace.

Winning the Talent Shift: Three Steps to Unleashing the New High Performance Workplace envisions a world where companies are fully equipped to exceed the challenges posed by the new global marketplace. Celebrated author, consultant, and executive Berta Aldrich argues if companies want to achieve future success, they must redesign their talent strategy using three important steps proven to increase revenues, engage teams and leaders, and set companies on the path to industry leadership.

Winning the Talent Shift leverages the latest empirical research, experiences from over 1,000 team members and executives, and leadership classes that have spanned the globe to candidly reveal actionable solutions to what is holding most companies back from high performance.

Winning the Talent Shift will show how companies can:

- Retain their high performers who produce 2-500% more than an average employee but are more likely to leave today's organizations
- Select and retain the new, high performing leader. According to Gallup, great leadership is the #1 determinant of company success, but less than 25% of today's leaders are considered great
- Identify and develop women and people of color who can be exceptional leaders. On...

Contributor Bio

Berta Aldrich is the managing director, Chief Human Resources officer (CHRO), and chief marketing officer (CMO) at Private Advisor Group. She is responsible for talent identification and human assets management, leadership development, business strategy, marketing strategy, branding, media relations, digital marketing, sponsorships, data & analytics, research, events, and business intelligence. Aldrich is a highly decorated business strategist, leader, author, speaker and consultant who helps individuals and businesses develop and sustain industry leadership. The FCS named her the inaugural recipient of the Jamie E. Depeau Leadership Award for her ability to inspire and help others to think big, break down barriers and perform at their highest potential. She was named as a recipient of the 2020 Iowa State University Ivy College of Business Women in Business Inspiration Award, recognizing a woman who has made a significant impact in her career while inspiring other women in business to...

Resilient

How to Overcome Anything and Build a Million Dollar Company With or Without Capital

Sevetri Wilson

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Summary

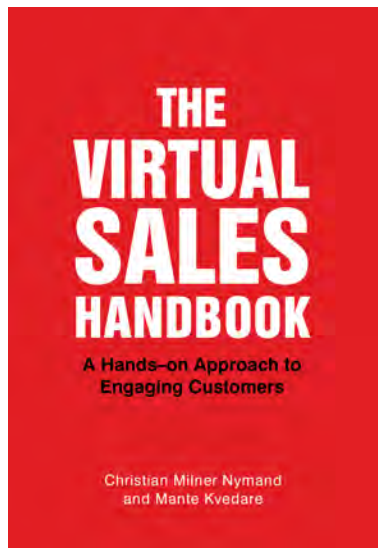
In *Resilient*, Sevetri Wilson, CEO & Founder of Resilia, shares an invaluable collection of private journal entries mapping her journey from bootstrapping to raising millions in capital during Resilia's Series A funding round, which happened to close right at the start of the coronavirus pandemic. Offering a load of gems at an unprecedented and trying time such as this, *Bootstrapped to Millions* is sure to give any ambitious entrepreneur a head start in building their very own startup. Chapters cover how to go from idea to product, properly diving into the hiring process, getting prepared to raise, pre-seed season, championing accelerators and pitch competitions, and much more. Readers will even receive an inside look at Wilson's SAFE Agreement and her first deck.

Contributor Bio

Sevetri Wilson is a serial entrepreneur and the founder of two companies, Solid Ground Innovations (SGI) and, most recently, Resilia, a New Orleans-based technology startup. Wilson bootstrapped her first company, SGI, to seven figures with zero capital, and she raised over \$3M for her second company, Resilia, which launched to the public in 2016. She is the first Black woman in New Orleans to raise over \$1M in venture capital. In 2010, she was honored with the Nobel Prize for public service, the Jefferson Award, and was featured in the Senate report to the White House on volunteerism in America during the Obama administration. Wilson has been featured in Forbes, Black Enterprise, Essence, Inc., Entrepreneur, USA Today, CNN, and other news outlets for her work in business and technology.

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**DRAFT COVER**

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256 Pages

The Virtual Sales Handbook

A Hands-on Approach to Engaging Customers

Christian Milner Nymand, Mante Kvedare

Summary

The COVID-19 crisis has fundamentally changed the way B2B companies interact with customers, forcing companies to transition from face-to-face meetings to virtual customer interactions overnight. Even after the initial local and regional travel limitations are lifted, corporate travel is expected to be limited and it is uncertain that customers will be open to receive external partners on-site.

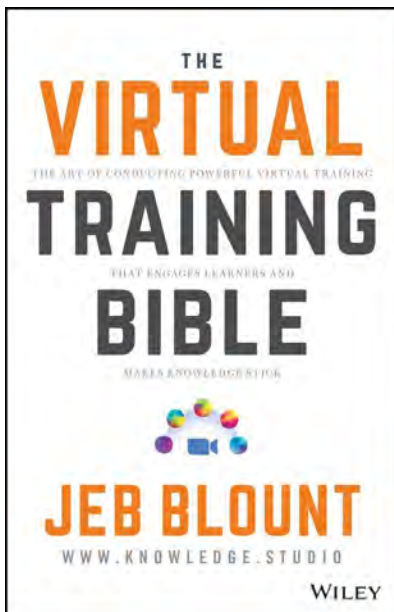
This presents an urgent need for companies to transform towards a more virtual customer engagement model – where the first (and the most urgent) step is upskilling the commercial frontline by equipping them with the confidence, skillset and toolbox needed to effectively engage customers virtually – and hence secure existing and future revenue streams.

The Virtual Sales Handbook will target Commercial Frontline people (customer-facing people such as sales representatives, commercial managers, customer relationship managers) and will have a very hands-on, concrete “how-to” approach – so the reader can apply the learnings and concepts in their customer interactions immediately. We will equip the reader with the confidence, skillset and toolbox needed to effectively engage customers virtually – making them more fit for how sales in the future will look like and hence drive their existing and future revenue streams.

Contributor Bio

Christian Milner Nymand is a Commercial Excellence professional and Partner at Implement Consulting Group, a leading Scandinavian based consultancy with multiple offices across Europe. Before joining Implement in 2003, Christian was a Management Consultant at Valtech Denmark.

Mante Kvedare is a Partner at Implement Consulting Group with 10+ years of experience supporting international organisations in developing commercial and go-to-market strategy.



The Virtual Training Bible

The Art of Conducting Powerful Virtual Training that Engages Learners and Makes Knowledge Stick

Jeb Blount

Summary

From bestselling author Jeb Blount, *The Virtual Training Bible* is the definitive handbook on virtual training techniques for sales professionals.

Contributor Bio

JEB BLOUNT is an acclaimed thought leader on sales, leadership, and customer experience--affectionately called the "hardest working man in sales." He is an international bestselling author of eleven books, including *Fanatical Prospecting*, *Sales EQ*, and *Objections*. Through his global training and consulting organization *Sales Gravy*, Jeb and his incredible team help companies of all sizes accelerate sales productivity and revenue growth fast.

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2000 Pages

The Jeb Blount Box Set

Jeb Blount

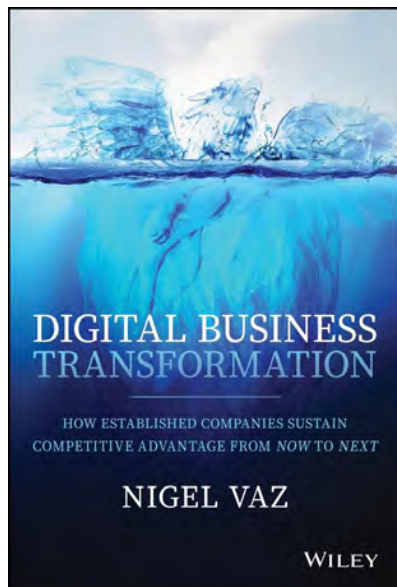
Summary

The most comprehensive resource on sales development, leadership, and customer experience available, from bestselling author Jeb Blount

Jeb Blount is a bestselling author, a sought-after keynote speaker, and the CEO of Sales Gravy, a leading global training organization. His unique approach to human relationships in the workplace has made him one of the world's most influential thought leaders on sales, leadership, and customer experience. Jeb's books and training seminars have helped numerous corporations and tens of thousands of individuals accelerate sales and realize their maximum potential by leveraging emotional intelligence and interpersonal skills in customer-facing activities.

The Jeb Blount Box Set is a must-have for everyone involved in sales, from senior managers and team leaders, to experienced and early-career sales professionals alike. This indispensable collection features seven of the author's most popular and powerful books:

- **People Buy You** is the modern business classic on the art and science of interpersonal relationships, influence, and persuasion. Instantly create strong connections with your customers and prospects using Jeb's easy-to-follow, real-world action plan.
- **People Follow You** shows managers how to leverage the principles of interpersonal relationships to inspire others to take action. Drive your team's loyalty and productivity to new heights with the practical techniques and on-the-job coaching skills every leader needs to understand.
- **People Love You** reveals the hidden knowledge for creating legendary customer experiences. Find out how to interact with your customers in ways that build lasting emotional connections—and ensure long-term revenue and reliable profit streams.
- **Fanatical Prospecting** is the definitive resource on the most important activity in sales and business development—prospecting. Join the ranks of top earners who have used Jeb's innovative approach to eliminate resistance, gain more appointments, and close more sales.
- **Sales EQ** takes you on an unprecedented journey into the behaviors, techniques, and secrets of the highest earning salespeople in every industry and field. Learn how to keep prospects engaged, create true competitive differentiation, and shape and influence buying decisions.
- **Objections** presents a new psychology for turning around objections—teaching you how to conquer your fear of “No” and become rejection proof in even the most difficult selling situations. Jeb's techniques will radically boost your confidence, your success, and your income.
- **INKED** shifts the balance of power towards you at the sales negotiating table. Packed with the powerful strategies, tactics, techniques, skills, and human-influence frameworks you need to get a “Yes” and seal the deal!



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Digital Business Transformation

How Established Companies Sustain Competitive Advantage From Now to Next
 Nigel Vaz

Summary

Fuel your business' transition into the digital age with this insightful and comprehensive resource

Digital Business Transformation: How Established Companies Sustain Competitive Advantage offers readers a framework for digital business transformation. Written by Nigel Vaz, the acclaimed CEO of Publicis Sapient, a global digital business transformation company, *Digital Business Transformation* delivers practical advice and approachable strategies to help businesses realize their digital potential.

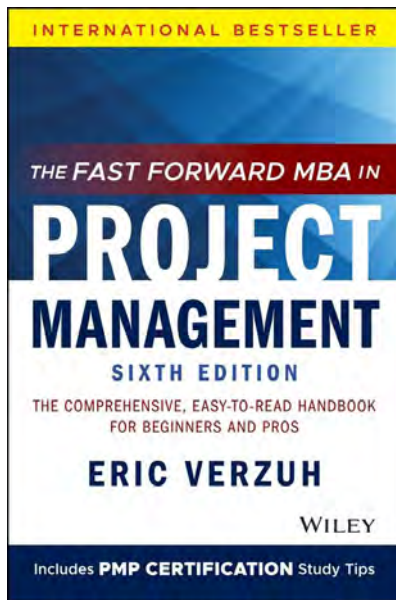
Digital Business Transformation provides readers with examples of the challenges faced by global organizations and the strategies they used to overcome them. The book also includes discussions of:

- How to decide whether to defend, differentiate, or disrupt your organization to meet digital challenges
- How to deconstruct decision-making throughout all levels of your organization
- How to combine strategy, product, experience, engineering, and data to produce digital results

Perfect for anyone in a leadership position in a modern organization, particularly those who find themselves responsible for transformation-related decisions, *Digital Business Transformation* delivers a message that begs to be heard by everyone who hopes to help their organization meet the challenges of a changing world.

Contributor Bio

Nigel Vaz (<https://www.publicissapient.com>) is global CEO of Publicis Sapient and Executive Committee member of Public Groupe. As Global Lead of Digital Business Transformation for Publicis Groupe, Nigel is responsible for driving forward the company's vision of partnering with clients to ensure they are successful at reimagining and transforming their business for the digital age. Nigel's roots are in business strategy and technology, where he has consistently helped clients to build businesses and create sustainable value propositions for their brands by operating at the intersection of strategic thinking, creativity and technology. Prior to Sapient, he was a co-founder of a startup that grew into a public company with interests in telecoms, consulting and connectivity solutions. He has also been a key advisor for many global companies.



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 Series: Fast Forward MBA Series

The Fast Forward MBA in Project Management *(6th Edition)*

The Comprehensive, Easy to Read Handbook for Beginners and Pros
 Eric Verzuh

Summary

The all-inclusive guide to exceptional project management that is trusted by hundreds of thousands of readers—now updated and revised

The Fast Forward MBA in Project Management: The Comprehensive, Easy to Read Handbook for Beginners and Pros, 6th Edition is a comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you the answers you need now. You'll find cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and pitfalls you should watch out for. This sixth edition now includes:

- A brand-new chapter on project quality
- A new chapter on managing media, entertainment, and creative projects
- A new chapter on the project manager's #1 priority: leadership
- A new chapter with the most current practices in Change Management
- Current PMP certification study tips

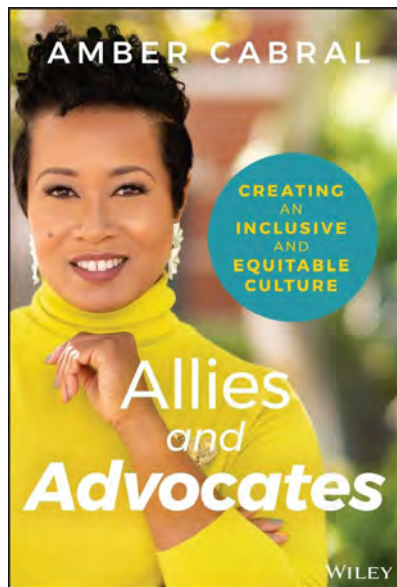
Readers of *The Fast Forward MBA in Project Management* also receive access to new video resources available at the author's website.

Contributor Bio

Eric Verzuh is President of The Versatile Company, which provides project management training and consulting to thousands of professionals each year at dozens of training workshops around the U.S. Clients include Boeing, GE, Nordstrom, Adobe Systems, Inc., Lockheed Martin Corporation, and Westin Hotels.

Comp Titles

The Fast Forward MBA in Project Management	Verzuh, Eric	John Wiley & Sons	27/11/2015	9781119086574 1119086574	£22.99 GBP	Paperback
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Allies and Advocates

Creating an Inclusive and Equitable Culture

Amber Cabral

Summary

Learn to create an inclusive environment with this actionable and insightful resource

Allies and Advocates: Creating an Inclusive and Equitable Culture delivers a powerful and useful message about inclusion and diversity in everyday life. Author Amber Cabral, a celebrated inclusion strategist, speaker, and writer, shows readers how to move away from discriminatory and unjust behaviors to supporting and building meaningful connections with people across our diverse backgrounds and identities.

While some books settle for vague advice and catchphrases, readers of *Allies and Advocates* will benefit from the book's:

- Straightforward style and applicable action items
- Real-world examples highlighting inclusion best practices
- Implementable tactics to assist people in seeing how they can help create an inclusive environment

Perfect for anyone who works in a professional environment, *Allies and Advocates* is especially useful for those in middle and upper management and those involved in the training and orientation of employees. If you are looking forward to building a culture of inclusivity at work or in your personal relationships, and want to learn how to use your privilege to be a better ally, *Allies and Advocates: Creating an Inclusive and Equitable Culture* is a must-have.

Contributor Bio

Amber Cabral is an Inclusion Strategist, certified coach, writer, and speaker. Formerly a Diversity Strategist at Walmart Stores, Inc., she founded Cabral Co, a diversity, equity and inclusive leadership-focused consulting firm, to help organizations ignite behavior shifts to create inclusive cultures. Cabral also coaches and inspires high-achievers to transform their passions into executable ideas and content. Passionate about developing the next generation of decision-makers, Amber serves on the Executive Board for non-profit organizations committed to promoting diverse representation and empowering women and girls across the globe. She speaks on a variety of inclusion, culture, and social justice topics. Through her work, she has been featured on television and both print and digital media. In her free time, she hosts a podcast called You Can Have Whatever You Want and writes articles focused on inclusion, culture, equity, and working-class life.

John Wiley & Sons
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\$22.00/£16.99 UK/€18.80 EU
Discount Code: T
Hardcover

192 Pages

Go Legal Yourself *(2nd Edition)***Know Your Business Legal Lifecycle**

Kelly Bagla

No Image
Available

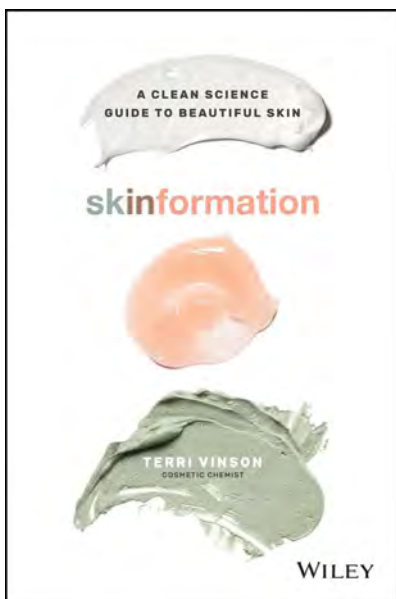
Summary

Knowing a business's legal lifecycle is key to running a successful business. This book provides a guide for business owners that explains the four phases of the legal lifecycle of their business and how to set it up for success from day one. This book is written in a way that answers frequently asked questions by business owners. By providing a legal perspective to those questions, the author hopes to put the business owner in a better position to understand their business and become more successful by doing so. Knowing a business's legal lifecycle is key to running a successful business and puts the owner at an advantage for less failure, more growth, and overall good business sense.

Contributor Bio

Kelly Bagla (Carlsbad, CA) is an attorney who is an Inventor; selected Top Woman Entrepreneur by LA Dreams Magazine; nominated as one of the Business Women of the Year by San Diego Business Journal; selected Top Lawyer by Marquis Whos Who; selected Attorney of the Month by San Diego Attorney Journal; won Best of 2020 Oceanside Business Services award, Podcast host of Go Legal Yourself, Judge on Everyday Edisons TV show, TV personality and Speaker. A multi-degree lawyer, she began her career with the largest international law firm in the world, Baker & McKenzie, where she advised domestic and international clients on all corporate matters. She has successfully founded Bagla Law Firm, APC and is currently celebrating its 10th anniversary. Bagla is also the founder and CEO of GoLegalYourself.com an online company that sells legal tools to savvy entrepreneurs. She is a monthly contributor to Homeland Magazine and San Diego Veterans Magazine.

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Discount Code: T
Hardcover



Skininformation

A clean science guide to beautiful skin

Terri Vinson

Summary

Become an empowered skincare consumer and uncover your best skin

SkInformation is a must-have handbook for the skin-savvy woman who wants to cut through the hype and choose the best for her skin.

Cosmetics companies will tell you anything to convince you to buy their latest skincare lines. Millions of women fall for these marketing campaigns designed to look like science – potentially to the detriment of their skin (not to mention bank accounts!).

Cosmetic chemist and educator Terri Vinson exposes the misinformation and 'white noise' about miracle products and ingredients, debunks current skin 'mythology' and empowers you to make your own smart skin choices.

If you have an interest in skin health and want to understand the science behind the cosmetics you purchase, this book will take you to the next level of understanding and make you a truly informed consumer. *SkInformation* is written in an easy to digest manner so you don't need to be a science graduate to understand it. From sunscreen and mineral formulas to skin-friendly nutrition and lifestyle tips, *SkInformation* covers everything you need to know about your skin. You'll also find special sections on the skin issues that matter most to you.

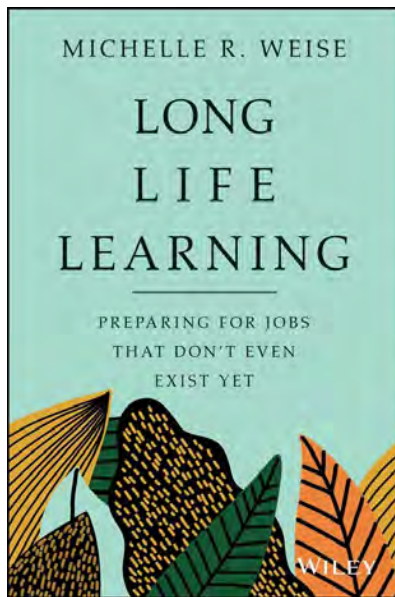
Terri Vinson covers acne, skin aging, enlarged pores and many other concerns, teaching you the scientific explanations of these phenomena and explaining which skincare products really work – and why they work. Use this new knowledge to amp up your skincare regime and cut out the pr...

Contributor Bio

Founder of Synergie Skin products, Terri Vinson began her career as a biological scientist in immunology and microbiology and as a senior science teacher. It wasn't until her early forties that she took the risk to open her own skincare clinic in Melbourne. The clinic became the catalyst for formulating her own skincare range, which allowed her to marry her love for beauty, science and education.

Wiley-Blackwell
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Paperback

384 Pages



Long Life Learning

Preparing for Jobs that Don't Even Exist Yet

Michelle R. Weise

Summary

A visionary guide for the future of learning and work

Long Life Learning: How to Prepare Yourself for Jobs That Don't Even Exist Yet offers readers a fascinating glimpse into a near-future where careers last 100 years, and education lasts a lifetime. The book makes the case that learners of the future are going to repeatedly seek out educational opportunities throughout the course of their working lives — which will no longer have a beginning, middle, and end. *Long Life Learning* focuses on the disruptive and burgeoning innovations that are laying the foundation for a new learning model that includes clear navigation, wraparound and funding supports, targeted education, and clear connections to more transparent hiring processes.

Written by the visionary chief innovation officer of Strada Education Network's Institute for the Future of Work, the book examines:

- How will a dramatically extended lifespan affect our careers?
- How will more time in the workforce shape our educational demands?
- Will a four-year degree earned at the start of a 100-year career adequately prepare us for the challenges ahead?

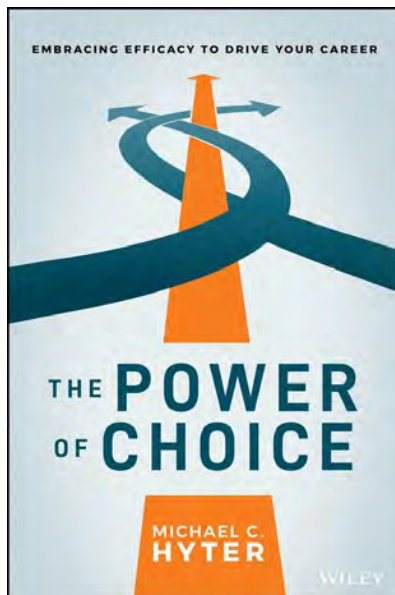
Perfect for anyone with an interest in the future of education and Clayton Christensen's theories of disruptive innovation, *Long Life Learning* provides an invaluable glimpse into a future that many of us have not even begun to imagine.

Contributor Bio

Michelle Weise is the Senior VP of Strada Education Network and a higher education expert who specializes in innovation and connections between higher education and the workforce. She most recently served as chief innovation officer for Sandbox CollABorative at Southern New Hampshire University (SNHU), where she designed and led the research and development lab of strategy and innovation. Prior to her role at SNHU, Weise was a senior research fellow for higher education at the Clayton Christensen Institute for Disruptive Innovation, a nonprofit, nonpartisan think tank. She has also served as vice president of academic affairs for Fidelis Education Inc., an education technology startup specializing in career transitions for military service members and veterans. Weise began her career as an assistant professor in the English Department at Skidmore College and even curated an exhibit at its Francis Young Tang Teaching Museum.

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Hardcover

200 Pages



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 \$26.00/£19.99 UK/€22.30 EU
 Hardcover

240 Pages

The Power of Choice

Embracing Efficacy to Drive Your Career

Michael C. Hyter

Summary

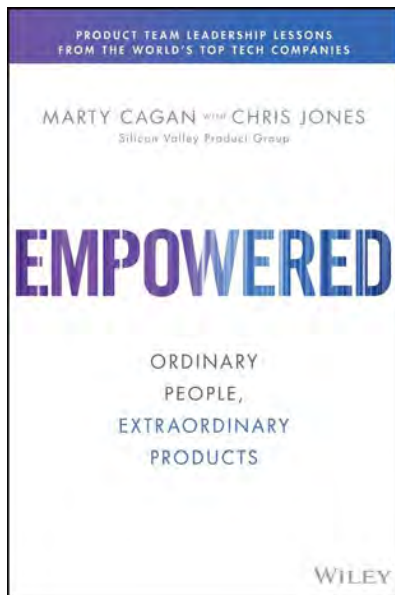
Professionals who perceive themselves or are perceived by others to be different often feel something prevents them from achieving the same career success as their colleagues. Many more doors are open today, but despite advances, these professionals wonder: Is the playing field truly level? Must they work twice as hard to receive opportunities? Do they have to sacrifice who they are to fit in? It is not discrimination that impedes professionals. Rather, it is self-doubt, the lack of relational and influential proficiency, and the inability to overcome powerful societal messages.

In this book, Michael Hyter discusses the mindset individuals must adopt and the steps they must take to confront these challenges successfully. He draws on his experience as an African American in corporate America and the principles of Efficacy to show professionals how to boost their competence and confidence and achieve their aspirations. Hyter believes that long-term career growth is the outcome of deliberate choices and effective effort; two cornerstones of Efficacy. *The Power of Choice* demonstrates how to build and sustain long-term career momentum by putting the principles of Efficacy into action. It also recounts professionals' real-world stories and the lessons they've learned. Among them:

- It takes more than hard work, smarts, and credentials to receive opportunities
- The real career risk is stagnation, not failure
- It's important to build relationships at all levels of an organization

Contributor Bio

Michael Hyter (Washington, DC; Michael.Hyter@kornferry.com) served as Managing Partner of the Korn Ferry International, Washington D.C. office since 2012 until being recently appointed Chief Diversity Officer for Korn Ferry International. Michael joined Korn Ferry in 2012 after the company purchased Global Novations, a management consulting firm, where Michael served as President and CEO. He was also recently appointed to the board of Dine Brands (Applebees, IHOP, etc.). Michael is also a keynote speaker on topics such as diversity, leadership, and ownership. He is also a writer and has been profiled in articles on subjects like diversity by Forbes, WSJ, HRDrive and more. He is considered one of the nations top diversity and inclusion experts.



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 Hardcover

368 Pages
 Series: Silicon Valley Product Group

Empowered

Ordinary People, Extraordinary Products

Marty Cagan, Chris Jones

Summary

What is it about the top tech product companies such as Amazon, Apple, Google, Netflix and Tesla that enables their record of consistent innovation?

Most people think it's because these companies are somehow able to find and attract a level of talent that makes this innovation possible. But the real advantage these companies have is not so much *who* they hire, but rather *how* they enable their people to work together to solve hard problems and create extraordinary products.

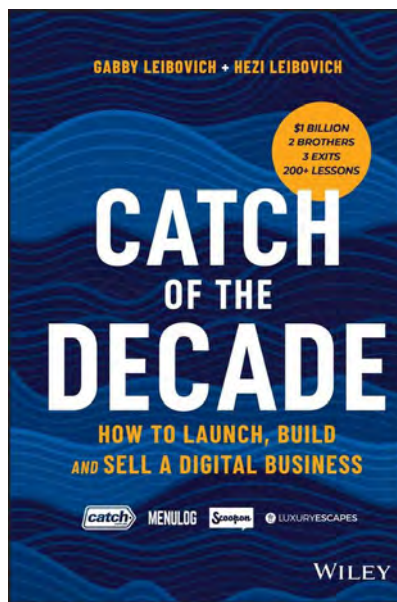
As legendary Silicon Valley coach--and coach to the founders of several of today's leading tech companies--Bill Campbell said, "Leadership is about recognizing that there's a greatness in everyone, and your job is to create an environment where that greatness can emerge."

The goal of *EMPOWERED* is to provide you, as a leader of product management, product design, or engineering, with everything you'll need to create just such an environment.

As partners at The Silicon Valley Product Group, Marty Cagan and Chris Jones have long worked to reveal the best practices of the most consistently innovative companies in the world. A natural companion to the bestseller *INSPIRED*, *EMPOWERED* tackles head-on the reason why most companies fail to truly leverage the potential of their people to innovate: product leadership.

Contributor Bio

Marty Cagan (<https://svpg.com/>) is widely recognized as the world's thought leaders in technology product management. He has headed product organizations at some of the leading tech companies, including eBay, Netscape Communications, and Hewlett Packard Labs. He founded Silicon Valley Product Group (SVPG) in 2001 as a way to share best practices in the product space and today SVPG is widely recognized as one of the strongest brands in this area. The signature conference for product managers, ?Mind The Product? has had Marty as their featured keynote speaker for a record 3 times.



Catch of the Decade

How to Launch, Build and Sell a Digital Business

Gabby Leibovich, Hezi Leibovich

Summary

'Gabby and Hezi were always the most looked-up-to duo in ecommerce and they truly taught me how to trade!'

Nick Molnar, CEO, Afterpay

'The Leibovich brothers are pioneers of Australian ecommerce. You cannot afford to not read this book.'

Christine Holgate, Group Chief Executive Officer & Managing Director, Australia Post

Real stories and advice from digital entrepreneurs who have learned what it takes to succeed

In *Catch of the Decade*, two of Australia's most successful online superstars reveal how they've built, launched, merged, and sold some of the most disruptive businesses in Australia today: Catch, Scoopon, Menulog and Luxury Escapes. This book contains little-known secrets and strategies that will help you shorten your learning curve, avoid mistakes, and bring your business dream alive.

The wisdom revealed in this book is hard won: brothers Gabby and Hezi Leibovich started with no money and no connections, turned their drawbacks into assets, and came out on top. You'll learn how they rode the waves of entrepreneurialism and worked their way up.

- Learn proven tips to define, disrupt and dominate a sector or industry, straight from entrepreneurs who achieved their billion-dollar dreams.
- Read hard hitting, no bull nuggets of wisdom in the areas of customer service, PR, Buying and trading, engaging investors and more.
- Market-tested strategies for building big brands, creating high-performing teams and fostering a world-class entrepreneurial culture.

Contributor Bio

Gabby Leibovich and Hezi Leibovich are two of Australia's most successful digital disruptors. In just 16 years, they went from selling second-hand clothes at Wantirna Market to selling a conglomerate of household brands for over one billion dollars. Their expertise spans a series of segments: Catch.com.au - the disruptive e-tailer website that changed forever how people shop and is now the most popular shopping site in Australia. Eatnow/Menulog - the revolutionary food delivery app that was sold to Just Eats for over \$800 million dollars. Scoopon - the discount deals service that disrupted the way entertainment services were experienced and sold. LuxuryEscapes - a travel company that made luxury travel affordable for all. They have ridden the waves of entrepreneurialism like few others and have come out on top.

Wiley-Blackwell
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Discount Code: T
Paperback

304 Pages

Resilient

How to Overcome Anything and Build a Million Dollar Company With or Without Capital

Sevetri Wilson

No Image
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Summary

In *Resilient*, Sevetri Wilson, CEO & Founder of Resilia, shares an invaluable collection of private journal entries mapping her journey from bootstrapping to raising millions in capital during Resilia's Series A funding round, which happened to close right at the start of the coronavirus pandemic. Offering a load of gems at an unprecedented and trying time such as this, *Bootstrapped to Millions* is sure to give any ambitious entrepreneur a head start in building their very own startup. Chapters cover how to go from idea to product, properly diving into the hiring process, getting prepared to raise, pre-seed season, championing accelerators and pitch competitions, and much more. Readers will even receive an inside look at Wilson's SAFE Agreement and her first deck.

Contributor Bio

Sevetri Wilson is a serial entrepreneur and the founder of two companies, Solid Ground Innovations (SGI) and, most recently, Resilia, a New Orleans-based technology startup. Wilson bootstrapped her first company, SGI, to seven figures with zero capital, and she raised over \$3M for her second company, Resilia, which launched to the public in 2016. She is the first Black woman in New Orleans to raise over \$1M in venture capital. In 2010, she was honored with the Nobel Prize for public service, the Jefferson Award, and was featured in the Senate report to the White House on volunteerism in America during the Obama administration. Wilson has been featured in *Forbes*, *Black Enterprise*, *Essence*, *Inc.*, *Entrepreneur*, *USA Today*, *CNN*, and other news outlets for her work in business and technology.

John Wiley & Sons
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Hardcover

208 Pages

Comp Titles

No comparable titles have been specified.

Restartup

A Founder's Guide to Crisis Navigation

Arunkumar Krishnakumar, Maxson Tee Jia Ying

No Image
Available

Summary

Even bad startups get funded in a market boom. However, when a crisis hits, funds dry up, and very few startups survive a market downturn. Through a series of interviews with VCs, CEOs, Academia, and a set of relevant case studies, this book provides a framework that entrepreneurs need to be aware of to navigate through a crisis, embrace it, identify opportunities, get funded and emerge as winners.

Coverage includes:

- The money pyramid – understanding financing options during a crisis
- Fundraising psychology – it is not just about a pitch deck or the business proposition. It is much more than that. It is about understanding the investor.
- Operational Efficiencies – During a crisis, it is critical to cut down burn rates and be extremely efficient operationally. It is also essential to hold on to your top people at the time of a crisis, so that you emerge stronger when the downturn is over.
- Embracing the Crisis - tapping into the opportunities that a crisis will bring to the table.

Contributor Bio

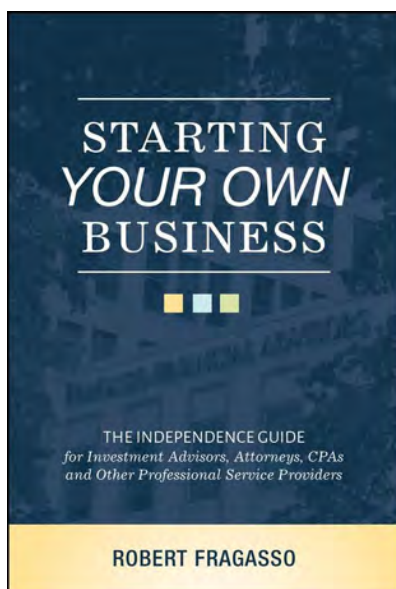
Arunkumar Krishnakumar, London, UK, is an investor at Green Shores Capital, a Venture Capital firm focusing on deep tech and diversity. In addition to his venture career, Arun is one of the top 100 Analytica Fintech influencers. He is a podcast host and was a blogger on DailyFintech, which is the second most read Fintech blog in the world. Arun has contributed circa 150 blog posts over a period of 3 years at DailyFintech. An engineer by background, Arun holds a masters in finance from London School of Economics and a post graduate diploma in Global Business from Said Business School, University of Oxford. Maxson J.Y. Tee, London, UK, is an AVP, Corporate Strategy and Digital Development at Barclays, and an investor and research analyst with Green Shores Capital.

Comp Titles

No comparable titles have been specified.

John Wiley & Sons
9781119754404
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\$24.95/£19.99 UK/€22.60 EU
Discount Code: T
Hardcover

288 Pages



Starting Your Own Practice (2nd Edition)

The Independence Guide for Investment Advisors, Attorneys, CPAs and Other Professional Service Providers

Robert Fragasso

Summary

In the first edition of *Starting Your Own Practice*, Fragasso provided the blueprint for professionals looking to go into business for themselves, from the decision to break free to the formation process and then to managing the business that was created.

Starting Your Own Practice, Second Edition will repeat and refine those steps, incorporating Fragasso's 15 additional years of practical experience and adding more depth on management considerations, transition to business maturity, and eventual profitable business succession. This second edition will also include alternative ideas on how to strike out on one's own, such as licensing of services and infrastructure to make the independence move quicker, easier to assimilate, and less costly.

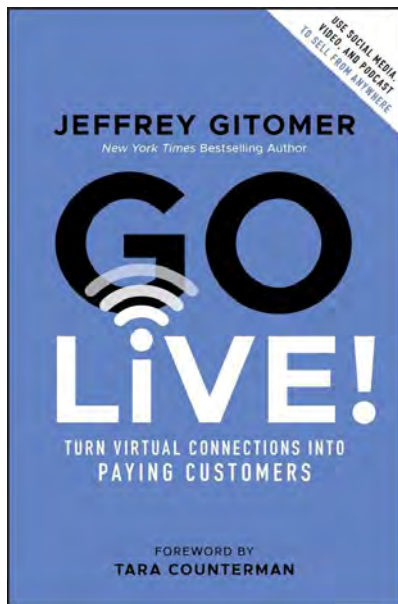
Contributor Bio

Robert Fragasso (Pittsburgh, PA) has 48 years of experience beginning as a customers man in the old stock brokerage industry model. After building his clientele and breaking free to form his own independent investment management and financial planning firm, he is now responsible for \$1.6 billion of client investment assets and directs the planning, management, analysis, research, and review of all client programs at the Fragasso Group.

Comp Titles

Starting Your Own Practice Fragasso, Robert John Wiley & Sons	12/09/2005	9780471733058 0471733059	£24.99 GBP Hardcover
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No sales or inventory history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



John Wiley & Sons
 9781119647133
 Pub Date: 26/01/2021
 \$20.00/£15.99 UK/€17.10 EU
 Discount Code: T
 Hardcover
 160 Pages

Go Live!

Turn Virtual Connections into Paying Customers

Jeffrey Gitomer, Tara Counterman

Summary

Learn how to go online with a winning sales and marketing strategy in this insightful resource

Go Live! Turn Virtual Connections into Paying Customers helps readers understand and take advantage of several online tools to boost their sales and increase their revenue. Accomplished salesperson, consultant, and online personality Jeffrey Gitomer describes how tools like Facebook Live and podcasting can drive sales and help you connect with your customers. You'll discover:

- How to use tools like YouTube, LinkedIn Live, podcasting, and Facebook Live to connect with and develop your leads
- How to properly utilize social media like Instagram and Twitter to spread your message and sell to clients
- How to promote and repurpose content to create as big an impact on your audience as possible

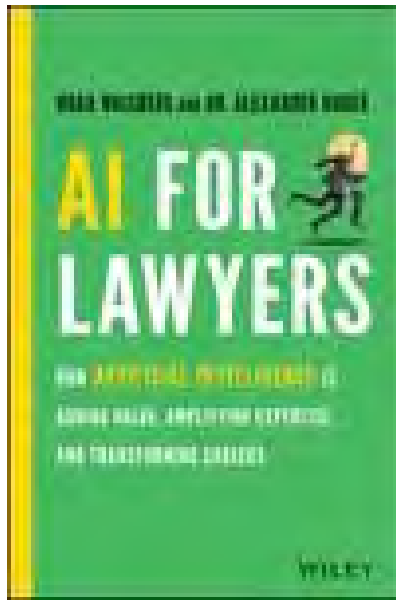
Written specifically for a post-pandemic sales audience, *Go Live! Turn Virtual Connections into Paying Customers* delivers results for anyone expected to deliver sales results in a virtual environment. It also belongs on the bookshelves of those who hope to take their successful offline sales strategies to the online world.

Contributor Bio

Jeffrey Gitomer is the author of *Get Sh*t Done* and *The New York Times* best sellers *The Sales Bible*, *The Little Red Book of Selling*, *The Little Black Book of Connections*, and *The Little Gold Book of YES! Attitude*. Every day, Jeffrey hosts a Facebook Live program on the New Normal that is seen by thousands of people around the world. He is the co-host of the popular podcast "Sell or Die." Jeffrey is that the forefront of coaching sales leaders in how to adapt to the new opportunities to define their brand using virtual resources. Most of his books have been number one best sellers on Amazon.com, including *Truthful Living*, *The Sales Manifesto*, *Customer Satisfaction is Worthless*, *Customer Loyalty is Priceless*, *The Little Red Book of Sales Answers*, *The Little Green Book of Getting Your Way*, *The Little Platinum Book of Cha-Ching!*, *The Little Teal Book of Trust*, *Social BOOM!*, *The Little Book of Leadership*, and the *21.5 Unbreakable Laws of Selling*. Jeffrey's books have appeared on major bes...

Comp Titles

No comparable titles have been specified.



AI For Lawyers

How Artificial Intelligence is Transforming the Legal Profession

Noah Waisberg, Alexander Hudek

Summary

Discover how artificial intelligence can improve how your organization practices law with this compelling resource from the creators of one of the world's leading legal AI platforms.

AI for Lawyers: How Artificial Intelligence is Transforming the Legal Profession explains how artificial intelligence can be used to revolutionize your organization's operations. Noah Waisberg and Dr. Alexander Hudek, a lawyer and a computer science Ph.D. who lead prominent legal AI business Kira Systems, have written an approachable and insightful book that will help you transform how your firm functions.

AI for Lawyers explains how artificial intelligence can help your law firm:

- Win more business and find more clients
- Better meet and exceed client expectations
- Find hidden efficiencies
- Better manage and eliminate risk
- Increase associate and partner engagement

Whether focusing on small or big law, *AI for Lawyers* is perfect for any lawyer who either feels uneasy about how AI might change law or is looking to capitalize on the evolving practice. With contributions from experts in the fields of e-Discovery, legal research, expert systems, and litigation analytics, it also belongs on the bookshelf of anyone who's interested in the intersection of law and technology.

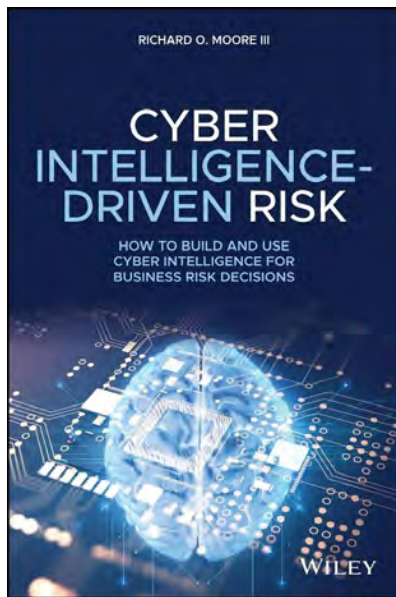
Contributor Bio

Noah Waisberg (<https://kirasystems.com/about/>) is the Co-Founder and CEO at Kira Systems, where he leads a global organization of 180 (and counting) employees. Prior to founding Kira Systems, Noah practiced at the law firm, Weil, Gotshal & Manges in New York City, where he focused on private equity, M&A, and securities. He has spoken at conferences including SXSW Interactive, ILTACON, and ReInvent Law, and was named 2016 ILTA Innovative Thought Leader of the Year.

Dr. Alexander Hudek (<https://kirasystems.com/about/>) is the Co-founder and CTO at Kira Systems. He holds a Ph.D and M.Math degrees in Computer Science from the University of Waterloo, and a B.Sc. from the University of Toronto in Physics and Computer Science. Alex was also involved with the human genome project and has worked in the areas of proof systems and database query compilation.

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 Discount Code: T
 Hardcover

Cyber Intelligence–Driven Risk

How to Build and Use Cyber Intelligence for Business Risk Decisions

Richard O. Moore, III

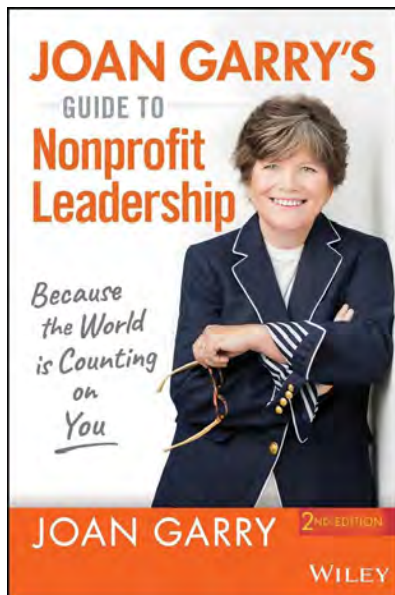
Summary

The objective of the book will be approached from building a functional cyber intelligence driven risk program and explaining in granular detail how each function and capability can be properly leveraged to make informed business decisions in the era of increased emergent cyber threats and attacks. Readers will be able to:

- Build, buy, or outsource a functioning cyber intelligence driven risk program
- Understand the functional capabilities needed to have an effective program
- Know how to turn cyber intelligence into business decisions
- Effectively use cyber intelligence to support Enterprise Risk Management programs
- Reduce the impact of cyber events through intelligence for many business operations leveraging new technologies.
- Discern how can an effective cyber intelligence driven risk program influence mergers and acquisitions and the benefits of predictive cyber intelligence analytics.
- Reduce loss from cyber events for the organization

Contributor Bio

Richard O. Moore III, MSIA, CISSP, CISM (Fairfield, CT) is a founder and CEO of CyberSix, its fundamental service is the virtual Chief Information Security Officer (vCISO). The vCISO provides executive cyber leadership to assist organizations struggling to get a head of cyber risks and compliance requirements, that may not have the talent or resources. Prior to forming CyberSix, Moore served as the Managing Director of Global Cyber Risk Services at Alvarez and Marsal and as the Chief Information Security Officer at New York Life Insurance Company. In these roles, he implemented an agile and transformational Information security program that fostered an integrated Intelligence and Risk culture and program, providing executive management with a business focused view of the companys cyber risks landscape.



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 Paperback

256 Pages

Joan Garry's Guide to Nonprofit Leadership (2nd Edition)

Because the World Is Counting on You

Joan Garry

Summary

I suppose some authors add a chapter or two of new content here and there and call it a second edition. Not me. For those who know me, it won't surprise you that I learned a ton from my clients since 2017 and I realized I had quite a lot more to say. I believe it reads like a new book.

How?

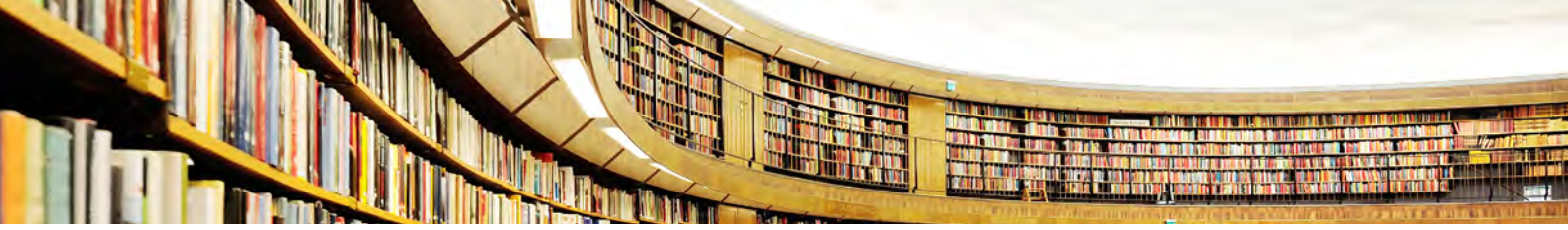
The first edition centered on my story as the vehicle for lessons and advice. In this edition, you will meet a host of new "characters" from around the country whose stories are just like yours. You will see yourself in these superheroes. Their choices, the lessons they learned from their mistakes, their remarkable successes - bring the book to life in a new way. Every single chapter of this second edition is new in this way.

And yes, there is new content.

My hope is that every nonprofit board member will swallow this book whole. And so a new chapter "*Why Boards Matter*" may be the most important content in this edition. It's not your typical chapter about boards - clinical and instructive. But if you want to see firsthand the havoc a clueless board member can have, if you want to understand the ripple effects of the toxic board member, if you want to see what abuse of power looks like and if you want to face the truth that boards don't just stay engaged - you have to engage them - then this is the chapter you need to read. And, not to worry, the chapter comes complete with proven antidotes.

Contributor Bio

Joan Garry (joangarry.com; nonprofitleadershiplab.com; Montclair, NJ) is the founder and Principal of Joan Garry Consulting, a boutique firm that helps nonprofits across a wide variety of sectors. Her blog for board and staff leaders of nonprofits reaches 120,000 unique leaders monthly from over 150 countries and her podcast Nonprofits Are Messy is frequently the #1 nonprofit / government podcast on iTunes. She is a columnist at Chronicle at Philanthropy with a monthly column called Your Nonprofit Coach. Lastly, she is the founder of The Nonprofit Leadership Lab, a monthly online membership site for board and staff leaders of small nonprofits who can afford neither coaching nor consulting. Through a vast array of content and a community moderated by experts, Joan is reaching close to 3,000 board and staff leaders worldwide.



Finance & Accounting





Buffett's Tips

A Guide to Financial Literacy and Life

John M. Longo

Summary

Warren Buffett remains one of the most sought-after and watched figures in business today. He has become a billionaire and investment sage by buying chunks of companies and holding onto them, managing them as businesses, and eventually reaping huge profits for himself and investors in Berkshire Hathaway. *Buffett's Tips* combines two areas of enormous public interest with a demonstrated history of bestselling volumes: Warren Buffett and financial literacy/financial independence. What if you could become financially literate, and ultimately financially independent, using the mindset of Warren Buffett, the greatest investor ever? This is the main premise of the book. *Buffett's Tips* enables its readers to become financially literate, with its backbone provided by 100 tips or strategies obtained from Warren Buffett's numerous writings and media appearances. This book, step by step, is the only one that enables its reader to become financially literate using the teachings of Warren Buffett, who was the embodiment of financial literacy at a very young age and who remains admired globally for his financial acumen globally.

John Wiley & Sons
9781119763918
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Discount Code: T
Hardcover

256 Pages

Contributor Bio

John M. Longo is a Professor of Professional Practice in the Finance & Economics Department at the Business School of Rutgers University. He has also been visiting professor of finance at EMBA-Global--the joint Executive MBA program of Columbia Business School, London Business School, and The University of Hong Kong. A Chartered Financial Analyst (CFA), Professor Longo earned an M.B.A. in Finance and a Ph.D. in Finance from Rutgers, where he also received his B.A. degree. He is a two-time award winner for innovative teaching at Rutgers Business School. With two decades of professional investment management experience, Professor Longo currently serves as Chief Investment Officer and portfolio manager for Beacon Trust, with 2.5 billion dollars under management. He previously served as Chief Investment Officer and portfolio manager for The MDE Group and as a Vice President in a quantitative unit of Merrill Lynch. Longo is the author/editor of Hedge Fund Alpha. He is a member of the editor...



Digital Finance

Security Tokens and Unlocking the Real Potential of Blockchain

Baxter Hines

Summary

In *Digital Finance: Security Tokens and Unlocking the Real Potential Blockchain*, readers will realize why security tokens are creating huge excitement in the financial industry. By combining the latest in technology and the potential for automated world-class investor protections, regulatory compliance and customer service, security tokens offer a plethora of benefits that will drive cost reductions, enhance flexibility and open up opportunities for new business models and revenue streams. *Digital Finance* thoroughly examines how this powerful technology can overhaul our current financial infrastructure in a way that will increase efficiency, transparency, and security.

Topics include:

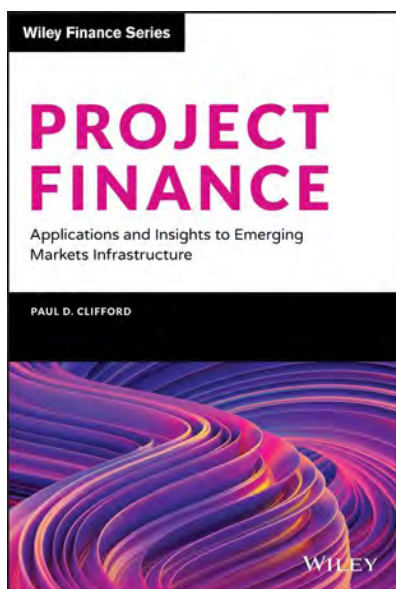
- How to think about investments in the digital space
- How blockchain and distributed ledger technology are disrupting the financial industry
- Security tokens and how they are the next major breakthrough for investing
- How digital assets open new opportunities and provide cost savings benefits
- How blockchain technology has created new, efficient ways of fund raising and investing
- The ways tech companies are building a new, more interconnected financial network fabric
- How multi-national corporations like IBM, Fidelity Investments and AXA are already deploying blockchain and tokenized solutions
- Case studies, historical perspectives and latest trends that offer perception as to how this exciting new space will develop
-

Contributor Bio

Baxter Hines, CFA, (Dallas, TX) is a managing partner and portfolio manager with Westmoreland Capital Management. He founded the firm in 2020 to provide income producing solutions for clients. His firm manages portfolios consisting of traditional assets, security tokens and digital assets. Before leaving to start his firm, Mr. Hines was a portfolio manager for several internationally focused value strategies and a closed end fund during his 12 years with NFJ Investment Group, a wholly owned subsidiary of Allianz Global Investors.

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256 Pages



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 Pub Date: 26/01/2021
 \$65.00/£50.00 UK/€55.60 EU
 Discount Code: P
 Hardcover

224 Pages
 Series: Wiley Finance

Project Finance

Applications and Insights to Emerging Markets Infrastructure

Paul D. Clifford

Summary

Tackle infrastructure development projects in emerging markets with confidence

In *Project Finance: Applications and Insights to Emerging Markets Infrastructure*, distinguished professor and author Paul Clifford insightfully applies the fundamental principles of project finance structuring to infrastructure investments in emerging markets.

Using leading emerging market case studies to illuminate the underlying themes of the book, the author provides a practitioner's perspective and incisive analysis of concepts crucial to a complete understanding of project finance in emerging markets, including:

- Risk management
- ESG and impact investing
- The emergence of new global multilateral development banks
- China's Belt and Road Initiative

Project Finance bridges the gap between theoretical infrastructure development, investment, and finance and the implementation of that theory with instructive and applicable case studies. Throughout, the author relies on a grounded and quantitative approach, combining the principles of corporate finance with straightforward explanations of underlying technologies, frameworks, and national policies.

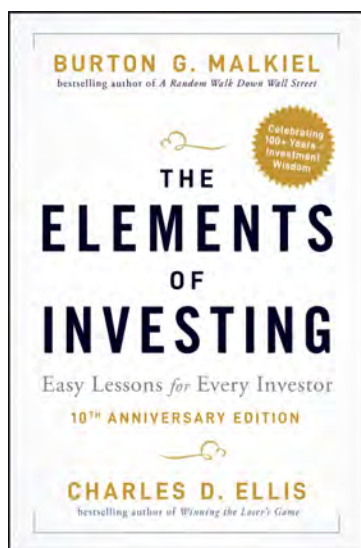
This book is an invaluable resource for undergraduate and graduate students in finance, as well as professionals who are expected to deal with project and infrastructure finance in emerging markets.

Contributor Bio

Paul D. Clifford is an adjunct professor at Columbia Business School, where he designed a Project and Infrastructure Finance MBA course. Clifford also teaches at Mercy College and The City University of New York. In addition to teaching, Clifford is a financial training consultant, designing and teaching in-house programs for international banks and private sector energy companies. He was previously the Director of Project Finance for both Standard Chartered PLC and ANZ Bank.

Comp Titles

No comparable titles have been specified.



The Elements of Investing (10th Edition) **Easy Lessons for Every Investor** Burton G. Malkiel, Charles D. Ellis

Summary

Since the original edition of *The Elements of Investing* was published over 10 years ago, investors have faced difficult economic times along with unprecedented market volatility. It's not surprising that many investors simply abandoned the stock market. It seemed to be too risky a place for retirement savings, and the situation was too unnerving for most to handle. Moreover, some professionals started to announce the death of "buy and hold" and "diversification" strategies.

Burton Malkiel and Charles Ellis, two of the investment world's greatest thinkers, understand how you could get thoroughly confused by today's markets and the often-conflicting advice that comes with it. That's why they've returned with a 10th Anniversary Edition of *The Elements of Investing*. While staying true to the original edition—and discussing the timeless investing and saving lessons that will put you on a path towards a lifetime of financial success.

Written with every investor in mind and fully updated, this short, straight-talking book skillfully offers a set of simple, yet powerful thoughts on how to avoid Mr. Market and his "loser's game," and instead enjoy the "winner's game" approach to investing. All the investment rules and principles you need to know are here—with clear advice on how to follow them.

Divided into six essential elements of investing, this little book packs a big message that can help secure your financial future all the way through retirement.

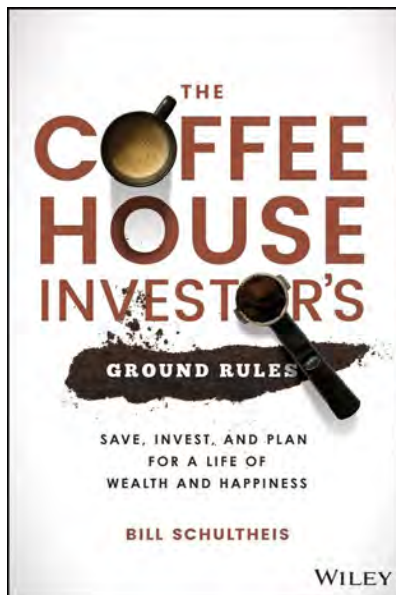
Contributor Bio

Burton G. Malkiel is the Chemical Bank Chairman's Professor of Economics Emeritus at Princeton University. He is a former member of the Council of Economic Advisers, dean of the Yale School of Management, and has served on the boards of several major corporations, including Vanguard and Prudential Financial. He is the chief investment officer of Wealthfront. Charles D. Ellis advises institutions, wealthy families and governments around the world. Much in demand as a compelling speaker, he chaired the investment committee at Yale University and chairs Whitehead Institute for Biomedical Research. Ellis has taught the advanced investment courses at both Harvard Business School and Yale School of Management, written 17 books and well over 100 articles. Recognized as one of 12 leading contributors to the investment profession, he has chaired the CFA Institute and has served on over a dozen investment committees and as a director of Vanguard.

PREVIOUS EDITION

The Elements of Investing
 Malkiel, Burton G.
 John Wiley & Sons
 Hardcover
 19/02/2013
 9781118484876
 £17.99 GBP

John Wiley & Sons
 9781119773733
 Pub Date: 24/11/2020
 \$22.95/£17.99 UK/€19.70 EU
 Hardcover
 160 Pages



John Wiley & Sons
 9781119717089
 Pub Date: 12/01/2021
 \$24.95/£18.99 UK/€21.40 EU
 Discount Code: T
 Hardcover

The Coffeehouse Investor's Ground Rules

Save, Invest, and Plan for a Life of Wealth and Happiness

Bill Schultheis

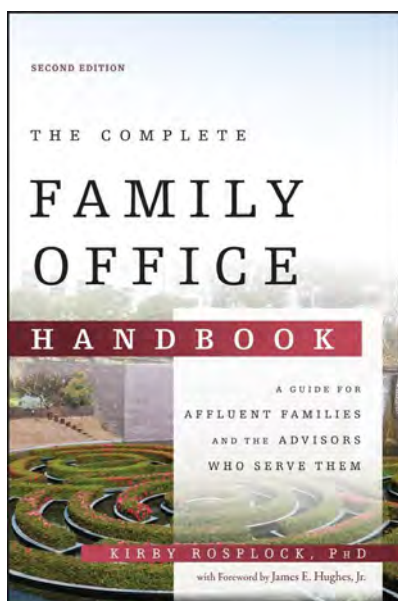
Summary

Building off the framework of Schultheis' *The Coffeehouse Investor* philosophy, *SIP* will instill the common man and woman with the confidence to take control over their long-term financial goals and journey towards financial freedom in retirement. *SIP* encourages readers to ignore stock market "rules" and "perfect portfolio" pursuits to focus on the only three essential components to long-term financial security: saving, investing, and planning. Each component will be further broken down and explained through topics such as:

- How to save money with confidence
- The benefit of saving a little
- Why women should invest in their financial destiny
- The problem with underestimating your own financial abilities

Contributor Bio

Bill Schultheis (Seattle, WA) is a Financial Advisor and Co-Founder of Soundmark Wealth Management. For the past 20 years, Bill has dedicated himself to helping others navigate the complex investment world building peace of mind and realistic financial plans. After graduating from Texas A s foundation. Now, Bill continues to write and has appeared regularly on National Public Radio, Seattles PBS Serious Money program, and various local media outlets.



John Wiley & Sons
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\$85.00/£65.00 UK/€72.70 EU
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Hardcover

464 Pages

The Complete Family Office (2nd Edition)

A Guide for Affluent Families and the Advisors Who Serve Them

Kirby Rosplock

Summary

Discover new insights on how to setup, manage, and advise wealthy families and their family offices

The Complete Family Office: A Guide for Affluent Families and the Advisors Who Serve Them, 2nd Edition represents the newest update to an essential series. This book prepares the members of wealthy families to collectively manage, sustain, and grow their wealth across multiple generations. It also assists professionals who advise families to better serve their needs.

This book teaches those who advise family offices and wealthy families on:

- How to setup, structure, and advise a family office
- Current compliance, fiduciary and risk management practices for a family office
- Forward-thinking investment management, estate planning, and private trust company considerations
- Fresh insights on philanthropy, legacy, and impact investing
- Best practices to managing family wealth education and preparing next generation owners
- New insights on family governance, strategic planning, and succession
- Methods to create a family constitution, mission, and vision for families and their family offices.

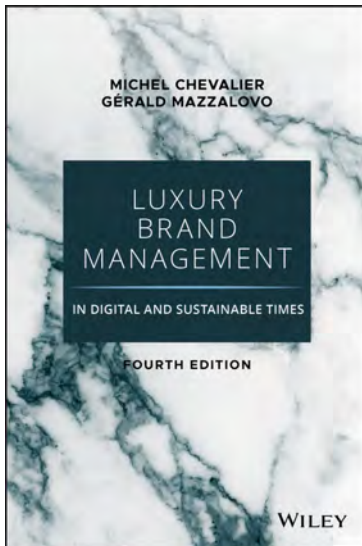
The Complete Family Office Handbook provides the most comprehensive, current research, practical guidance, and approaches from leading family offices from around the globe and illustrates, by way of practical case studies and examples, how families can effectively manage their wealth for the long term.

Contributor Bio

Kirby Rosplock, PhD (Palm Beach Gardens, FL), is the founder of Tamarind Partners, Inc., a research, advisory and consultancy practice that works with families, advisors and institutions connected to the family office market. She is a recognized researcher, innovator, advisor, author, and speaker in the family business and family office realms. For nearly a decade, she was director of research & development at GenSpring Family Offices, based in Jupiter, Florida, one of the most prominent multi-family offices in the United States. Rosplock is a board member of Family Enterprise USA, a non-profit advocacy organization for family enterprise, a Fellow of the Family Firm Institute (FFI) and Co-trustee of the Harbeck Family Foundation.

Previous Edition

The Complete Family Office Handbook	Rosplock, Kirby	John Wiley & Sons	18/03/2014	9781118367308 1118367308	£57.50 GBP	Hardcover	Economics, Finance, Business & Management
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Luxury Brand Management in Digital and Sustainable Times (4th Edition)

A New World of Privilege

Michel Chevalier, Gerald Mazzalovo

Summary

Luxury Brand Management in Digital and Sustainable Times, 4th Edition presents both the macro and micro-economic aspects of the luxury industry and the management, marketing, distribution, logistics and creation axes specific to the industry. Illustrated with many examples (over 450 brands are examined), it offers a general vision of the main luxury sectors (fashion, perfumes and cosmetics, wines and spirits, jewellery and watchmaking, leather goods and hotels) with precise indications on the size of the different sectors and information on the financial aspects of the main actors. It also discusses the relevant considerations on the notion of luxury and the implications of the growing importance of authenticity and sustainable development on the management of luxury brands and provides an analysis of the strategic issues faced by the companies featured in the book.

This new edition includes:

- A new chapter on the “Luxury of Tomorrow,” with particular focus on authenticity and durable development to take into account the issues of the consumers movement and the concept of using organic/natural resources in producing luxury goods
- An entirely rewritten chapter on “Luxury Clients” to take into account the geographical changes in the luxury consumption of the new client profiles, and a dedicated section on the Chinese customers (in Asia, the US and Europe)
- Major updates to the data and industry figures (market size, turnover and profitability of leading companies) to cover the changes...

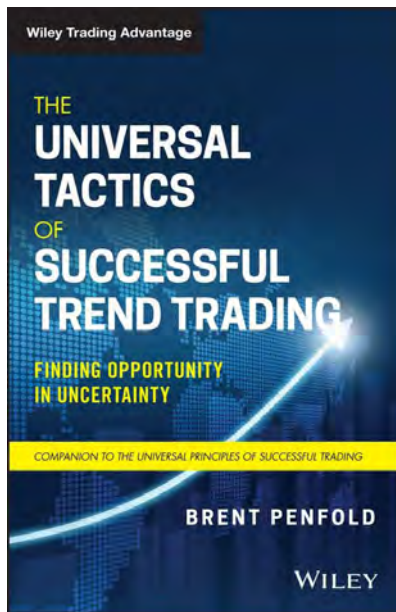
Contributor Bio

Michel Chevalier is an expert in luxury brand management and retailing. He has worked for the Boston Consulting Group, has been CEO of Paco Rabanne, Executive Vice-President of BlueBell Asia (which manages brands like Moschino, Blumarine, and Carve globally) in Tokyo and Hong Kong and CEO of Revillon. He has taught at leading business schools, including INSEAD, CEDEP and ESSEC. A consultant with EIM in Paris and a visiting professor of luxury marketing and retailing at HEC and Paris-Dauphine University, he is also the co-author of *Luxury Brand Management* and *Luxury China*.

Gérald Mazzalovo is a haute couture fashion and luxury veteran who was instrumental in the revamping of The Thai Silk Company's Jim Thompson brand as its Group CEO. A former consultant at Arthur Andersen, he started his career in the luxury industry by working seven years at Salvatore Ferragamo.

Previous Edition

Luxury Brand Management
Chevalier, Michel
Wiley
Hardcover
20/07/2012
9781118171769
1118171764
£40.00 GBP



Wiley 9781119734512
 Pub Date: 02/11/2020
 £34.99, EUR 39.60,
 \$50.00
 Hardcover

272 Pages
 Series: Wiley Trading

The Universal Tactics of Successful Trend Trading

Finding Opportunity in Uncertainty

Brent Penfold

Summary

Get a flying headstart on trend trading with this comprehensive how-to guide

The Universal Tactics of Successful Trend Trading: Finding Opportunity in Uncertainty delivers powerful and practical advice for the serious trend trader. Using the principles identified in *The Universal Principles of Successful Trading*, author Brent Penfold shows curious investors how to become a long-term winner with tried-and-true trend trading methodologies.

The book includes in-depth and comprehensive treatments of topics like:

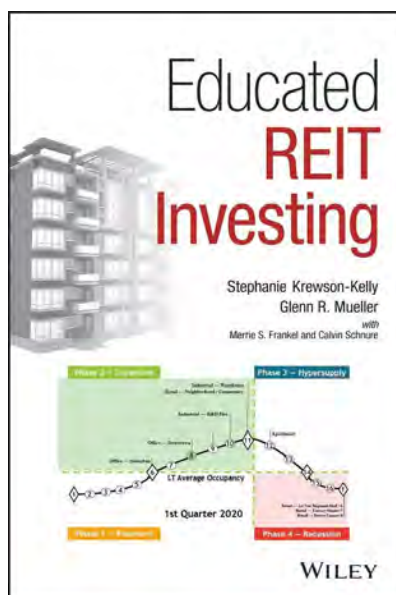
- Why trend trading is so appealing
- Popular and effective trend trading strategies
- How to measure risk
- Common trend trading mistakes and how to avoid them

Investors and readers will also discover the importance of risk, and how to judge outcomes and strategies on a risk-adjusted basis.

Perfect for anyone interested in trading successfully, *The Universal Tactics of Successful Trend Trading* is a key strategy guide that belongs on the shelf of anyone involved in the buying and selling of financial securities.

Contributor Bio

Brent Penfold is Director of Brent Penfold Futures and a full-time trader, author, educator and licensed Futures Advisor (AFSL 225946). He began his career in 1983 as an institutional dealer with Bank America and today specializes in trading forex and global indices. He is the author of two Wiley books, *The Universal Principles of Successful Trading* (2010) and *Trading the SPI* (2005). Brent publishes daily newsletters for active Forex and Index traders and is a popular algorithmic trader, applying a portfolio of diverse but complementary strategies ranging from short-term to long-term over a portfolio of 30+ markets.



John Wiley & Sons
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Discount Code: T
Hardcover

256 Pages

Educated REIT Investing

The Ultimate Guide to Understanding and Investing in Real Estate Investment Trusts

Stephanie Krewson-Kelly, Glenn Mueller, Merrie S. ...

Summary

Learn to invest in REITs with confidence and skill with this powerful resource

Educated REIT Investing is the ultimate resource for investors, financial advisors, and students interested in learning how to invest in real estate investment trusts (REITs)—one of the only asset classes to significantly outperform the S&P 500 Index over the last 25 years.

Written by Stephanie Krewson-Kelly and Glenn R. Mueller, PhD., both accomplished REIT authors and investors with six decades of accumulated industry experience between them, *Educated REIT Investing* provides all the basics and history, then blends pragmatic strategies and advice with a thorough exploration of the fundamentals and nuances of the REIT industry.

Topics include:

- Basic information about REITs and the REITs industry
- Terminology specific to the REIT industry, explained in plain-English
- Historical REIT industry performance tables and trading perspectives
- Analysis and equations needed to calculate key metrics used to identify the suitability of companies for investment purposes, illustrated with simple examples

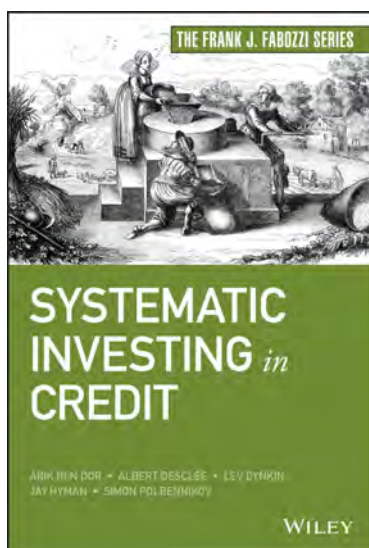
This book is perfect for anyone looking for a straightforward, easy-to-understand resource to establish or improve their understanding and analysis of real-estate investment trusts.

Contributor Bio

Stephanie Krewson-Kelly is Vice President of Investor Relations at Corporate Office Properties Trust. Her experience with real estate investment trusts (REITs) dates back to 1994 and includes work in investment banking and as a sell-side analyst. As a stock analyst covering REITs, Krewson-Kelly worked at Salomon Smith Barney and at JP Morgan Chase in New York City; she then spent five years in Richmond, Virginia, heading up BB REIT research effort.

Comp Titles

The Intelligent REIT Investor	Krewson-Kelly, Stephanie	John Wiley & Sons	18/10/2016	9781119252719 1119252717	£22.99 GBP	Hardcover	Economics, Finance, Business & Management
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John Wiley & Sons
 9781119751281
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 Discount Code: T
 Hardcover

780 Pages
 Series: Frank J. Fabozzi Series

Systematic Investing in Credit

Lev Dynkin, Arik Ben Dor, Albert Desclee, Jay Hyma...

Summary

The Latest Insights on Systematic Strategies for Investing in Credit

Systematic Investing in Credit is the latest book of cutting-edge research in credit markets written by the Quantitative Portfolio Strategy (QPS) Group at Barclays Research.

The book starts with empirical evidence that credit, as an asset class, has consistently outperformed a risk-matched combination of equities and Treasuries. A detailed analysis explains the sources of this advantage.

Credit portfolio construction was for decades, and often still is, an index-centric process subjecting managers to index rules and constraints. Barclays QPS Group proceeds by discussing the performance cost of these constraints and ways to exploit resulting inefficiencies to outperform indices.

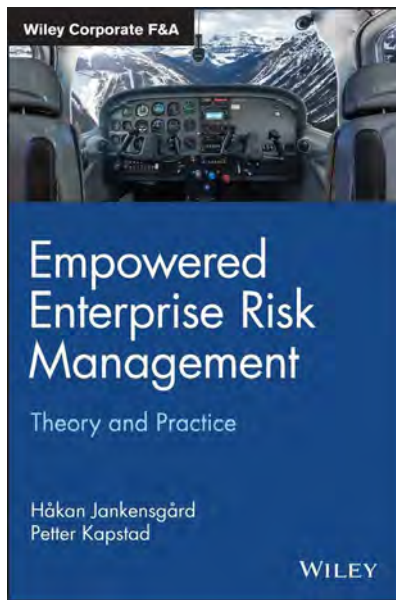
Next they present their research on the performance implications of bond portfolio characteristics – both traditional ones such as coupon level and maturity distribution and others that came into focus more recently such as ESG scores.

The following part of the book is dedicated to the increasingly popular factor investing in credit. They discuss their original value and momentum models (the latter based on the momentum of the equity of a given issuer) as well as the issuer size factor. They analyze optimal ways of combining the factor signals in a portfolio considering turnover limits and trading costs in a practical implementation.

Finally, they focus on the newest trend in credit investing – the applications of equity market data and methodologies in credit portfolio construction.

Contributor Bio

Lev Dynkin is the founder and Global Head of the Quantitative Portfolio Strategy (QPS) Group at Barclays Research. Dynkin and the QPS group joined Barclays in 2008 from Lehman Brothers where they were part of the Research Department since 1987.



John Wiley & Sons
9781119700159
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\$45.00/£34.99 UK/€39.60 EU
Hardcover

Series: Wiley Corporate F&A

Enterprise Risk Management Theory and Practice

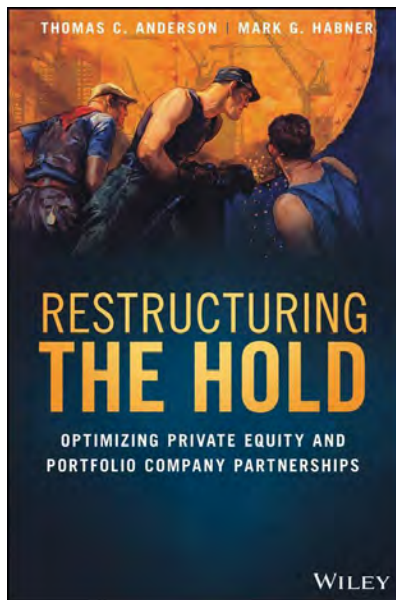
Hakan Jankensgard, Petter Kapstad

Summary

Enterprise Risk Management: Theory and Practice offers a highly accessible yet thorough guide to ERM that will appeal to anyone involved in its implementation or who wants to understand its theory and practice better. It is designed to take the reader on a journey from learning about the core principles and theoretical underpinnings of ERM, through to the bread-and-butter practices and techniques, and then onto more advanced topics, such as how ERM relates to corporate strategy and balance sheet management. Closing the gap between theory and practice, at every stage the authors draw on the insights and lessons learned from the Nordic energy company Equinor (formerly Statoil), one of the leading companies implementing ERM.

Contributor Bio

Håkan Jankensgård is Associate Professor in Corporate Finance at Lund University where he teaches two courses (Corporate Valuation and Corporate Risk Management) on the masters program in Finance/ Prior to entering academia, Håkan was corporate risk manager at Norsk Hydro with responsibility for developing their risk management program and risk model. Petter Kapstad was responsible for building up Equinors Enterprise Risk Management, which he headed for 14 years. At that time, Equinors ERM included insurance, credit, operational risk, strategic risks and market risks. He has been an advisor to several international companies, boards and board members in building their ERM.



John Wiley & Sons
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 Hardcover

352 Pages

Restructuring the Hold

Optimizing Private Equity and Portfolio Company Partnerships

Thomas C. Anderson, Mark G. Habner

Summary

Establishing an effective partnership and achieving improved outcomes for investors and management teams during the hold cycle

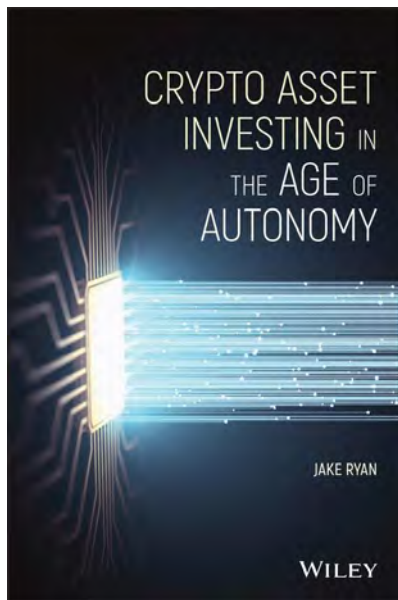
Private equity represents a productive and fast-growing asset class—building businesses, creating jobs, and providing unlimited opportunity for investors and management teams alike, particularly if they know how to work together in candid and effective partnerships. *Restructuring the Hold* demonstrates how investors and managers can best work together to optimize company performance and the associated rewards and opportunities for everyone, not just the investors.

Through brief references to the parable of the Gramm Company, a middle market portfolio company, readers will follow the disappointments and triumphs of a management team experiencing their first hold period under private equity ownership, from the day they get purchased through the day they get sold. *Restructuring the Hold* provides the reader both general knowledge and more detailed better practices and frameworks relating to specific time periods during the hold. Within this book readers will find:

- An examination of a typical middle-market private equity hold period
- Guidance for newly acquired management teams on what to expect during the hold period
- Descriptions of better practice operating cadence between investors and management teams
- Examples of effective partnerships between investors and management teams

Contributor Bio

Thomas C. Anderson (Charlotte, NC) is an Operating Partner at The Riverside Company, a global private equity firm focused on middle-market businesses. Since its founding in 1988, Riverside has invested in more than 560 transactions, and its current portfolio includes more than 80 companies. Mark G. Habner (New York, NY) is CEO of BeckWay Group, an operating platform dedicated to providing operating governance and EBITDA growth support during the entire hold period. BeckWay Group is retained by a small set of middlemarket private equity firms and their portfolio companies.



John Wiley & Sons
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 Discount Code: T
 Hardcover

Crypto Asset Investing in the Age of Autonomy

The Complete Handbook to Building Wealth in the Next Digital Revolution

Jake Ryan

Summary

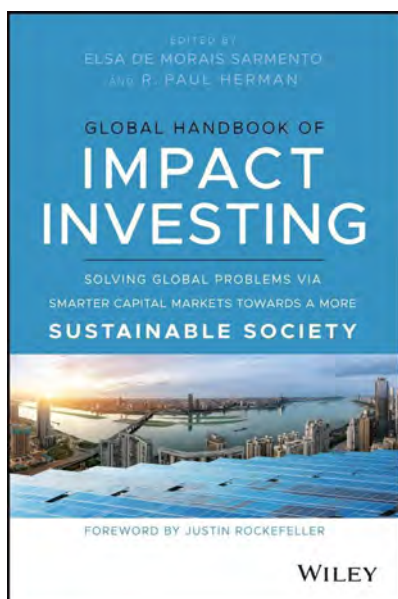
Competition, the drive for efficiency, and continuous improvement ultimately push businesses toward automation and later towards autonomy. If a business can operate without the need for human intervention, it will minimize its operational cost. If Uber can remove the expense of a driver with an autonomous vehicle, it will provide its service cheaper than a competitor who can't. If an artificially-intelligent trading company can search, find and take advantage of some arbitrage opportunity, then it can profit where its competitors cannot. A business that can analyze and execute in real-time without needing to wait for a human to act, is a business that will be able to take advantage of brief inefficiencies from other markets or businesses.

Autonomy is the ultimate competitive advantage.

Crypto Asset Investing lays out a case that we've begun a new technological revolution similar to the Internet Age of the 1990's. Artificial intelligence, the Internet of Things, robotics and cryptocurrency are converging to deliver on a new age, what I call the *Age of Autonomy*. Understanding the transformation that's taken place before anyone else can yield enormous investment opportunity. In this book, you'll learn how and why to invest in crypto assets.

Contributor Bio

Jake Ryan is the chief investment officer at Tradecraft Capital, a new crypto asset hedge fund. Jake studied computer science at the public Ivy University of Texas where he focused on AI and was a 1st author on publications now with 600+ Google Scholar citations. He launched a three-decade career as a software entrepreneur and built a multi-million-dollar software services company which then evolved into angel investing, venture capital, and bitcoin investing. Jake's understanding of building systems informs his investment view of the world which allowed him to get in early seeing trends of AI, fintech, and blockchain. He made his first angel investment in a blockchain company in 2015 and bought his first bitcoin in 2016, which puts him in OG status. Jake has an investment thesis and has built proprietary systems and software for his fund that allow him to produce superior risk-adjusted returns for his investors.



John Wiley & Sons
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 Pub Date: 23/02/2021
 \$49.95/£37.99 UK/€42.70 EU
 Discount Code: T
 Hardcover

512 Pages

Global Handbook of Impact Investing

Solving Global Problems Via Smarter Capital Markets Towards A More Sustainable Society

Elsa De Morais Sarmento, R. Paul Herman

Summary

Discover how to invest your capital to achieve a powerful, lasting impact on the world.

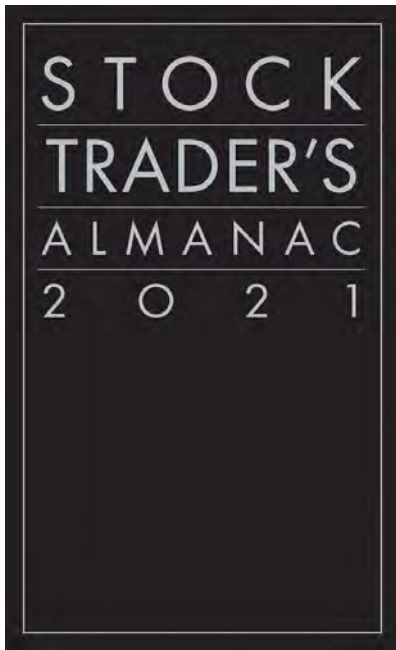
The Global Handbook of Impact Investing: Solving Global Problems Via Smarter Capital Markets Towards A More Sustainable Society is an insightful guide to the growing world-wide movement of Impact Investing. Impact investors seek to realize lasting, beneficial improvements in society by allocating capital to sources of impactful and sustainable profit.

This Handbook is a how-to guide for institutional investors, including family offices, foundations, endowments, governments, and international organizations, as well as academics, students, and everyday investors globally. The Handbook's wide-ranging contributions from around the world make a powerful case for positive impact and profit to fund substantive, lasting solutions that solve critical problems across the world.

Edited by two experienced and distinguished professionals in the sustainable investing arena and authored by two dozen renowned experts from finance, academia, and multilateral organizations from around the world, the *Global Handbook of Impact Investing* educates, inspires, and spurs action towards more responsible investing across all asset classes, resulting in smarter capital markets.

Contributor Bio

Elsa de Morais Sarmento (Paris, France) is an Associate Researcher at NOVAFRICA, Nova Business School of Management and Economics and has lectured on economics for over a decade in Portugal, Spain and the UK. She has experience in investment impact assessments, private sector development, international development cooperation and external relations in over 100 countries. Additionally, Sarmento edited the *The Emerald Handbook of Public-Private Partnerships in Developing and Emerging Economies*. R. Paul Herman (San Francisco, CA) is the CEO of HIP Investor Ratings + Portfolios, evaluating 125,000 investments world-wide for their human impact and profit potential. Herman has lectured on sustainable finance globally and has been faculty at Presidio Graduate School (USA) and Thammasat Business School (Thailand). In addition to his work, he is the author of *The HIP Investor: Make Bigger Profits by Building a Better World*.



Stock Trader's Almanac 2021 (17th Edition)

Jeffrey A. Hirsch

Summary

The best data in the business, updated for 2021

Stock Trader's Almanac 2021 provides the cleanest historical data in the business to give traders and investors an advantage in the market. The 2021 edition is consistent with decades of the *Stock Trader's Almanac* showing you the cycles, trends, and patterns you need to know in order to invest with minimum risk and maximum profit. Updated with the latest numbers, this indispensable guide is organized in a calendar format to provide monthly and daily reminders, including upcoming opportunities to grab and dangers to avoid. Proprietary strategies include the Hirsch Organization's Best Six Months Switching Strategy, the January Barometer, and the Four-Year Presidential Election/Stock Market Cycle, arming you with the tools savvy investors use to achieve their market goals.

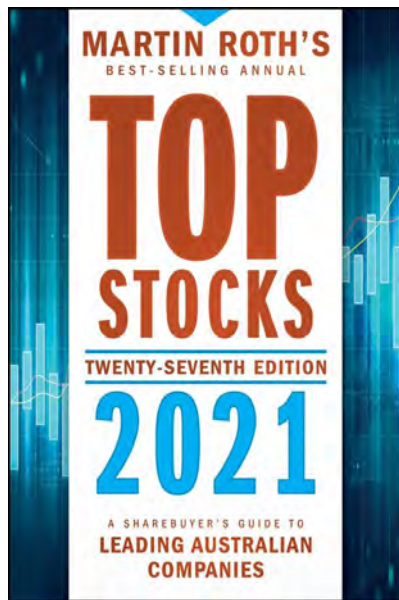
Trusted by Barron's, The Wall Street Journal, the New York Times, and other respected market authorities, this indispensable guide has helped generations of investors make smart market moves. This new edition provides the same level of invaluable guidance, with the latest data straight from the vault.

John Wiley & Sons
9781119778769
Pub Date: 17/01/2021
\$50.00/£37.99 UK/€42.80 EU
Paperback

192 Pages
Series: Almanac Investor Series

Comp Titles

Stock Trader's Almanac 2020	Hirsch, Jeffrey A.	John Wiley & Sons	26/12/2019	9781119596295 1119596297	£37.99 GBP	Paperback
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Wiley-Blackwell
 9780730385059
 Pub Date: 17/11/2020
 \$21.00/£15.50 UK/€17.60 EU
 Discount Code: T
 Paperback

220 Pages

Top Stocks 2021

Martin Roth

Summary

Put your money to work—bigtime

"An investment in knowledge pays the best interest," said Benjamin Franklin—and this goes double for making investment decisions. In the 27th edition of his definitive bestseller, market expert Martin Roth gives you the essential knowledge and tried-and-tested techniques you need to grow your portfolio and profits. Invaluable for all skill levels—from novice to professional traders—you'll find the clear and objective information essential to make the right picks and get more for your money.

Cutting through the noise and hype, Martin Roth shows you how to apply a selection of criteria and rigorous, repeatable analysis to form a clear picture of the best public companies—low-risk, long-term value—to buy into. You'll become an expert at looking beyond the share price and punditry to evaluate the best of the best of the Australian market using concrete factors like profitability, debt levels, and dividends.

- Individual, unbiased analysis of the latest results from top Australian companies
- Comparative sales and profits data, and in-depth ratio analysis
- Comprehensive research detailing each company's overall outlook
- Additional tables that rank all companies according to financial data

Including numerous charts and tables that provide easy reference to essential company data points, *Top Stocks 2021* continues to be your time-tested, jargon-free go-to for making wise decisions for your wealth and future.

Contributor Bio

Martin Roth is an internationally successful financial journalist. Based in Melbourne, he is one of Australia's leading authors of investment books.

Happy Ever After

Financial Freedom Isn't a Fairy Tale

Seven Dollar Millionaire

No Image
Available

Summary

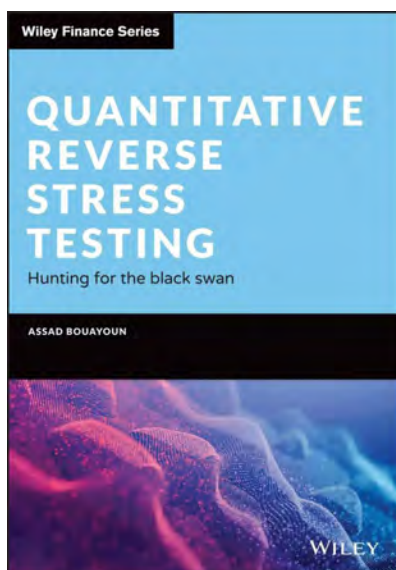
Financial literacy is too often taught as a dry subject, focusing on its own rhetoric and outcomes, not the desires of readers to learn. *Happy Ever After: Financial Freedom Isn't a Fairy Tale*, from its title to each sub-section of each chapter, focuses on the benefits to the reader, how the information takes them towards financial security and away from worries. Seven chapters teach the vital steps of this journey, with the acronym MISSION, and come with their own fairytale allegory and woodblock style illustration as well as how the reader can use them to get "out of the woods." The acronym MISSION stands for Money, Income, Saving, Spending, Investing, Owning, Now. Each chapter is a crucial step in the journey of understanding the importance of money, how to get it, how saving leads to investing and compounded gains – and that this can lead to independence. It explains how to move from no understanding of money at all, to achieving the Freedom Formula of 25x your annual spending, building on lessons taught to migrant workers and the author's own daughter, including "The Seven Dollar Millionaire" and how compound investing can be the source of most of the money we save. The world is ageing with very few governments planning properly for retirees to live well. Young people will need to take their finances into their own hands more and more, and yet no one is equipping them to do this. The covid-19 crisis, when it ends, will also show the importance of having an emergency fund ...

Contributor Bio

The **Seven Dollar Millionaire** is a group of financial literacy enthusiasts. They believe that financial literacy doesn't need to be boring and overly complicated and are pushing the policy of teaching financial literacy across schools and universities to stop the glaring oversight that all children are expected to find this out on their own.

John Wiley & Sons
9781119780724
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\$27.50/£21.99 UK/€24.90 EU
Discount Code: T
Paperback

224 Pages



John Wiley & Sons
 9781119621058
 Pub Date: 20/05/2021
 \$90.00/£70.00 UK/€79.10 EU
 Discount Code: P
 Hardcover

220 Pages
 Series: The Wiley Finance Series

Quantitative Reverse Stress Testing

Hunting for the Black Swan

Assad Bouayoun

Summary

A practioner's guide to quantitative reverse stress testing, featuring advanced solutions for better management of financial risks

Whether you manage a portfolio, a business unit or a bank, you must ensure that a sudden shock in the markets won't drive you out of business because of a large loss, a jump in capital utilisation or an increase in funding consumption. In financial risk management, reverse stress testing is the attempt to identify worst case scenarios causing maximum financial loss. Traditional stress testing methods have failed to avert the last financial crisis or highlight financial distress. . Every so often some regulators and risk managers specify stress scenarios with simplifications that create a false sense of safety. To avoid a combinatorial explosion, a number of arbitrary choices are usually made in relation to the level of each shock, their combination and the time horizon. These assumptions, although necessary, limit the effectiveness of this technique.

Quantitative Reverse Stress Testing: Hunting for the Black Swan offers a more natural approach to identifying the realistic scenario provoking the largest losses. It also provides a means to understand the impact of extreme events and how to mitigate them while introducing technological advances and the adapted mathematical tools that have made it possible to solve this type of quantitative finance problems.

Contributor Bio

Assad Bouayoun, London, UK has over 15 years of quantitative analysis experience in investment banking. He is a quantitative finance specialist focusing on total valuation including funding and capital cost, xVA, risk, stress and reverse stress testing. He was responsible for designing industry standard hedging and pricing systems in equity derivatives during his time in Commerzbank, and had the same responsibility in credit derivatives while working for Credit Agricole, and also in xVA in institutions like Lloyds, RBS and Scotiabank. Currently he is leading the modelling team responsible for the research and development of the simulation engines used for exposure computation within HSBC in London.



NOT FINAL COVER

International GAAP 2021

Ernst & Young LLP

Summary

International GAAP 2021 is a comprehensive guide to interpreting and implementing International Financial Reporting Standards (IFRS), setting IFRS in a relevant business context, and providing insights into how complex practical issues should be resolved in the real world of global financial reporting. This book is an essential tool for anyone applying, auditing, interpreting, regulating, studying, or teaching IFRS. Written by financial reporting professionals from around the world, this guide to reporting under IFRS provides a global perspective, clearly explaining complex technical accounting issues and setting IFRS in a practical context. Numerous worked examples and hundreds of illustrations from the published financial reports of major listed companies from around the world are included. The 2021 edition has been fully revised and updated with information on the latest IFRS changes and current issues.

Contributor Bio

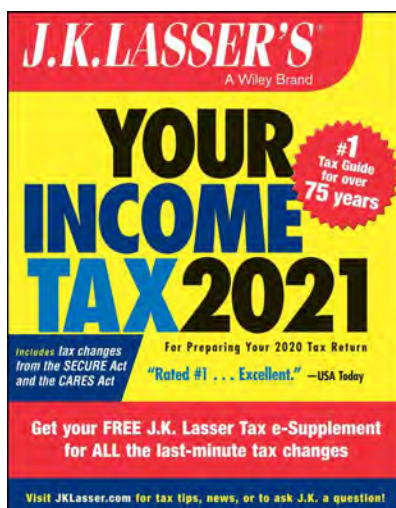
Ernst & Young is a global leader in professional services with some 114,000 people based in 140 countries. Around the world the firm is committed to pursuing the highest levels of integrity, quality, and professionalism in delivering a broad inventory of services to their clients. By connecting their people's talents, Ernst & Young provides solutions to clients based on financial, transactional, and risk-management knowledge in its core services of audit, tax, and transactions.

The International Financial Reporting Group of Ernst & Young includes financial reporting specialists from throughout the world.

Comp Titles

International GAAP 2020 Ernst & Young LLP John Wiley & Sons	02/01/2020	9781119669944 1119669944	£165.00 GBP Paperback
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John Wiley & Sons
9781119772439
Pub Date: 18/12/2020
\$220.00/£165.00 UK/€186.50 EU
Paperback



J.K. Lasser's Your Income Tax 2021 (2nd Edition)

For Preparing Your 2019 Tax Return

J.K. Lasser Institute

Summary

Prepare your 2020 taxes with ease!

J.K. Lasser's Your Income Tax 2021: For Preparing Your 2020 Tax Return is a bestselling tax reference that has been trusted by taxpayers for over seventy-five years. Updated to reflect the changes to the 2020 tax code, this authoritative text offers step-by-step instructions that guide you through the worksheets and forms you need to file your taxes according to the best tax strategy for your financial situation. Approachable yet comprehensive, this highly-regarded resource offers tax-saving advice on maximizing deductions and sheltering income, and provides hundreds of examples of how up to date tax laws apply to individual taxpayers. Additionally, special features inserted throughout the text highlight important concepts, such as new tax laws, IRS rulings, court decisions, filing pointers, and planning strategies.

Contributor Bio

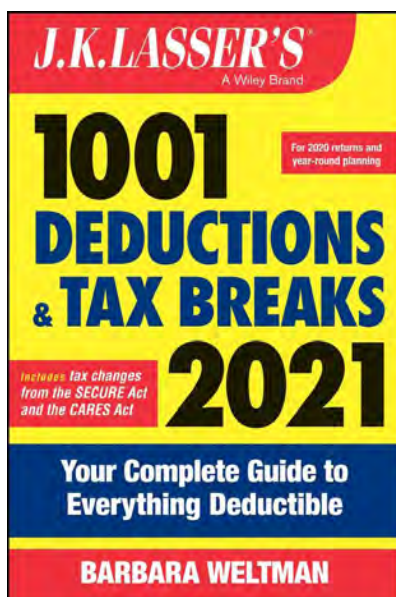
J.K. Lasser Institute has been the premier publisher of consumer tax guides since 1939, when Jacob Kay Lasser first published *Your Income Tax*. Since then, the guide has been published continuously for over seventy years and read by over 39,000,000 people. The J.K. Lasser Institute also publishes personal finance books such as *Small Business Taxes* and *1001 Deductions and Tax Breaks*. J.K. Lasser Institute spokespeople are regularly sought after as media tax experts. They regularly appear on such broadcast programs as CNBC, CNN, and Bloomberg TV. They are also often featured in numerous periodicals, including *The Wall Street Journal*, *USA Today*, *Self Magazine*, *The New York Times*, *Newsweek* and *Reader's Digest*.

Comp Titles

J.K. Lasser's Your Income Tax 2020	J.K. Lasser Institute	John Wiley & Sons	03/02/2020	9781119595014 1119595010	£18.99 GBP	Paperback
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John Wiley & Sons
9781119742241
Pub Date: 16/02/2021
\$24.95/£18.99 UK/€21.40 EU
Discount Code: TC
Paperback

896 Pages
Series: J.K. Lasser



John Wiley & Sons
 9781119740025
 Pub Date: 05/01/2021
 \$22.95/£17.99 UK/€19.70 EU
 Discount Code: TC
 Paperback

448 Pages
 Series: J.K. Lasser

J.K. Lasser's 1001 Deductions and Tax Breaks 2021

Your Complete Guide to Everything Deductible

Barbara Weltman

Summary

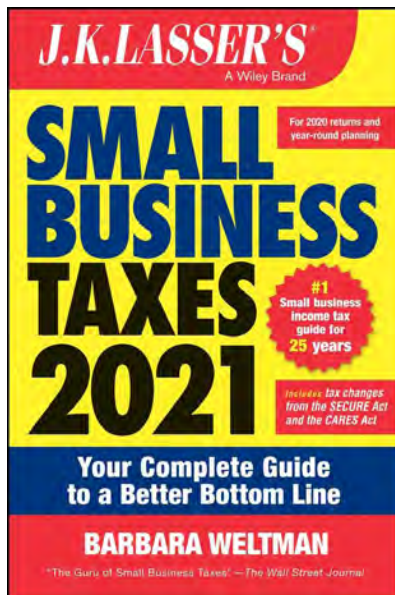
The complete guide to all deductions and credits for individual taxpayers *J.K. Lasser's 1001 Deductions and Tax Breaks* shows you just how much money you can save on your taxes--legally--simply by taking advantage of what's out there. Millions of Americans overpay their taxes by billions of dollars every year, because constantly evolving laws and regulations make keeping track of deductions and breaks next to impossible for the everyday taxpayer. This book helps you put a stop to overpayment so you can keep more of your hard-earned money. J.K. Lasser has compiled a complete list of *every possible deduction and credit* available to American taxpayers, and provides clear, easy-to-follow instructions for claiming what is rightfully yours. Fully updated to reflect the latest rulings and laws--including an e-supplement with the latest tax developments from the IRS and Congress--this book answers all of your "Can I claim..." questions with guidance from the nation's most trusted tax advisors.

Contributor Bio

Barbara Weltman (Vero Beach, FL), an attorney, is a nationally recognized expert in taxation for small businesses. She has written extensively on tax, finance, and estate planning. Barbara is an experienced writer and is quoted regularly in major publications, including The New York Times and Boardroom Reports. She is also featured on CNN and CNBC. Barbara is also Staples' small business expert.

Comp Titles

J.K. Lasser's 1001 Deductions and Tax Breaks 2020	Weltman, Barbara	John Wiley & Sons	12/12/2019	9781119610694 1119610699	£17.99 GBP	Paperback
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J.K. Lasser's Small Business Taxes 2021

Your Complete Guide to a Better Bottom Line

Barbara Weltman

Summary

J.K. Lasser's Small Business Taxes 2021 helps small business owners maximize their bottom line with straightforward, yet comprehensive guidance from the most trusted name in tax. Featuring a complete listing of all available business expense deductions, including dollar limits and record-keeping requirements, this book helps you quickly determine what kind of tax relief is available to you, and how to take it--all the way down to where to claim deductions on the forms themselves. Tax facts, strategies, and the latest up-to-date information help ensure that you don't miss out on money-saving opportunities, and sample forms and checklists help you get organized and submit a complete and proper filing.

Contributor Bio

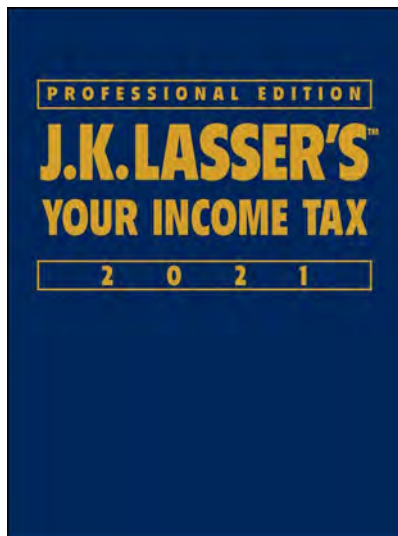
Barbara Weltman (Vero Beach, FL), an attorney, is a nationally recognized expert in taxation for small businesses. She has written extensively on tax, finance, and estate planning. Barbara is an experienced writer and is quoted regularly in major publications, including *The New York Times* and *Boardroom Reports*. She is also featured on CNN and CNBC. Barbara is also Staples' small business expert.

John Wiley & Sons
9781119740056
Pub Date: 05/01/2021
\$22.95/£17.99 UK/€19.70 EU
Discount Code: TC
Paperback

720 Pages
Series: J.K. Lasser

Comp Titles

J.K. Lasser's Small Business Taxes 2020	Weltman, Barbara	John Wiley & Sons	05/12/2019	9781119595175 1119595177	£17.99 GBP	Paperback
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J.K. Lasser's Your Income Tax (2021)

J.K. Lasser Institute

Summary

A complete tax savings guide which includes new tax law updates.

Contributor Bio

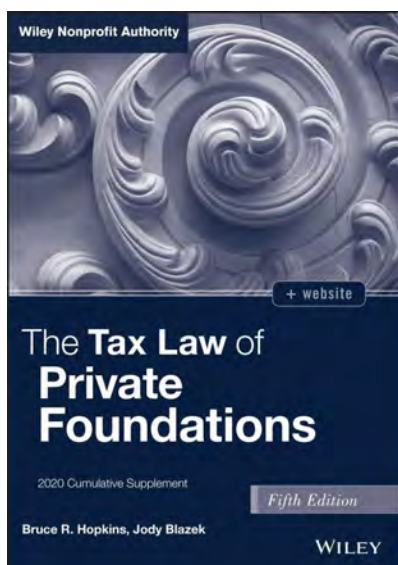
J.K. Lasser Institute has been the premier publisher of consumer tax guides since 1939, when Jacob Kay Lasser first published Your Income Tax. Since then, the guide has been published continuously for over sixty years and read by over 39,000,000 people. The J.K. Lasser Institute also publishes several personal finance books such as Small Business Taxes and 1001 Deductions and Tax Breaks. J.K. Lasser Institute spokespeople are regularly sought after as media tax experts. They regularly appear on such broadcast programs as CNBC, CNN, and Bloomberg TV. They are also often featured in numerous periodicals, including The Wall Street Journal, USA Today, Self Magazine, The New York Times, Newsweek and Reader's Digest.

John Wiley & Sons
9781119742227
Pub Date: 30/03/2021
\$90.00/£70.00 UK/€77.00 EU
Discount Code: TC
Hardcover

Series: J.K. Lasser

Comp Titles

J.K. Lasser's Your Income Tax 2020	J.K. Lasser Institute	John Wiley & Sons	09/04/2020	9781119595137 1119595134	£70.00 GBP	Hardcover
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The Tax Law of Private Foundations (5th Edition) 2020 Cumulative Supplement

Bruce R. Hopkins

Summary

Make sense of the new regulatory requirements with expert clarification and practical tools for compliance - updated through 2020

Private Foundations: Tax Law and Compliance, 5th Edition provides clarification, expert insight, and helpful instruction for executives and supporting professionals navigating extensive federal tax law requirements. This 2019 Cumulative Supplement captures the latest regulatory developments for easy reference. Despite their relatively low numbers, private foundations are subject to complex, burdensome regulations that continue to expand. This book summarizes and clarifies the statutory regulations governing private foundations, offers expert insight into the underlying logic, and provides a host of practical tools that ease the filing process and help ensure compliance with the latest laws.

Contributor Bio

BRUCE R. HOPKINS practices, with the Bruce R. Hopkins Law Firm, LLC, in the field of tax-exempt organizations, including private foundations, and is widely recognized as one of the country's leading lawyers in the field.

JODY BLAZEK is a partner in Blazek & Vetterling, a CPA firm focusing on tax and financial planning for exempt organizations and the individuals who create, fund, and work with them and is recognized as a leading accountant in the field.

John Wiley & Sons
9781119759058
Pub Date: 29/12/2020
\$150.00/£115.00 UK/€128.30 EU
Discount Code: PT
Paperback

208 Pages



Joint Ventures Involving Tax-Exempt Organizations (4th Edition)

2020 Cumulative Supplement

Michael I. Sanders

Summary

Effective strategies for non-profit entities in a profit-based world

Joint Ventures Involving Tax-Exempt Organizations examines the procedures, rules, and regulations surrounding joint ventures and partnerships, emphasizing tax-exempt status preservation. Revised and updated to align with changes made to numerous tax codes and laws within the last year, this supplement offers expert interpretation and practical guidance to professionals seeking a complete reference, including an analysis of impact of the "siloeing" of the UBIT rules, the new Opportunity Zone Funds which will incentivize investors in designated census tracts, *inter alia*. Sample documents enable quick reference and demonstrate real-world application of new laws and guidelines. The discussion delves into planning strategies that can be applied to joint ventures and partnerships while maintaining tax-exempt status, and which joint ventures are best suited for a particular organization.

Widely accepted business strategies for profit-based entities, joint ventures, partnerships, and alliances are increasingly being used by nonprofits in need of additional financial support in challenging economic environments. This book provides invaluable guidance to appropriate planning and structuring while complying with tax-exemption guidelines.

- Identify the most appropriate transactions for nonprofit organizations
- Recognize potential problems stemming from debt restructuring and asset protection plans
-

Contributor Bio

MICHAEL I. SANDERS (Washington DC) is the lead partner of Blank Rome's Washington office's tax group with a large practice in the area of exempt organizations involving healthcare and low-income housing, associations and joint ventures between for-profits and nonprofits, as well as structuring New Markets Tax Credit transactions. Sanders is also an adjunct professor at George Washington University Law Center and Georgetown University Law School teaching Income Taxation of Partnerships and Subchapter S Corporations and Tax Treatment of Charities and Other Non-Profit Organizations, Joint Ventures Involving Tax Exempt Organizations (including healthcare, universities, LIHTC, new markets, conservation organizations, respectively).

John Wiley & Sons
9781119766155
Pub Date: 23/02/2021
\$150.00/£115.00 UK/€128.30 EU
Discount Code: PT
Paperback



Value-Based Management in Government

Douglas W. Webster, Gary Cokins

Summary

Provides step-by-step guidance on implementing and using a value-based management system within the government

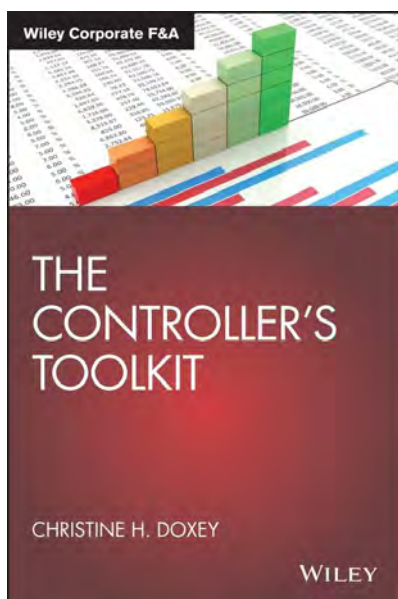
Countless books on proposed management practices have been written and published over the past century. Some of these have focused on specific management practices for government. In more recent decades, the topics of strategic planning, performance management, cost management and risk management have been extensively covered. However, little has been offered as an approach to integrate these and numerous other management methods and practices in a manner that maximizes the delivery of value to the organization's key stakeholders. A general management framework is presented in this book in a manner particularly applicable to government organizations.

Value-Based Management in Government introduces a new, integrating framework for management practices that optimizes the balancing of results sought; resources supplied and allocated; and risks accepted. These considerations are all balanced for the purpose of delivering maximum stakeholder value. The book offers guidance on how strategic planning, performance management, cost/resource management, and risk management must all be integrated as part of a portfolio management framework across the organization.

Contributor Bio

Gary Cokins (Cary, NC) is an internationally recognized expert, speaker, and author in advanced cost management and performance improvement systems. He has served as a strategic planner with FMC Corporation, a Financial Controller and then a Production Manager.

John Wiley & Sons
9781119658672
Pub Date: 27/01/2020
\$65.00/£50.00 UK/€55.60 EU
Discount Code: P
Hardcover
288 Pages



The Controller's Toolkit

Christine H. Doxey

Summary

The Controller's Toolkit will provide finance and accounting professionals with a series of tools across specific areas of controllership responsibilities. The tools included in this toolkit were recommended by corporate, plant, and business unit controllers from both small and global companies.

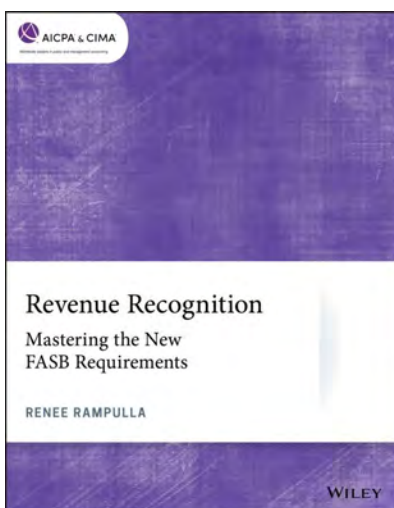
This toolkit will enable aspiring, new and current controllers to take a giant leap forward and gain proficiency as finance and accounting leaders. The tools consist of templates, checklists, roadmaps, review sheets, internal controls, policies, and procedures that can be easily implemented. Tools are provided for business ethics, corporate governance, regulatory compliance, risk management, security, IT processes, and financial operations. Besides the technical requirements of the controllership, this toolkit will also recommend "soft" skills such as leadership and communication.

Contributor Bio

Christine H. Doxey (Paeonian Springs, VA) is the President of Doxey Inc., a Management Consultant, and an author. She leverages over 40 years of experience to share and provide best practice, standards of internal control, and process solutions for her clients for financial operations processes. Doxey works with many global clients including one of the worlds largest ERP providers and a global financial institution. She also consults with NACHA and works with many global P2P solution providers to develop automation solutions and to provide educational content. Doxey is a sought-after speaker and presents several webinars each year. As a published author, she writes numerous blogs and articles. Most recently, Doxey authored The Internal Controls Toolkit and The Fast Close Toolkit which will be published later in 2019.

John Wiley & Sons
9781119700647
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\$60.00/£47.50 UK/€51.30 EU
Discount Code: P
Hardcover

Series: Wiley Corporate F&A



Revenue Recognition

Mastering the New FASB Requirements

Renee Rampulla

Summary

For years, revenue recognition has been the cause of audit failures and the focus of corporate abuse and fraud allegations. Today, there is FASB ASC 606, a new standard which is critical to understand before it can be successfully implemented. Supported by practical examples, industry specific real-life scenarios, and more than a dozen exercises, this work will assist you in avoiding revenue recognition traps and provide you with the latest FASB guidance. You will gain an in-depth understanding of the revenue recognition framework that is built around the core principles of this new five-step process. In addition, you will gain a better understanding of the changes in disclosure requirements.

Key topics covered include:

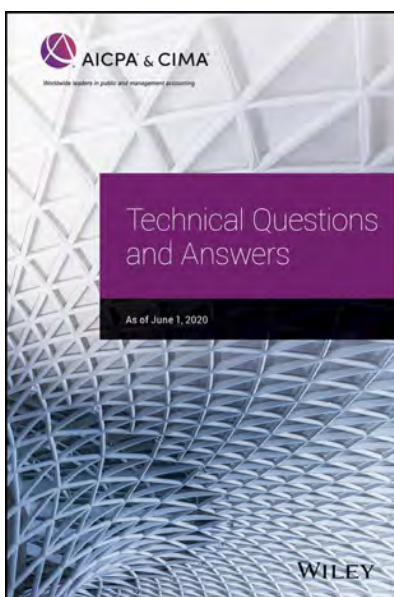
- Background, purpose, and main provisions of new standard (FASB ASC 606)
- Transition guidance
- Five-step process for recognizing revenue
- Disclosure requirements
- Implementation guidance — contracts, tax matters, internal controls, IT

Contributor Bio

The American Institute of CPAs (AICPA) is the world's largest member association representing the CPA profession, with more than 429,000 members in the United States and worldwide, and a history of serving the public interest since 1887. AICPA members represent many areas of practice, including business and industry, public practice, government, education, and consulting. The AICPA sets ethical standards for its members and U.S. auditing standards for private companies, nonprofit organizations, federal, state and local governments. It develops and grades the Uniform CPA examination, offers specialized credentials, builds the pipeline of future talent and drives professional competency development to advance the vitality, relevance and quality of the profession.

John Wiley & Sons
9781119763789
Pub Date: 22/10/2020
\$107.50/£85.00 UK/€91.90 EU
Discount Code: P
Paperback

256 Pages
Series: AICPA



Technical Questions and Answers 2020 AICPA

Summary

Find the answers to the questions accountants, CPA, and clients are asking the AICPA in Technical Questions and Answers, a compilation of popular Q&As from the AICPA's Technical Hotline. This resource includes non-authoritative literature on the following subjects:

- Financial Statement Presentation
- Assets
- Liabilities and Deferred Credits
- Capital
- Revenue and Expense
- Specialized Industry Problems
- Specialized Organizational Problems
- Audit Fieldwork
- Auditor's Reports
- Attestation Engagements

New Q&As have been added for:

- Revised Section 163(j) limitation and evaluation of the realizability of a Section 163(j) carryforward (sections 3300.01-.02)
- Accounting for costs incurred in connection with the implementation of electronic health record systems (section 6400.53)
- Financial presentation considerations related to transactions involving provider taxation programs and similar arrangements (section 6400.54)
- Auditor assessment of a special-purpose government's only immaterial fiduciary fund (sections 6950.23-.24)
- Reporting guidance upon initial implementation of Statement on Auditing Standards no. 134, as amended (section 8100.04)
- OMB 2019 Compliance Supplement (sections 9110.24-.27)

Contributor Bio

The American Institute of CPAs (AICPA) is the world's largest member association representing the CPA profession, with more than 429,000 members in the United States and worldwide, and a history of serving the public interest since 1887. AICPA members represent many areas of practice, including business and industry, public practice, government, education, and consulting.

John Wiley & Sons
9781950688517
Pub Date: 15/12/2020
\$129.00/£100.00 UK/€110.30 EU
Discount Code: P
Paperback

688 Pages
Series: AICPA



John Wiley & Sons
 9781950688456
 Pub Date: 15/12/2020
 \$79.00/£60.00 UK/€67.60 EU
 Discount Code: P
 Paperback

240 Pages
 Series: AICPA

Checklists and Illustrative Financial Statements Not-for-Profit Entities 2020

AICPA

Summary

Financial statement preparation for not-for-profit entities can be complex. Whether preparing or auditing them, accountants will find the tools they need in this helpful resource. This checklist contains the most comprehensive financial reporting and disclosure guidance available, plus a complete set of illustrative financial statements to assist you in understanding and applying standards like ASU 2018-08, and 2014-09.

New in 2020:

- revenue recognition
- grants and contracts

Contributor Bio

The American Institute of CPAs (AICPA) is the world's largest member association representing the CPA profession, with more than 429,000 members in the United States and worldwide, and a history of serving the public interest since 1887. AICPA members represent many areas of practice, including business and industry, public practice, government, education, and consulting. The AICPA sets ethical standards for its members and U.S. auditing standards for private companies, nonprofit organizations, federal, state and local governments. It develops and grades the Uniform CPA examination, offers specialized credentials, builds the pipeline of future talent and drives professional competency development to advance the vitality, relevance and quality of the profession.



The New Yellow Book

Government Auditing Standards 2018 Version, Updated

Rebecca A. Meyer

Summary

It is essential all auditors performing Yellow Book audits understand the recently revised concepts and standards of generally accepted government auditing standards (GAGAS). This book provides a baseline of information for accountants to gain an understanding of the new Yellow Book (2018 revision of Government Auditing Standards).

Featuring new guidance related to independence and peer review, this book will increase your knowledge of the requirements and application guidance related to:

- Ethics
- Independence
- Standards for financial audits
- Attestation engagements
- Performance audits

Key topics covered include:

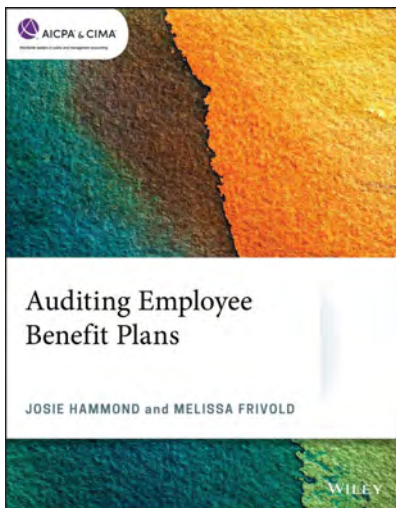
- Foundation and principles for the use and application of generally accepted government auditing standards (GAGAS)
- General requirements for complying with the Yellow Book
- Ethics, independence, and professional judgment
- Competence and continuing professional education
- Quality control and peer review
- Standards for financial audits
- Standards for attestation engagements and reviews of financial statements
- Fieldwork standards for performance audits
- Reporting standards for performance audits

Contributor Bio

Rebecca Meyer, CPA, CGMA, is President of RAM CPA, PLLC located in Raleigh, NC and is a seasoned CPA and management accountant with more than 22 years of technical finance and leadership expertise in various aspects of attest, accounting and compliance services. Her firm specializes in collaborating with state and local governments, nonprofit organizations, small businesses, regulators, and other CPA firms to provide high quality audit, attest, accounting, finance, and compliance services.

John Wiley & Sons
9781119784630
Pub Date: 26/01/2021
\$117.50/£90.00 UK/€100.50 EU
Discount Code: P
Paperback

256 Pages
Series: AICPA



Auditing Employee Benefit Plans

Josie Hammond, Melissa Frivold

Summary

Master the fundamentals of auditing employee benefit plans in accordance with AICPA standards and ERISA rules and regulations. Written by a member on the expert panel for employee benefit plans, this book is designed to give an understanding of the requirements and audit procedures related to defined contribution, defined benefit, and health and welfare plans to help accountants more effectively plan and carry out their audit. Topics include:

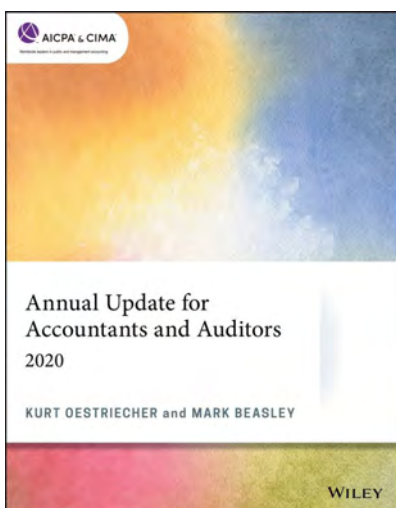
- FASB ASU 2017-06, which significantly impacted master trust accounting, reporting and disclosures for employee benefit plans
- PCAOB adopted AS 3101 in 2017 which resulted in significant changes to the existing auditor's report.
- New insert for SAS No. 136, Forming an Opinion and Reporting on Financial Statements of Employee Benefit Plans Subject to ERISA

Contributor Bio

The American Institute of CPAs (AICPA) is the world's largest member association representing the CPA profession, with more than 429,000 members in the United States and worldwide, and a history of serving the public interest since 1887. AICPA members represent many areas of practice, including business and industry, public practice, government, education, and consulting. The AICPA sets ethical standards for its members and U.S. auditing standards for private companies, nonprofit organizations, federal, state and local governments. It develops and grades the Uniform CPA examination, offers specialized credentials, builds the pipeline of future talent and drives professional competency development to advance the vitality, relevance and quality of the profession.

John Wiley & Sons
9781119763802
Pub Date: 19/10/2020
\$107.50/£85.00 UK/€91.90 EU
Discount Code: P
Paperback

432 Pages
Series: AICPA



Annual Update for Accountants and Auditors: 2020

Kurt Oestricher, Mark Beasley

Summary

Keep abreast of the fast-paced changes in accounting and auditing with relevant pronouncements, exposure drafts, and other guidance recently issued in the accounting, auditing, compilation, preparation, and review arenas. This book will help accountants and financial managers sort through the most recent accounting and auditing complexities so they can identify and apply recently issued FASB, PCAOB, and AICPA standards and guidance. New topics covered include:

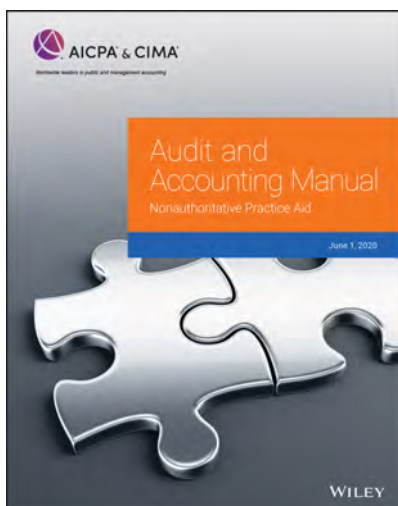
- Revenue recognition
- Leases
- Financial instruments
- Intangible assets
- Consolidation
- Business combinations
- Recently issued SAS No. 134–140
- Auditing interpretations
- Recently proposed SSAE standards
- Overview of SSARS guidance

Contributor Bio

Kurt G. Oestricher, CPA, is partner in charge of accounting and auditing services at Oestricher & Company. He has also served as an Adjunct Instructor of Accounting at Louisiana State University at Alexandria and Northwestern State University. In addition, he functions in many capacities for the Louisiana Society of CPAs on its board and varying committees, is Past President of the LCPA and past President of the Central Louisiana Chapter of Society of Louisiana CPAs, and the current chair of the LCPA Professional Ethics Committee. He is a member of the AICPA and has served on the Accounting and Review Services Committee, which issues the Statements on Standards for Accounting and Review Services. He also served a six year term on the AICPA Joint Trial Board, and recently completed a three year term on AICPA Council.

Comp Titles

Annual Update for Accountants and Auditors	Oestricher, Kurt	John Wiley & Sons	22/06/2018	9781119511380 1119511380	£75.00 GBP	Paperback
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Audit and Accounting Manual

Nonauthoritative Practice Aid 2020

AICPA

Summary

This comprehensive, step-by-step guide provides a plain-English approach to planning and performing audits. In one handy resource, you'll find applicable requirements and how-to advice. This edition includes updates for the issuance of SAS No. 133, Auditor Involvement with Exempt Offering Documents. Update boxes have been added for SAS No. 134, 137, 138 and 139. You'll find illustrative examples, sample forms and helpful techniques ideal for small- and medium-sized firms.

Contributor Bio

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John Wiley & Sons
9781950688487
Pub Date: 10/11/2020
\$205.00/£160.00 UK/€175.30 EU
Discount Code: P
Paperback

800 Pages
Series: AICPA Audit and
Accounting Guide

Comp Titles

Audit and Accounting Manual: Nonauthoritative Practice Aid, 2019	AICPA	John Wiley & Sons	01/10/2019	9781950688005 1950688003	£155.00 GBP	Paperback
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AICPA Professional Standards, 2020, Volumes 1 – 3

AICPA

Summary

Updated as of June 1, 2020, Professional Standards is a comprehensive source of professional standards and interpretations issued by the AICPA, such as auditing and attestation, accounting and review services pronouncements, along with the AICPA Code of Professional Conduct and Bylaws. Standards and related interpretations, to help accountants apply the standards in specific circumstances, are arranged by subject with amendments noted, superseded portions deleted, and conforming changes reflected.

Professional Standards includes these standards and sections:

- Auditing standards and interpretations
- Attestation standards and interpretations
- Accounting and review standards and interpretations
- Quality control standards
- Statements of Position—accounting, auditing and attestation
- AICPA Code of Professional Conduct
- AICPA bylaws
- Valuation services standards and interpretations
- Consulting services standards
- Peer review standards and interpretations
- Tax services standards and interpretations
- Policies for the CPE membership requirement and CPE standards

NEW IN 2020:

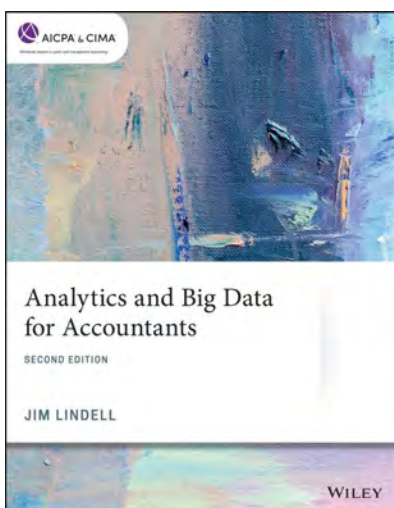
- Statement on Auditing Standards (SAS) No. 138, Amendments to the Description of the Concept of Materiality
- SAS No. 139, Amendments to AU-C Sections 800, 805, and 810 to Incorporate Auditor Reporting Changes From SAS No. 134
- SAS No. 140, Amendments to AU-C Sections 725, 730, 930, 935, and 940 to Incorporate Auditor Reporting Changes From SAS Nos. 134 and 137
- SAS No. 141, Amendment to the Effective Dates of SAS Nos. 134–140

Contributor Bio

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Comp Titles

AICPA Professional Standards 2019 AICPA, John Wiley & Sons 02/12/2019 9781950688029 £190.00 GBP Paperback 195068802X



Analytics and Big Data for Accountants (2nd Edition)

Jim Lindell

Summary

Why is big data analytics one of the hottest business topics today? This book will help accountants and financial managers better understand big data and analytics, including its history and current trends. It dives into the platforms and operating tools that will help you measure program impacts and ROI, visualize data and business processes, and uncover the relationship between key performance indicators.

Key topics covered include:

- Evidence-based techniques for finding or generating data, selecting key performance indicators, isolating program effects
- Relating data to return on investment, financial values, and executive decision making
- Data sources including surveys, interviews, customer satisfaction, engagement, and operational data
- Visualizing and presenting complex results

Contributor Bio

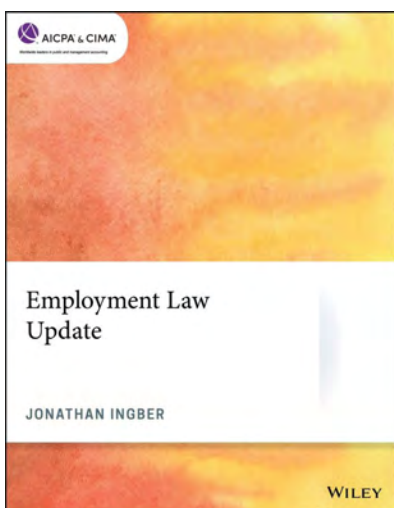
Jim Lindell, MBA, CPA, CGMA, is President of Thorsten Consulting Group, Inc., a Wisconsin based provider of Strategic and Financial Consulting, Professional Speaking, Training, and Executive Coaching. He has an extensive background in senior management including: Chief Financial Officer of Coolidge Glass Company, Inc., Waukesha, Wisconsin, Chief Financial Officer for Lutheran Social Services of Wisconsin and Upper Michigan, Inc., and Corporate Assistant Controller for Wispak Foods, Butler, Wisconsin. In addition, Lindell is a TEC Chairman for two groups in Wisconsin (TEC is an international organization of CEOs).

Comp Titles

Analytics and Big Data for Accountants	Lindell, Jim	John Wiley & Sons	08/06/2018	9781119512332 1119512336	£90.00 GBP	Paperback
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John Wiley & Sons
9781119784623
Pub Date: 26/01/2021
\$107.50/£85.00 UK/€91.90 EU
Discount Code: P
Paperback

224 Pages
Series: AICPA



Employment Law Update

Jonathan Ingber

Summary

Protect clients' assets and shield their estates from increased taxation brought about by changing tax laws. This book can help you to understand the tax obligations of trusts and estates and how these obligations affect beneficiaries. It provides exercises and examples that reflect the calculation and allocation of taxable income and its presentation on the appropriate forms. In addition, you will also learn how to prepare federal Form 1041, US Income Tax Return for Estates and Trusts.

Key topics covered include:

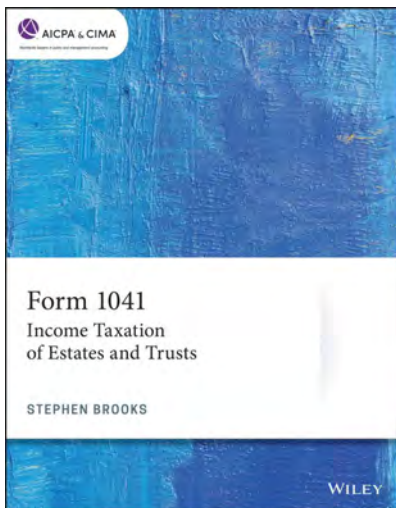
- How are trusts and estates taxed under the internal revenue code?
- What is a trust? What is a "simple trust?" What is a "complex trust?"
- How is the "income" of a trust or estate defined for tax purposes?
- What are the ordinary deductions and credits allowed?
- How is the "deduction for distributions" to beneficiaries determined?
- How are trust and estate beneficiaries taxed?
- What is a "grantor trust" and how is it taxed?
- How to prepare Form 1041.

Contributor Bio

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John Wiley & Sons
9781119763819
Pub Date: 22/10/2020
\$107.50/£85.00 UK/€91.90 EU
Discount Code: P
Paperback

192 Pages
Series: AICPA



Form 1041

Income Taxation of Estates and Trusts

Stephen Brooks

Summary

Protect your clients' assets and shield their estates from increased taxation brought about by changing tax laws. This book can help you to understand the tax obligations of trusts and estates and how these obligations affect beneficiaries. It provides exercises and examples that reflect the calculation and allocation of taxable income and its presentation on the appropriate forms. In addition, you will also learn how to prepare federal Form 1041, US Income Tax Return for Estates and Trusts.

Key topics covered include:

- How are trusts and estates taxed under the internal revenue code?
- What is a trust? What is a "simple trust?" What is a "complex trust?"
- How is the "income" of a trust or estate defined for tax purposes?
- What are the ordinary deductions and credits allowed?
- How is the "deduction for distributions" to beneficiaries determined?
- How are trust and estate beneficiaries taxed?
- What is a "grantor trust" and how is it taxed?
- How to prepare Form 1041.

Contributor Bio

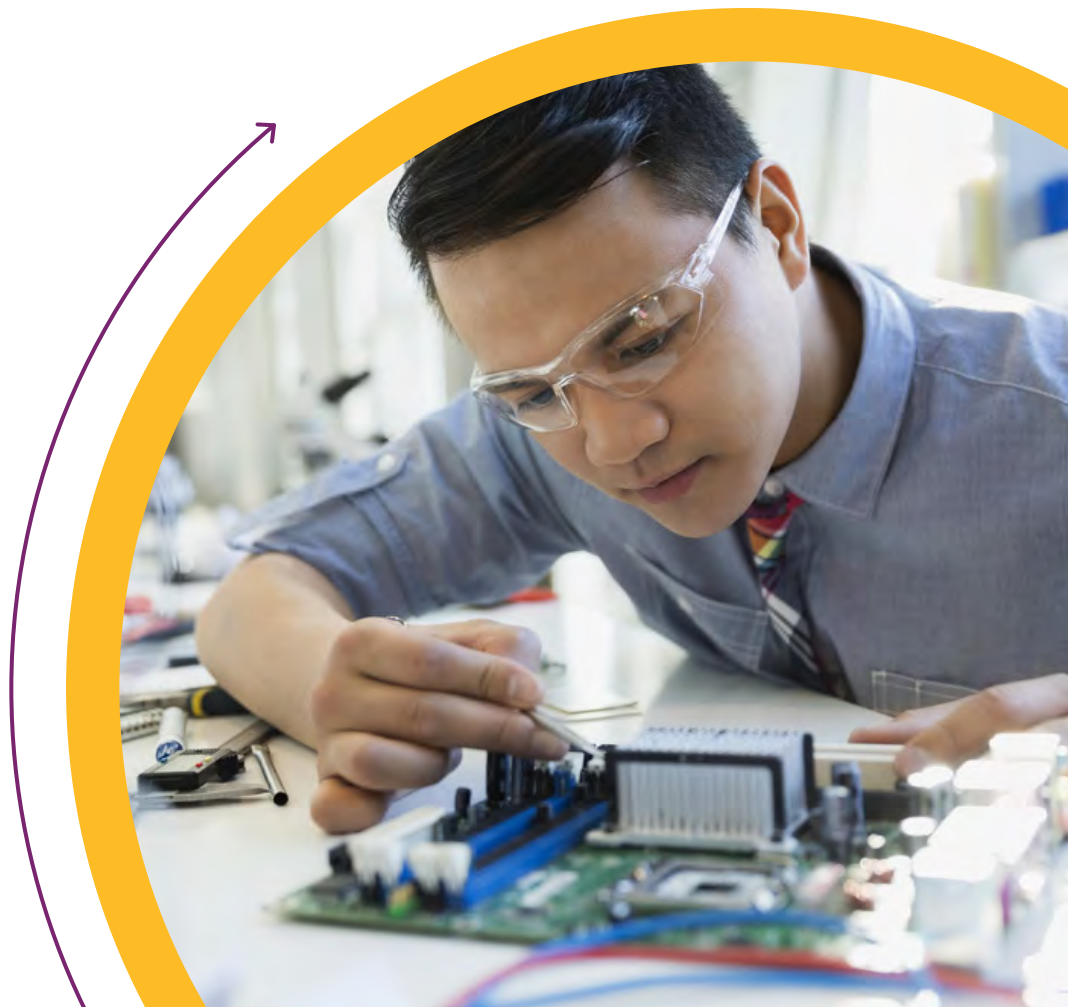
The American Institute of CPAs (AICPA) is the world's largest member association representing the CPA profession, with more than 429,000 members in the United States and worldwide, and a history of serving the public interest since 1887. AICPA members represent many areas of practice, including business and industry, public practice, government, education, and consulting. The AICPA sets ethical standards for its members and U.S. auditing standards for private companies, nonprofit organizations, federal, state and local governments. It develops and grades the Uniform CPA examination, offers specialized credentials, builds the pipeline of future talent and drives professional competency development to advance the vitality, relevance and quality of the profession.

John Wiley & Sons
9781119763796
Pub Date: 10/11/2020
\$107.50/£85.00 UK/€91.90 EU
Discount Code: P
Paperback

240 Pages
Series: AICPA



Tech





John Wiley & Sons
 9781119763277
 Pub Date: 07/02/2021
 \$25.00/£18.99 UK/€21.40 EU
 Discount Code: TD
 Paperback
 384 Pages
 Series: Teach Yourself VISUALLY
 (Tech)

Teach Yourself VISUALLY Google Workspace

Guy Hart-Davis

Summary

Teach Yourself VISUALLY Google Workspace is your ultimate guide to getting the most out of Google Workspace! Workspace is Google's one stop shop to help users tackle a various number of productivity problems in today's busy work, school, or life environment. Offering solutions for email, word processing, spreadsheets, presentation decks, shared calendars, cloud storage, virtual conferencing, on a subscription-based model opening access for anyone interested in better organizing one's daily tasks.

Google Workspace was born in the cloud and built for the cloud, which means real-time collaboration is effortless. This is why more than a billion people rely on Google Workspace apps like Gmail, Docs, Drive and more in their personal lives. Instead of defaulting to old habits—like saving content on your desktop—Google Workspace saves your work securely in the cloud and provides a means for teams to push the boundaries of what they create.

Google Workspace is designed to be one of the most feature-rich and user-friendly solutions on the web that combine email, cloud storage, productivity software, calendars, and more!

- Get started with Google Workspace with 700 full-color screen
- shots Master managing files and folders in your Google Drive
- Customize folders and learn how to navigate your Gmail account

Contributor Bio

Guy Hart-Davis (Barnard Castle, UK) is the author of more than 100 computing books, including *Teach Yourself VISUALLY iPhone 7*, *Teach Yourself VISUALLY MacBook 3rd Edition*, and *Teach Yourself VISUALLY Android 2nd Edition*. He also writes about PCs, Windows, Linux, and VBA

Teach Yourself VISUALLY iPhone 12, 12 Pro, and 12 Pro Max

Max (6th Edition)

Guy Hart-Davis

No Image
Available

Summary

Know your new iPhone 12, 12 Pro, and 12 Pro Max from the inside-out with 900 color screen shots!

Teach Yourself VISUALLY iPhone is your ultimate guide to getting the most out of your iPhone! Apple's graphics-driven iOS is perfect for visual learners, so this book uses a visual approach to show you everything you need to know to get up and running—and much more. Full-color screen shots walk you step-by-step through setup, customization, and everything your iPhone can do. Whether you are new to the iPhone or have just upgraded to the 12, 12 Pro, or 12 Pro Max, this book helps you discover your phone's full functionality and newest capabilities. Stay in touch by phone, text, email, FaceTime Audio or FaceTime Video calls, or social media; download and enjoy books, music, movies, and more; take, edit, and manage photos; track your health, fitness, and habits; organize your schedule, your contacts, and your commitments; and much more!

The iPhone is designed to be user-friendly, attractive, and functional. But it is capable of so much more than you think—don't you want to explore the possibilities? This book walks you through iOS 14 visually to help you stay in touch, get things done, and have some fun while you're at it!

- Get to know iOS 14 with 900 full-color screen shots
- Master the iPhone's basic functions and learn the latest features
- Customize your iPhone to suit your needs and get optimal performance
- Find the apps and services that can make your life easier

Contributor Bio

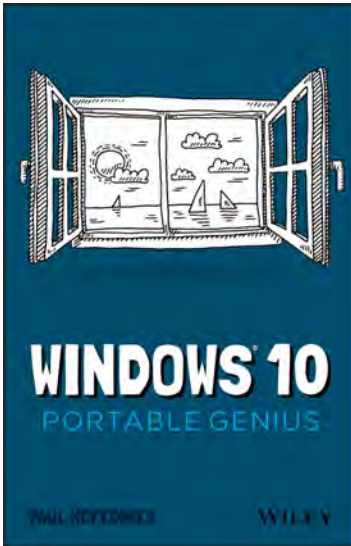
Guy Hart-Davis (Barnard Castle, UK) is the author of more than 100 computing books, including *Teach Yourself VISUALLY iPhone 11*, *Teach Yourself VISUALLY MacBook 3rd Edition*, and *Teach Yourself VISUALLY Android 2nd Edition*. He also writes about PCs, Windows, Linux, and VBA

Comp Titles

Teach Yourself VISUALLY iPhone 11, 11Pro, and 11 Pro Max	Hart-Davis, Guy	John Wiley & Sons	09/04/2020	9781119683889 1119683882	£18.99 GBP	Paperback
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John Wiley & Sons
9781119763284
Pub Date: 30/03/2021
\$25.00/£18.99 UK/€21.40 EU
Discount Code: TD
Paperback

350 Pages
Series: Teach Yourself VISUALLY (Tech)



Windows 10 Portable Genius

Paul McFedries

Summary

Windows 10 Portable Genius contains practical advice in a concise, fast-paced guide perfect for novice and experienced users. Learn how to install programs, set up user accounts, play music and other media files, download photos from your digital camera, go online, set up and secure an e-mail account, and much more.

Whether you are an experienced or novice user, this guide will offer valuable information including how to:

- Shows how to perform more than 150 Windows tasks, including working with files, digital images, and media; customizing Windows; optimizing performance; and sharing a computer with multiple users
- Covers installing and repairing applications, system maintenance, setting up password-protected accounts, downloading photos to your computer, and managing media files

A comprehensive index designed for easy navigation, concise instructions, and small, portable size makes this the ideal guide for Windows 10 users everywhere.

Contributor Bio

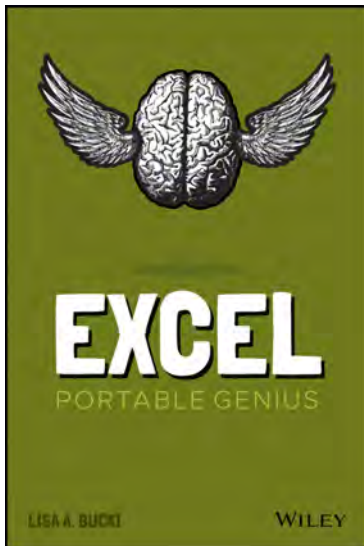
Paul McFedries (Toronto, Ontario) is the president of Logophilia Limited, a technical writing company. He has been programming since he was a teenager in the mid-1970s, has programmed everything from mainframes to desktops to bar code scanners, and has worked with many different languages, including Fortran, assembly language, C++, and, of course, JavaScript. Paul has written more than four dozen books that have sold more than two million copies worldwide. Paul encourages all readers to drop by his website, www.mcfedries.com.

9781119763574

Pub Date: 31/01/2021

€17.10 EU/£15.99 UK/\$19.99

Paperback



Excel Portable Genius

Lisa A. Bucki

Summary

Excel Portable Genius contains practical advice and covers the key features of Microsoft Excel in a concise, fast-paced guide perfect for novice and experienced users. This full-color guide features clearly worded instructions as well as illustrations so that anyone may learn the capabilities available to them through Excel.

Whether you are experienced or novice, this guide will offer valuable information including how to:

- Graph or chart data to assist users in identifying data trends
- Format data to make important data easy to find and understand
- Print data and charts for use in reports
- Sort and filter data to find specific information
- Link worksheet data and charts for use in other programs such as Microsoft PowerPoint and Word
- Import data from database programs for analysis

A comprehensive index designed for easy navigation, concise instructions, and a small, portable size makes this the ideal guide for every user of the world's most popular spreadsheet program.

Contributor Bio

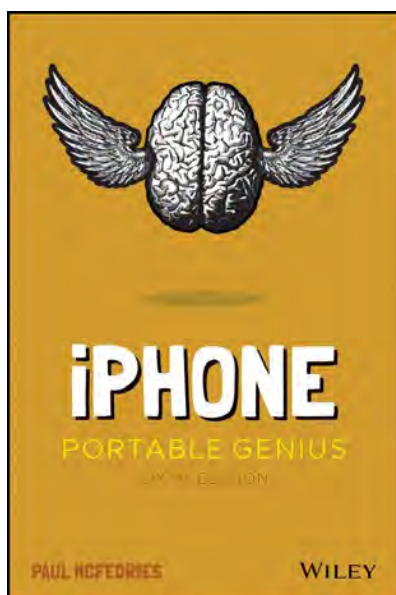
An author, trainer, and a publishing consultant, Lisa A. Bucki has been educating others about computers, software, business, and personal growth topics since 1990. She has written and contributed to dozens of books and multimedia works, in addition to providing marketing and training services to her clients and writing online tutorials. Bucki is co-founder of 1x1 Media, LLC, an independent publisher of eBooks focused on how-to topics for entrepreneurs, startup founders, makers, and other business professionals.

9781119763611

Pub Date: 31/01/2021

£15.99 UK/ €17.10 EU/ \$19.99

Paperback



iPhone Portable Genius (6th Edition)

Paul McFedries

Summary

iPhone Portable Genius, 6th Ed. contains practical advice in a concise, fast-paced guide perfect for novice and experienced users. You'll learn how to access and download books, apps, music, and video content as well as send photos and e-mails, edit movies, sync with Apple devices and services, and effectively use the current OS. From set up to utilization, this guide will offer valuable information in clear, concise language including how to:

- Learn the features and capabilities of iOS
 - Master the basic functions of your iPhone and customize its settings
 - Ensure you are getting optimal performance from your smartphone
 - Understand how to find the best apps and services to fit your personal and business needs
- Consumers already know that iPhone and Apple products simply work, but with *iPhone Portable Genius* you will learn how to make it work for you in a short amount of time at a great price.

Contributor Bio

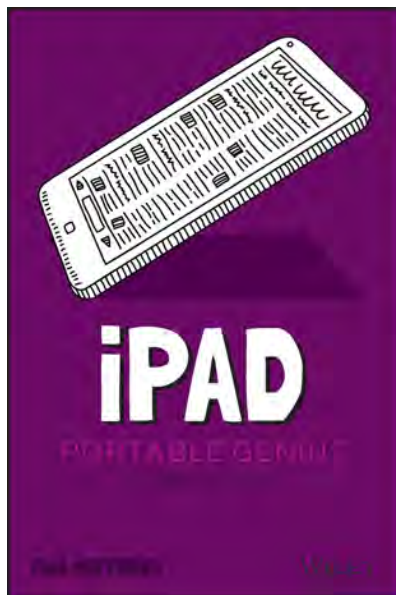
Paul McFedries (Toronto, Ontario) is the president of Logophilia Limited, a technical writing company. He has been programming since he was a teenager in the mid-1970s, has programmed everything from mainframes to desktops to bar code scanners, and has worked with many different languages, including Fortran, assembly language, C++, and, of course, JavaScript. Paul has written more than four dozen books that have sold more than two million copies worldwide. Paul encourages all readers to drop by his website, www.mcfedries.com.

Comp Titles

iPhone 6s Portable Genius	McFedries, Paul	John Wiley & Sons	24/11/2015	9781119173922 1119173922	£17.99 GBP Paperback
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John Wiley & Sons
9781119763628
Pub Date: 21/02/2021
\$19.99/£15.99 UK/€17.10 EU
Discount Code: TD
Paperback

240 Pages
Series: Portable Genius



iPad Portable Genius (4th Edition)

Paul McFedries

Summary

iPad Portable Genius contains practical advice in a concise, fast-paced guide perfect for novice and experienced users that want to get the most out of the most out of your iPad, iPad mini or iPad Pro running iOS 13. Designed to quickly get you the answers you need, this book includes concise instructions for everything from the initial setup to working with key features. This guide will offer valuable information including how to:

- Customize your iPad and connect via WiFi and Bluetooth
- Learn how to install programs, set up user accounts, play music and other media files
- Download photos from your digital camera, go online, set up and secure an e-mail account, and much more.
- Access music, videos, games, photos, books, apps and more

A comprehensive index designed for easy navigation, concise instructions, and small, portable size makes this the ideal guide for Apple iPad users anytime, anywhere.

Contributor Bio

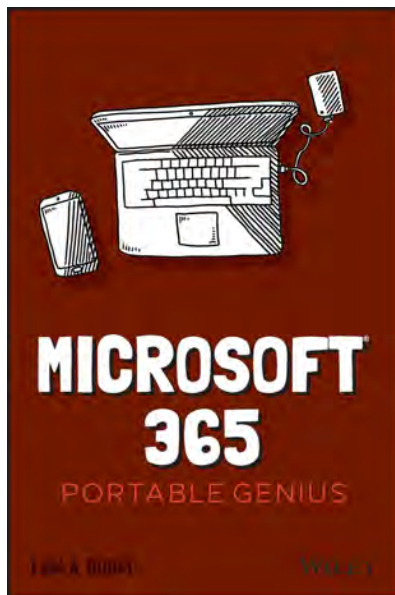
Paul McFedries (Toronto, Ontario) is the president of Logophilia Limited, a technical writing company. He has been programming since he was a teenager in the mid-1970s, has programmed everything from mainframes to desktops to bar code scanners, and has worked with many different languages, including Fortran, assembly language, C++, and, of course, JavaScript. Paul has written more than four dozen books that have sold more than two million copies worldwide. Paul encourages all readers to drop by his website, www.mcfedries.com.

Comp Titles

iPad Portable Genius	McFedries, Paul	John Wiley & Sons	23/01/2015	9781118932148 1118932145	£17.99 GBP	Paperback
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John Wiley & Sons
9781119763581
Pub Date: 28/03/2021
\$19.99/£15.99 UK/€17.10 EU
Discount Code: TD
Paperback

240 Pages
Series: Portable Genius



Microsoft 365 Portable Genius

Lisa A. Bucki

Summary

Microsoft 365 Portable Genius contains practical advice and covers the key features of Microsoft 365 in a concise, fast-paced guide perfect for those new to Microsoft software. This full-color guide features clearly worded instructions as well as illustrations so that anyone may learn the ins and outs of Microsoft 365. Even experienced users can discover new tips and tricks to maximize their experience and eliminate hassles.

With organizations and businesses adopting Microsoft 365 as their medium for collaboration, now is the perfect time to learn the techniques that will allow you to benefit from all the services and applications available to users. Whether you are experienced or novice, this guide will offer valuable information including how to:

- Manage your daily activities in one view with Outlook
- Utilize a growing catalog of premium templates for Word, Excel, and PowerPoint, that include high-impact photos and 3D models
- Back up and access photos and files on all your devices with 1 TB of OneDrive cloud storage
- Access your files with the new Office mobile app for Android and iOS that combines Word, Excel, and PowerPoint into one single app

A comprehensive index designed for easy navigation, concise instructions, and a small, portable size makes this the ideal guide for Microsoft 365 users on the go.

Contributor Bio

An author, trainer, and a publishing consultant, Lisa A. Bucki has been educating others about computers, software, business, and personal growth topics since 1990. She has written and contributed to dozens of books and multimedia works, in addition to providing marketing and training services to her clients and writing online tutorials. Bucki is co-founder of 1x1 Media, LLC, an independent publisher of eBooks focused on how-to topics for entrepreneurs, startup founders, makers, and other business professionals.

John Wiley & Sons
9781119763673
Pub Date: 28/03/2021
\$19.99/£15.99 UK/€17.10 EU
Discount Code: TD
Paperback

240 Pages
Series: Portable Genius



Ubuntu Linux Bible (10th Edition)

David Clinton, Christopher Negus

Summary

Ubuntu Linux Bible addresses the information needed for the complete spectrum of Ubuntu users, from desktop users to server administrators, including those new to Linux who may be setting up Linux servers for the first time. The book provides complete information presented in such a way that new users have all of the information that they need, while experienced Linux users can skip directly to the details that they require. Covering the recently released 19.10, as well as the previous version, this book will cover Getting Started with Ubuntu, Ubuntu for Desktop Users, and Ubuntu for System Administrators

This book is organized into four parts: "Getting Started with Ubuntu Linux," "Ubuntu for Desktop Users," "Ubuntu for System Administrators," and "Configuring Servers on Ubuntu."

Making the most of the wide variety of software that is included with Ubuntu Linux. The "Desktop Users' section of the book is task-oriented, explaining how to do user-oriented tasks like read email, surf the web, create and publish documents, work with spreadsheets, create presentations, play games, create and edit graphics, and work with common consumer IoT electronic devices.

Managing Ubuntu systems, explaining fundamental Linux system administration topics such as creating and managing users, backing up the system, adding new printers and disks to the system, network configuration, and using Ubuntu wirelessly.

Using Ubuntu to support network servers. Ubuntu is primarily targeted for ...

Contributor Bio

David Clinton (Toronto, Ontario) is a Linux server admin who has worked with IT infrastructure in both academic and enterprise environments. He has created more than 15 video courses, teaching Amazon Web Services and other technologies. He is the co-author of AWS Certified Solutions Architect Study Guide: Associate (SAA-C01) Exam, Second Edition, and AWS Certified Cloud Practitioner Study Guide: Foundational (CLF-C01) Exam, and the author of Learn Amazon Web Services in a Month of Lunches, Linux in Action, and Practical LPIC-1 Linux Certification Study Guide.

Previous edition

Linux Bible
Negus, Christopher
John Wiley & Sons
Paperback
08/06/2020
9781119578888
1119578884
£47.50 GBP

John Wiley & Sons
9781119722335
Pub Date: 03/01/2021
\$50.00/£37.99 UK/€42.80 EU
Discount Code: TD
Paperback

Series: Bible



Linux Command Line and Shell Scripting Bible (4th Edition)

Richard Blum, Christine Bresnahan

Summary

Advance your understanding of the Linux command line with this invaluable resource

Linux Command Line and Shell Scripting Bible, 4th Edition is the newest installment in the indispensable series known to Linux developers all over the world. Packed with concrete strategies and practical tips, the latest edition includes brand-new content covering:

- Understanding the Shell
- Writing Simple Script Utilities
- Producing Database, Web & Email Scripts
- Creating Fun Little Shell Scripts

Written by accomplished Linux professionals Christine Bresnahan and Richard Blum, *Linux Command Line and Shell Scripting Bible, 4th Edition* teaches readers the fundamentals and advanced topics necessary for a comprehensive understanding of shell scripting in Linux. The book is filled with real-world examples and usable scripts, helping readers navigate the challenging Linux environment with ease and convenience.

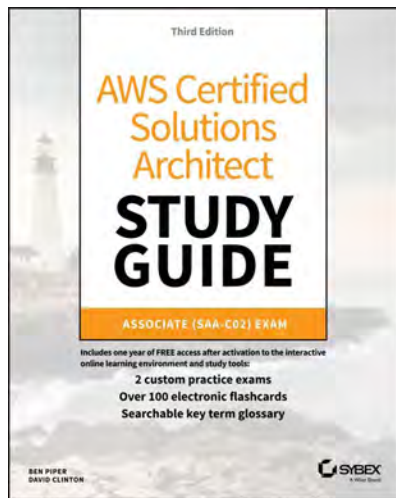
The book is perfect for anyone who uses Linux at home or in the office and will quickly find a place on every Linux enthusiast's bookshelf.

Contributor Bio

Christine Bresnahan (Indianapolis, IN) is an Adjunct Professor at Ivy Tech Community College, where she teaches Linux certification and Python classes. She is the author of several books, including *CompTIA Linux+ Study Guide, Fourth Edition*, and *LPIC-1 Study Guide, Fifth edition*. Richard Blum (Indianapolis, IN) has worked as a system and network administrator for over 30 years. He is the author of several Linux books, including *Linux Command Line and Shell Scripting Bible, Third Edition*, and *Linux for Dummies, 9th edition*, and is a popular online Linux instructor.

Comp Titles

Linux Command Line and Shell Scripting Bible	Blum, Richard	John Wiley & Sons	17/03/2015	9781118983843 111898384X	£37.99 GBP	Paperback
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Sybex
 9781119713081
 Pub Date: 21/02/2021
 \$60.00/£47.50 UK/€51.30 EU
 Discount Code: TD
 Paperback

AWS Certified Solutions Architect Study Guide (3rd Edition)

Associate SAA-C02 Exam

Ben Piper, David Clinton

Summary

Master the intricacies of Amazon Web Services and efficiently prepare for the SAA-C02 Exam with this comprehensive study guide

AWS Certified Solutions Study Guide: Associate (SAA-C02) Exam, Third Edition comprehensively and efficiently prepares you for the SAA-C02 Exam. The study guide contains robust and effective study tools that will help you succeed on the exam. The guide grants you access to the regularly updated Sybex online learning environment and test bank, which contains hundreds of test questions, bonus practice exams, electronic flashcards, and a glossary of key terms.

In this study guide, accomplished and experienced authors Ben Piper and David Clinton show you how to:

- Design resilient architectures
- Create high-performing architectures
- Craft secure applications and architectures
- Design cost-optimized architectures

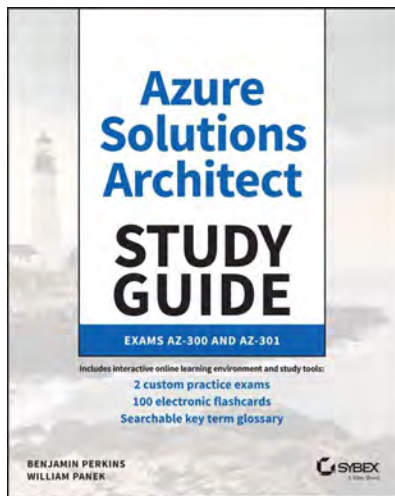
Perfect for anyone who hopes to begin a new career as an Amazon Web Services cloud professional, the study guide also belongs on the bookshelf of any existing AWS professional who wants to brush up on the fundamentals of their profession.

Contributor Bio

Ben Piper (Summerville, SC) is an IT consultant who has authored over 20 courses covering Amazon Web Services, networking, Puppet, and Windows Server Administration. You can contact Ben by visiting his website, benpiper.com. David Clinton (Toronto, Ontario) is a system administrator, teacher, and writer. He has administered, written about, and created training material for many important technology subjects including Linux systems, cloud computing (AWS in particular), and container technologies like Docker. He's the author of *Learn Amazon Web Services in a Month of Lunches* (Manning, 2017) and *Linux in Action* (Manning, 2018). Many of his video training courses can be found on Pluralsight.com, and links to his other books (on Linux administration and server virtualization) can be found at bootstrap-it.com.

Comp Titles

AWS Certified Solutions Architect Study Guide Piper, Ben	Sybex	23/04/2019	9781119504214 111950421X	£47.50 GBP Paperback
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Microsoft Azure Architect Technologies and Design Complete Study Guide Exams AZ-303 and AZ-304

Exams AZ-300 and AZ-301

Benjamin Perkins

Summary

Become a proficient Microsoft Azure solutions architect

Azure certifications are critical to the millions of IT professionals Microsoft has certified as MCSE and MCSA in Windows Server in the last 20 years. All of these professionals need to certify in key Azure exams to stay current and advance in their careers. Exams AZ-303 and AZ-304 are the key solutions architect exams that experienced Windows professionals will find most useful at the intermediate and advanced points of their careers.

Microsoft Azure Architect Technologies and Design Complete Study Guide Exams AZ-303 and AZ-304 covers the two critical Microsoft Azure exams that intermediate and advanced Microsoft IT professionals will need to show proficiency as their organizations move to the Azure cloud.

- Understand Azure
- Set up your Microsoft Cloud network
- Solve real-world problems
- Get the confidence to pass the exam

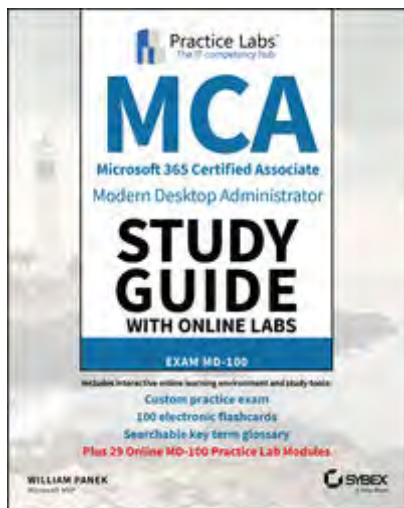
By learning all of these things plus using the Study Guide review questions and practice exams, the reader will be ready to take the exam and perform the job with confidence.

Contributor Bio

Benjamin Perkins (Munich, Germany) is Senior Support Escalation Engineer at Microsoft. He's an avid C# programmer with a strong focus on cloud technologies and anything web, and has 15+ years of experience with designing, developing, deploying, administering and managing enterprise-level IT solutions.

Sybex
9781119559535
Pub Date: 15/02/2021
\$80.00/£65.00 UK/€68.40 EU
Discount Code: TD
Paperback

940 Pages



MCA Modern Desktop Administrator Study Guide with Online Labs: MD-100

William Panek

Summary

MCA Modern Desktop Administrator Study Guide guides readers through the NEW Exam MD-100, Windows 10. Certification candidates need to know how to perform the following tasks:

- Implementing Windows
- Preparing for installation requirements
- Installing Windows
- Configuring devices and device drivers
- Configuring and supporting core services
- Configuring networking
- Configuring storage
- Configuring data access and usage
- Managing and maintaining Windows
- Configuring updates
- Monitoring Windows
- Configuring system and data recovery
- Managing identity
- Planning desktop and device deployment
- Planning and implementing a Microsoft Intune device management solution
- Configuring networks
- Configuring storage
- Managing data access and protection
- Managing remote access
- Managing apps
- Managing updates and recovery

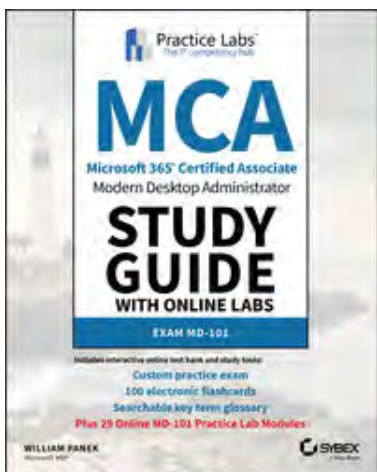
This NEW Study Guide covers 100% of the Exam MD-100 objectives, real world scenarios, hands-on exercises, and challenging review questions. The book also dives deeper into some of the more complex topics and technologies.

The Study Guide includes Sybex's comprehensive online learning environment with an Assessment Test, Bonus Practice Exam, Flashcards, Searchable Glossary, and Videos for many of the chapter exercises.

Contributor Bio

William Panek (Farmington, NH), MCP, MCSE, MCSA, MCTS, MCITP, CCNA, is a Five-Time Microsoft MVP Winner. He has taught at Boston University, Clark University, and the University of Maryland, and presently conducts live online classes for StormWind Studios (www.stormwind.com).

Sybex
9781119784302
Pub Date: 21/12/2020
\$150.00/£115.00 UK/€128.30 EU
Paperback



MCA Modern Desktop Study Guide with Online Labs: MD-101

William Panek

Summary

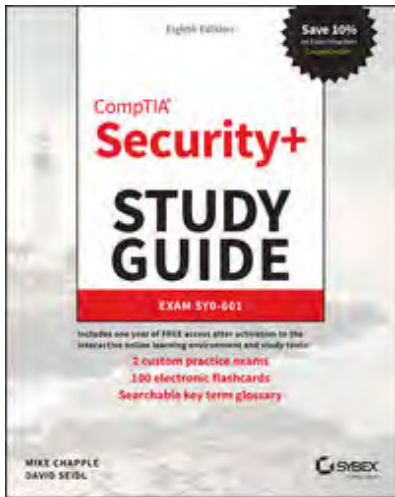
MCA Modern Desktop Administrator Study Guide: Exam MD-101 guides readers through the NEW Exam MD-100, Managing Modern Desktops. Certification candidates need to know how to perform the following tasks:

- Implementing Windows
- Preparing for installation requirements
- Installing Windows
- Configuring devices and device drivers
- Configuring and supporting core services
- Configuring networking
- Configuring storage
- Configuring data access and usage
- Managing and maintaining Windows
- Configuring updates
- Monitoring Windows
- Configuring system and data recovery
- Managing identity
- Planning desktop and device deployment
- Planning and implementing a Microsoft Intune device management solution
- Configuring networks
- Configuring storage
- Managing data access and protection
- Managing remote access
- Managing apps
- Managing updates and recovery

This NEW Study Guide covers 100% of the Exam MD-101 objectives, real world scenarios, hands-on exercises, and challenging review questions. The book also dives deeper into some of the more complex topics and technologies.

The Study Guide includes Sybex's comprehensive online learning environment with an Assessment Test, Bonus Practice Exam, Flashcards, and a Searchable Glossary.

Sybex
9781119784326
Pub Date: 21/12/2020
\$150.00/£115.00 UK/€128.30 EU
Paperback



CompTIA Security+ Study Guide Exam SY0-501 & Online Lab Card Bundle

Emmett Dulaney, Chuck Easttom, James Michael Stewa...

Summary

Building on the popular Sybex Study Guide approach, CompTIA Security+ Study Guide, Seventh Edition, will provide 100% coverage of the NEW Exam SY0-501 objectives. The book will contain clear and concise information on crucial security topics. It will include practical examples and insights drawn from real-world experience. Key exam topics include:

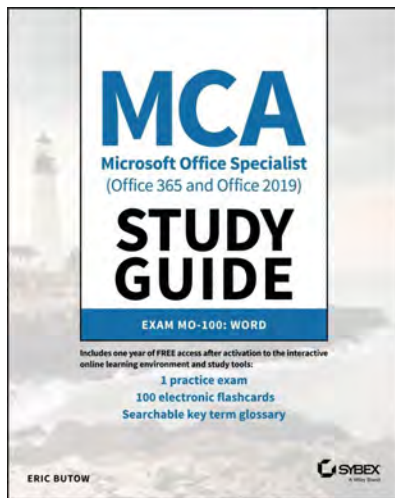
- * Threats, Attacks and Vulnerabilities
- * Technologies and Tools
- * Architecture and Design
- * Identity and Access Management
- * Risk Management
- * Cryptography and PKI

Readers will also have access to the Sybex interactive online learning environment and test bank. Take advantage of a robust set of self-paced learning tools to help you prepare for taking the exam, including a pre-assessment test, hundreds of practice questions, flashcards, and glossary of key terms.

Contributor Bio

Emmett Dulaney (Indianapolis, IN) is an Assistant Professor at Anderson University. He has written several certification books on Windows, Security, IT project management, and UNIX, and was co-author of two of Sybex's leading certification titles: CompTIA Security+ Study Guide and CompTIA A+ Complete Study Guide. Chuck Easttom (Plano, TX), is CEO and Chief Trainer for CEC-Security, which specializes in IT security training and CISP and Security+ exam preparation. He has over 18 years in the IT industry, over 10 years teaching/training. He has authored 15 published books, including IT security.

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Paperback



Sybex
 9781119718260
 Pub Date: 28/02/2021
 \$25.00/£18.99 UK/€21.40 EU
 Discount Code: TD
 Paperback

MCA Microsoft Office Specialist Word Study Guide

Exam MO-100

Eric Butow

Summary

Learn the realities of being a Microsoft Office Specialist and efficiently prepare for the MO-100 Exam with a single, comprehensive study guide

MCA Microsoft Office Specialist Word Study Guide: Exam MO-100 comprehensively prepares you for the MO-100 Exam. Accomplished and experienced author Eric Butow provides readers with a one-stop resource for learning the job responsibilities of a Microsoft Office Specialist and succeeding on the MO-100 Exam.

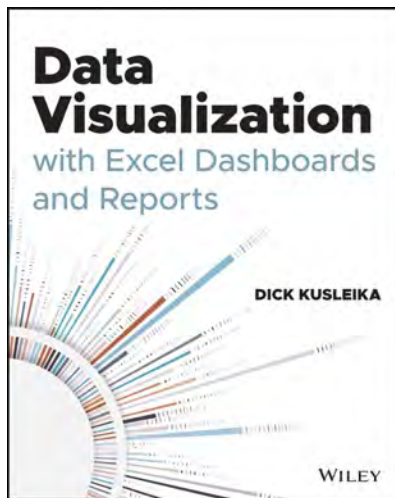
The study guide is written in a straightforward and practical style which, when combined with the companion online Sybex resources, allows you to learn efficiently and effectively. The online resources include hundreds of practice questions, flashcards, and a glossary of key terms. In addition to preparing you for the realities of the Microsoft Office Specialist job role, this study guide covers all the subjects necessary to do well on the certifying exam, including:

- Managing documents
- Inserting and formatting text, paragraphs, and sections
- Managing tables and lists
- Creating and managing references
- Inserting and formatting graphics
- Managing document collaboration

Perfect for anyone seeking to begin a new career as a Microsoft Office Specialist, or simply wondering what the job entails, the study guide also belongs on the bookshelf of currently practicing professionals who want to brush up on the fundamentals of their role.

Contributor Bio

Eric Butow (Jackson, CA) has authored or co-authored 35 books, most recently *Pro iOS Security and Forensics* (Apress), *Programming Interviews for Dummies* (Wiley), and *Instagram for Dummies* (Wiley). Eric has also developed and taught networking, computing, and usability courses for Ed2Go, Virtual Training Company, California State University, Sacramento, and Udemy. Eric has also been a professional technical writer and started using Word, Excel, and PowerPoint professionally starting in 1994 for Dantel, a telecommunications company in Fresno, California. He also served as a technical writer for companies large and small including Intel, Wells Fargo Wachovia, TASQ Technology, Cisco Systems, and Hewlett-Packard. He is the owner of Butow Communications Group (BCG) in Jackson, California (<https://www.butow.net>). BCG offers website development, online marketing, and technical writing services.



John Wiley & Sons
 9781119698722
 Pub Date: 28/03/2021
 \$39.99/£30.99 UK/€34.20 EU
 Discount Code: TD
 Paperback

420 Pages

Data Visualization with Excel Dashboards and Reports

b /b

Dick Kusleika

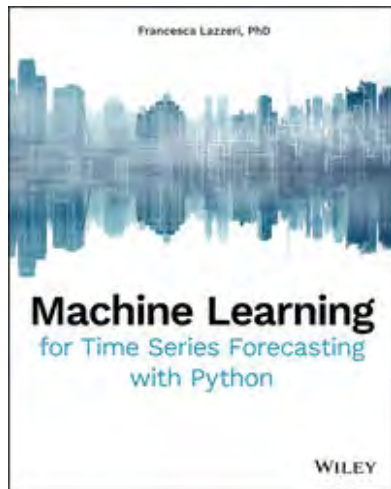
Summary

Large corporations like IBM and Oracle are using Excel dashboards and reports as a Business Intelligence tool, and many other smaller businesses are looking to these tools in order to cut costs for budgetary reasons. An effective analyst not only has to have the technical skills to use Excel in a productive manner but must be able to synthesize data into a story, and then present that story in the most impactful way. Microsoft shows its recognition of this with Excel. In Excel, there is a major focus on business intelligence and visualization. Data Visualization with Excel Dashboards and Reports fills the gap between handling data and synthesizing data into meaningful reports. This title will show readers how to think about their data in ways other than columns and rows.

Most Excel books do a nice job discussing the individual functions and tools that can be used to create an "Excel Report". Titles on Excel charts, Excel pivot tables, and other books that focus on "Tips and Tricks" are useful in their own right; however they don't hit the mark for most data analysts. The primary reason these titles miss the mark is they are too focused on the mechanical aspects of building a chart, creating a pivot table, or other functionality. They don't offer these topics in the broader picture by showing how to present and report data in the most effective way.

Contributor Bio

Dick Kisleika is a 12-year Microsoft Excel MVP and the principle contributor at the Daily Dose of Excel Blog.



Machine Learning for Time Series Forecasting with Python

Francesca Lazzeri

Summary

Learn how to apply the principles of machine learning to time series modeling with this indispensable resource

Machine Learning for Time Series Forecasting with Python is an incisive and straightforward examination of one of the most crucial elements of decision-making in finance, marketing, education, and healthcare: time series modeling.

Despite the centrality of time series forecasting, few business analysts are familiar with the power or utility of applying machine learning to time series modeling. Author Francesca Lazzeri, a distinguished machine learning scientist and economist, corrects that deficiency by providing readers with comprehensive and approachable explanation and treatment of the application of machine learning to time series forecasting.

Written for readers who have little to no experience in time series forecasting or machine learning, the book comprehensively covers all the topics necessary to:

- Understand time series forecasting concepts, such as stationarity, horizon, trend, and seasonality
- Prepare time series data for modeling
- Evaluate time series forecasting models' performance and accuracy
- Understand when to use neural networks instead of traditional time series models in time series forecasting

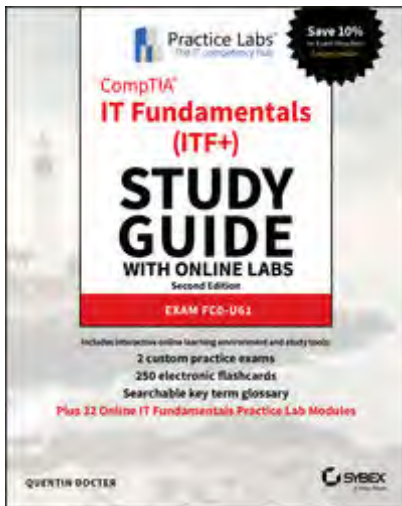
Machine Learning for Time Series Forecasting with Python is full real-world examples, resources and concrete strategies to help readers explore and transform data and develop usable, practical time series forecasts.

Contributor Bio

Francesca Lazzeri is an economist who works on machine learning, artificial intelligence and applied econometrics. Her work at Microsoft as a data scientist and machine learning scientist involves working closely with several product teams to develop a portfolio of machine learning services and solutions on the cloud. Francesca has been involved on a variety of external customer projects and has used this experience to build frameworks to make machine learning forecast solutions successful. She has written machine learning articles, and given talks at multiple venues, including AI conferences and academic seminars at Berkeley, Harvard and MIT.

John Wiley & Sons
9781119682363
Pub Date: 12/01/2021
\$60.00/£47.50 UK/€51.30 EU
Discount Code: TD
Paperback

256 Pages



CompTIA IT Fundamentals (ITF+) Study Guide with Online Labs: FC0–U61

Quentin Docter

Summary

NOTE: The name of the exam has changed from IT Fundamentals to IT Fundamentals (ITF+). However, the FC0-U61 exam objectives are exactly the same. After the book was printed with IT Fundamentals in the title, CompTIA changed the name to IT Fundamentals (ITF+) adding the acronym. We have corrected the title to IT Fundamentals (ITF+) in subsequent book printings, but earlier printings that were sold may still show IT Fundamentals without the acronym in the title. Please rest assured that the book content is 100% the same.

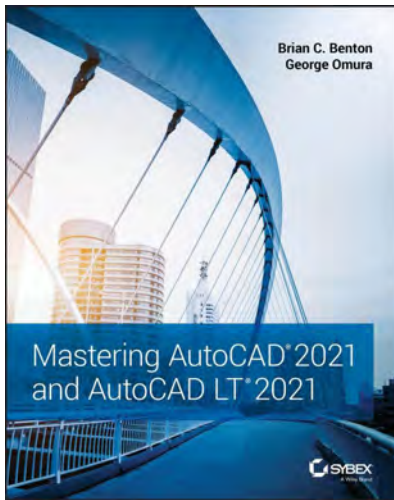
Information Technology is not just about what applications you can use; it is about the systems you can support. The CompTIA IT Fundamentals certification is an introduction to the skills required to become a successful systems support professional, progressing onto more advanced certifications and career success.

The Sybex CompTIA IT Fundamentals Study Guide covers 100% of the exam objectives in clear and concise language and provides you authoritatively with all you need to know to succeed in the exam. Along with gaining preventative maintenance skills, you will also develop the tools to complete troubleshooting and fault resolution and resolve common issues experienced by the majority of computer systems.

Contributor Bio

Quentin Docter (Loveland, OH) A+, MCSE, CNE, CCNA, and SCSA, has over 17 years IT experience. During his career, he has worked as a technician, network administrator, consultant, trainer, author, and web developer. He is now working as an IT consultant and author.

Sybex
9781119784289
Pub Date: 21/12/2020
\$150.00/£115.00 UK/€128.30 EU
Paperback



Mastering AutoCAD (2nd Edition)

Brian C. Benton, George Omura

Summary

Each year, Mastering AutoCAD appears at the top of the AutoCAD book sales charts, and it is the world's all-time best-selling AutoCAD series, with more than a half million copies in print. Mastering AutoCAD and AutoCAD LT teaches AutoCAD essentials using concise explanations, focused examples, step-by-step instructions, and hands-on projects for both AutoCAD and AutoCAD LT. This detailed resource works as both a tutorial and stand-alone reference. Part I introduces the basics of the interface and drafting tools; Part II moves into such intermediate skills as effectively using hatches, fields, and tables; Part III details such advanced skills as attributes, dynamic blocks, drawing curves and solid fills; Part IV explores 3D modeling and imaging; and Part V discusses customization and integration. The supporting website includes all the project files necessary for the tutorials and other bonus content.

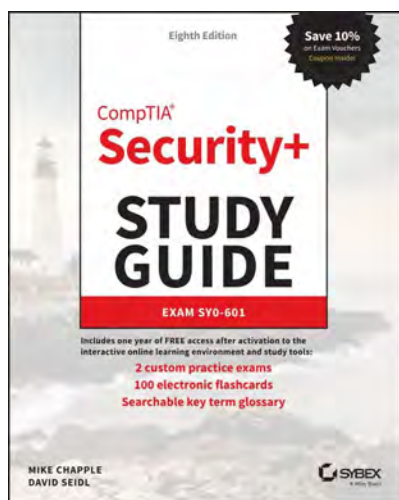
Contributor Bio

George Omura is a licensed architect and Autodesk Authorized Author who has more than 30 years of experience in architecture and has been using AutoCAD for more than 20 years. As a CAD specialist, he has worked on design projects ranging from resort hotels to metropolitan transit systems to the San Francisco Library project. A graduate of the University of California at Berkeley, he is the all-time best-selling AutoCAD author and was cited as favorite CAD author by members of the Autodesk User Group International (AUGI) in AUGIWorld magazine's "Best of Everything CAD" issue.

Brian C. Benton is a senior engineering technician, CAD consultant, author, trainer, and popular blogger (cadablog.blogspot.com) with 20 years of experience in several design fields. He's the Cadalyst magazine Tip Patroller columnist, AUGI HotNews production manager, and presents at Autodesk University every year.

Comp Titles

Mastering AutoCAD 2019 and AutoCAD LT 2019	Omura, George	Sybex 31/08/2018	9781119495000 1119495008	£55.00 GBP	Paperback
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CompTIA Security+ Study Guide (8th Edition) Exam SY0-601

Mike Chapple, David Seidl

Summary

Learn the key objectives and most crucial concepts covered by the Security+ Exam SY0-601 with this comprehensive and practical study guide

The Eighth Edition of the CompTIA Security+ Study Guide Exam SY0-601 efficiently and comprehensively prepares you for the SY0-601 Exam. Accomplished authors and security experts Mike Chapple and David Seidl walk you through the fundamentals of crucial security topics, including the five domains covered by the SY0-601 Exam:

- Attacks, Threats, and Vulnerabilities
- Architecture and Design
- Implementation
- Operations and Incident Response
- Governance, Risk, and Compliance

The study guide comes with the Sybex online, interactive learning environment that includes a pre-assessment test, hundreds of review questions, practice exams, flashcards, and a glossary of key terms. The book is written in a practical and straightforward manner, ensuring you can easily learn and retain the material.

Perfect for everyone planning to take the SY0-601 Exam—as well as those who hope to secure a high-level certification like the CASP+, CISSP, or CISA—the study guide also belongs on the bookshelves of everyone who has ever wondered if the field of IT security is right for them. It's a must-have reference!

Contributor Bio

Mike Chapple, Ph.D., Security+, CySA+, CISSP, is Senior Director for IT Service Delivery at Notre Dame overseeing information security, data governance, IT architecture, project management, strategic planning and product management functions and teaches undergraduate courses on Information Security. Mike spent 4 years in the information security research group at NSA and served as an intelligence officer in the U.S. Air Force. He is a technical editor for Information Security Magazine and has written several books.

David Seidl, Security+, CySA+, CISSP, GPEN, GCIH, is Vice President for Information Technology and CIO at Miami University. He has served in a variety of technical and information security roles including leading Notre Dame's information security team as Notre Dame's Director of Information Security. Emmett Dulaney is an Assistant Professor at Anderson University.

Comp Titles

CompTIA Security+ Study Guide	Dulaney, Emmett	Sybex	08/12/2017	9781119416876 1119416876	£37.99 GBP	Paperback
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Building Enterprise Applications with C# (Gearhead Press-In the Trenches)

John Paul Mueller

No Image
Available

Summary

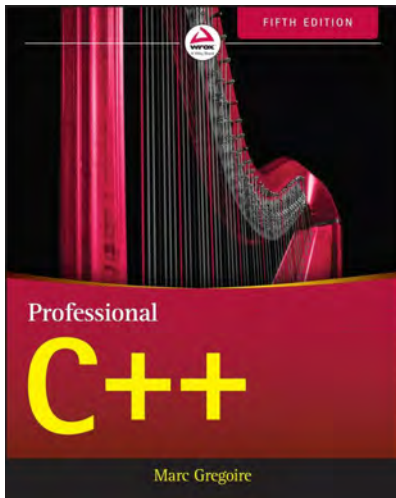
C# is Microsoft's new programming language specifically designed for their new .NET platform. Building on the strengths of C++ and adding the ease of Visual Basic, C# is a true component-oriented language. Formatted for those who have already read the first wave of books targetting the beginner on the subject of C#, this book explains how to use C# in a variety of application programming scenarios.

Contributor Bio

John Mueller (La Valle, WI) is the President of Datacon Services a company that specializes in the design of database management systems using SQL Server, Visual C/C++, and Visual Basic; implementation of LANs using Windows NT/2000. Mueller has also written numerous books including Visual Basic 6 COM+ Programming Bible, Windows 2000 Performance Tuning Technical Reference, and COM+ Professional Developer's Library to name a few.

John Wiley & Sons
9780471207955
Pub Date: 02/09/2020
\$50.00/£37.99 UK/€42.80 EU
Discount Code: CT
Paperback

516 Pages
Series: Gearhead Press



Professional C++ (5th Edition)

Marc Gregoire

Summary

Improve your existing C++ competencies quickly and efficiently with this advanced volume

Professional C++, 5th Edition raises the bar for advanced programming manuals. Complete with a comprehensive overview of the new capabilities of C++20, each feature of the newly updated programming language is explained in detail and with examples. Case studies that include extensive, working code round out the already impressive educational material found within.

Without a doubt, the new *5th Edition* of *Professional C++* is the leading resource for dedicated and knowledgeable professionals who desire to advance their skills and improve their abilities. This book contains resources to help readers:

- Maximize the capabilities of C++ with effective design solutions
- Master little-known elements of the language and learn what to avoid
- Adopt new workarounds and testing/debugging best practices
- Utilize real-world program segments in your own applications

Notoriously complex and unforgiving, C++ requires its practitioners to remain abreast of the latest developments and advancements. *Professional C++, 5th Edition* ensures that its readers will do just that.

Contributor Bio

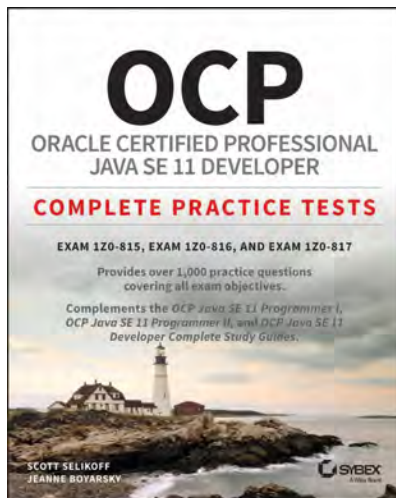
Marc Gregoire is a software engineer and developer of C/C++ applications for both Windows and Linux. He is a Microsoft Visual C++ MVP, the founder of the Belgian C++ users group, and is currently working on 3D laser scanning software for Nikon Metrology. He previously worked on critical 2G and 3G telecom software for Siemens and Nokia Siemens Networks. Marc is the author of *Professional C++ 2nd* and *3rd* editions, co-author of *C++ Standard Library Quick Reference*, technical editor on numerous books and articles and maintains a blog at nuonsoft.com/blog.

Comp Titles

Professional C++	Gregoire, Marc	Wrox	05/06/2018	9781119421306 1119421306	£50.00 GBP	Paperback
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Wrox
9781119695400
Pub Date: 04/03/2021
\$65.00/£50.00 UK/€55.60 EU
Discount Code: TD
Paperback

1184 Pages



OCP Oracle Certified Professional Java SE 11 Developer Complete Practice Tests

Exam 1Z0-815 and Exam 1Z0-816

Scott Selikoff, Jeanne Boyarsky

Summary

Improve your preparation for the OCP Java SE 11 Programmer I and Programmer II exams with these comprehensive practice tests

OCP Oracle Certified Professional Java SE 11 Developer: Complete Practice Tests - Exam 1Z0-815 and Exam 1Z0-816 offers readers over 1000 practice questions to help them hone their skills for the challenging 1Z0-815 and 1Z0-816 exams, as well as the 1Z0-817 upgrade exam.

Split into 29 distinct chapters that help readers master all the crucial domains and subject areas covered by the exams, *OCP Oracle Certified Professional Java SE 11 Developer: Complete Practice Tests - Exam 1Z0-815 and Exam 1Z0-816* provides tests at the end of each chapter as well as two additional bonus practice exams to further solidify the reader's mastery of its subjects.

- Among many others, this book covers topics like:
- Understanding Java Technology and Environment
- Working with Java Operators, Primitives, and Strings
- Creating Methods and Lambda Expressions
- Designing Classes, Interfaces, Enums, and Annotations
- Writing Functional Interfaces and Streams
- Building Modules and Migrating Applications to Modules
- Applying I/O, NIO.2, JDBC, Threads, and Concurrency
- Secure Coding in Java SE Application
- And much more

Perfect for anyone studying for the OCP Java SE 11 Programmer I, Programmer II, and Upgrade exams, as well as all those who wish to brush up on their Java programming skills, *OCP Oracle Certified Professional Java SE 11 Developer: Complete Practice Tests - Exam 1Z0-815 and Exam 1Z0...*

Contributor Bio

Scott Selikoff (Bridgewater, NJ) has been a Java Enterprise developer for over 14 years. He started off working for a number of tech startups, as well as medical and pharmaceutical companies in the Philadelphia area, including Siemens Medical Solutions.

Jeanne Boyarsky (New York, NY), has worked as a Java developer for a bank in NYC for 11 years where she develops, mentors and conducts training. In her free time, she is a senior moderator at CodeRanch and works on the forum code base. Jeanne has also mentored the programming division of a FIRST robotics team since 2009 where she...

Comp Titles

OCA / OCP Java SE 8 Programmer Practice Tests	Selikoff, Scott	Sybex 23/06/2017	9781119363392 111936339X	£30.99 GBP	Paperback
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Sybex
9781119696131
Pub Date: 24/01/2021
\$40.00/£30.99 UK/€34.20 EU
Discount Code: TD
Paperback

576 Pages



OCP Java SE 11 Developer Complete Certification Kit

Jeanne Boyarsky, Scott Selikoff

Summary

NEW Certification Kit focuses on 100% of the objectives for the new exams!

The Certification Kit include two books:

OCP Oracle Certified Professional Java SE 11 Developer Complete Study Guide: Exam 1Z0-815, Exam 1Z0-816, and Exam 1Z0-817 is designed to make you fully prepared to understand the job role and to take the exams. In particular, developers will need to learn functional programming for the first time to pass the certification. This comprehensive study guide covers all of the key topic areas Java programmers will need to be familiar with.

OCP Oracle Certified Professional Java SE 11 Developer Complete Practice Tests: Exam 1Z0-815, Exam 1Z0-816, and Exam 1Z0-817 is organized in two parts, this book provides 28 chapter tests, covering all the OCP Java SE 11 Programmer I and Programmer II objective domains. PLUS it offers two additional practice exams, for a total of over a 1000 practice test questions. This book helps you gain the confidence you need for taking the OCP Java SE 11 Programmer I and Programmer II exams.

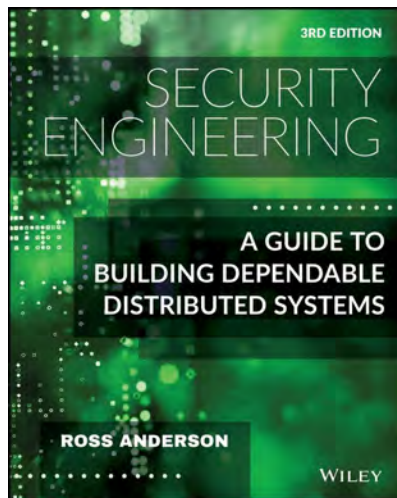
With this Certification Kit, Java developers will gain the information, understanding, and practice they need to pass the OCP Java SE 11 Programmer I and Programmer II exams as well as the upgrade exam. Readers will also have access to Sybex's superior online interactive learning environment and test bank, including an assessment test, chapter tests, bonus practice exam questions, electronic flashcards, and a searchable Glossary of the most important terms.

Contributor Bio

Scott Selikoff (Bridgewater, NJ) has been a Java Enterprise developer for over 14 years. He started off working for a number of tech startups, as well as medical and pharmaceutical companies in the Philadelphia area, including Siemens Medical Solutions. In 2006, he started his own consulting firm called Selikoff Solutions, LLC, which specializes in building custom mobile and server solutions for businesses in the NYC/NJ area.

Jeanne Boyarsky (New York, NY), has worked as a Java developer for a bank in NYC for 11 years where she develops, mentors and conducts training. In her free time, she is a senior moderator at CodeRanch and works on the forum code base.

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Security Engineering (3rd Edition)

A Guide to Building Dependable Distributed Systems

Ross Anderson

Summary

Now that there's software in everything, how can you make anything secure? Understand how to engineer dependable systems with this newly updated classic

In *Security Engineering: A Guide to Building Dependable Distributed Systems, Third Edition* Cambridge University professor Ross Anderson updates his classic textbook and teaches readers how to design, implement, and test systems to withstand both error and attack.

This book became a best-seller in 2001 and helped establish the discipline of security engineering. By the second edition in 2008, underground dark markets had let the bad guys specialize and scale up; attacks were increasingly on users rather than on technology. The book repeated its success by showing how security engineers can focus on usability.

Now the third edition brings it up to date for 2020. As people now go online from phones more than laptops, most servers are in the cloud, online advertising drives the Internet and social networks have taken over much human interaction, many patterns of crime and abuse are the same, but the methods have evolved. Ross Anderson explores what security engineering means in 2020, including:

- How the basic elements of cryptography, protocols, and access control translate to the new world of phones, cloud services, social media and the Internet of Things
- Who the attackers are – from nation states and business competitors through criminal gangs to stalkers and playground bullies
- What they do – from phishing and carding through...

Contributor Bio

Ross Anderson teaches and directs research in computer security at Cambridge University, England. Widely recognized as one of the world's foremost authorities on security engineering, he has published extensive studies on how real security systems fail: bank card fraud, phone phreaking, pay-TV hacking, ways to cheat metering systems and breaches of medical privacy. He was a co-inventor of peer-to-peer systems; one of the founders of the study of security economics; the discoverer of API analysis; and one of the pioneers in hardware security, emissions security, information hiding and the psychology of security. Dr. Anderson is the inventor of Serpent, one of the finalists in the Advanced Encryption Standard competition, and of Tiger, a widely-used hash function. He was elected as a Fellow of the Royal Society in 2009 for his work in how systems fail, threat models, security usability, tamper resistance, and much more.

Comp Titles

Security Engineering	Anderson, Ross J.	John Wiley & Sons	11/04/2008	9780470068526 0470068523	£65.00 GBP	Hardcover	Computing & Information Technology
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The Pentester BluePrint

Starting a Career as an Ethical Hacker

Phillip L. Wylie, Kim Crawley

Summary

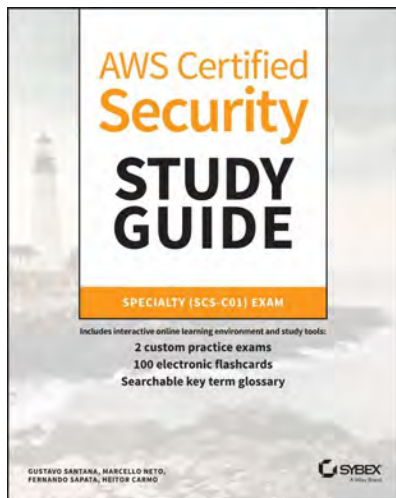
The Pentester Blueprint guides readers on how to prepare and enter the cybersecurity field as a penetration tester aka ethical hacker or white hat hacker. While there are a lot of books about technical tools for penetration testing, The Pentester Blueprint describes the role of a penetration tester, what a pentest entails, and the prerequisite knowledge required to start the educational journey of a pentester. The book goes on to detail learning resources and industry certifications that are helpful in becoming a pentester. The Pentester Blueprint evolved from the author's frequent popular presentations on the same topic at many conferences.

Coverage includes:

- **Foundation** - Discuss the foundational prerequisite knowledge needed to become a pentester. Discuss the IT basic skills such as operating systems, networking and security needed to be a pentester.
- **Hacking skills** – Discuss developing hacking skills and the hacker mindset.
- **Education options** – Discuss learning options such as college classes, security training providers and self-study.
- **Education resources** – Discuss education resources including; books, videos, conferences and community.
- **Certifications and degrees** – Discuss credentials useful for gaining employment as a pentester including; degrees and certificates.
- **Getting Experience** – Discuss methods for developing hacking/pentesting skills such as labs (third party and home), CTFs, bug bounties, pro bono/volunteer work.

Contributor Bio

Phillip Wylie is the Senior Red Team Lead for Kimberly-Clark, a global consumer products company, Adjunct Instructor at Dallas College, and The Pwn School Project founder. Phillip has over 22 years of industry experience in disciplines ranging from system administrator, network security engineer, and application security engineer. He has spent the last eight plus years as a pentester.



AWS Certified Security Study Guide Specialty (SCS-C01) Exam

Marcello Zillo Neto, Gustavo A. A. Santana, Fernan...

Summary

Get prepared for the AWS Certified Security Specialty certification with this excellent resource

By earning the AWS Certified Security Specialty certification, IT professionals can gain valuable recognition as cloud security experts. The *AWS Certified Security Study Guide: Specialty (SCS-C01) Exam* helps cloud security practitioners prepare for success on the certification exam. It's also an excellent reference for professionals, covering security best practices and the implementation of security features for clients or employers.

Architects and engineers with knowledge of cloud computing architectures will find significant value in this book, which offers guidance on primary security threats and defense principles. Amazon Web Services security controls and tools are explained through real-world scenarios. These examples demonstrate how professionals can design, build, and operate secure cloud environments that run modern applications.

The study guide serves as a primary source for those who are ready to apply their skills and seek certification. It addresses how cybersecurity can be improved using the AWS cloud and its native security services. Readers will benefit from detailed coverage of AWS Certified Security Specialty Exam topics.

- Covers all AWS Certified Security Specialty exam topics
- Explains AWS cybersecurity techniques and incident response
- Covers logging and monitoring using the Amazon cloud
- Examines infrastructure security
- Describes access management and data protection

Contributor Bio

Gustavo A. A. Santana (Sao Paulo, Brazil) is the leader of the Specialist Solution Architecture team for AWS Latin America. With more than 20 years of experience in the data center industry, Gustavo has worked on multiple enterprise and service provider data center projects that required extensive integration among multiple technology areas such as networking, application optimization, storage, servers, end-to-end virtualization, automation, and cloud computing. He's earned VMware Certified Implementation Expert in Network Virtualization (VCIX-NV) certification, three Cisco Certified Internetwork Expert (CCIE), an SNIA Certified Storage Networking Expert (SCSN-E), and three AWS Certified Associate. He is the author of *Data Center Virtualization Fundamentals* (Cisco Press, 2013), *CCNA Cloud CLDFND 210-451 Official Cert Guide* (Cisco Press, 2016), and *VMware NSX Network Virtualization Fundamentals* (VMware Press, 2018).

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CompTIA CySA+ Certification Kit

Exam CS0-002

Mike Chapple, David Seidl

Summary

Your one-stop resource for preparing for the CompTIA CySA+ exam!

The Certification Kit includes:

CompTIA CySA+ Study Guide: Exam CS0-002, Second Edition

100% coverage of the REVISED CompTIA CySA+ (Cybersecurity Analyst+) exam objectives. The book contains clear and concise information on crucial security topics. It includes practical examples and insights drawn from real-world experience, as well as exam highlights and end-of-chapter review questions. This comprehensive study resource provides authoritative coverage of key exam topics, including:

- Threat and Vulnerability Management
- Software and Systems Security
- Security Operations and Monitoring
- Incident Response
- Compliance and Assessment

Because the exam focuses on practical application of key security concepts, the book includes additional hands-on labs and recommendations for creating a cybersecurity toolkit.

CompTIA CySA+ Practice Tests: Exam CS0-002, Second Edition

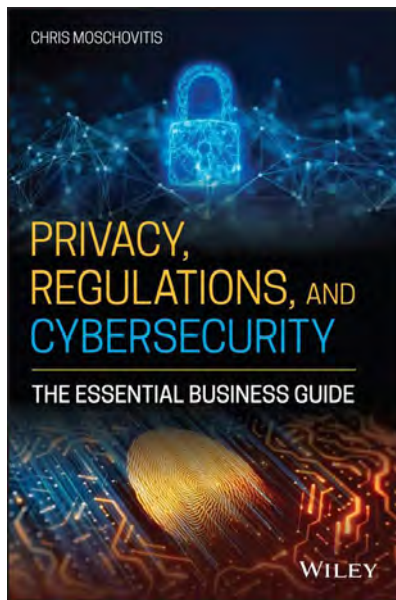
This Practice Tests provides hundreds of domain-by-domain questions, covering all the CompTIA CySA+ objectives, PLUS two additional practice exams, for a total of 1000 test questions! Coverage of all exam objective domains helps you gain the confidence you need for taking the CompTIA CySA+ Exam CS0-002. The practice test questions prepare you for success.

Readers of this Certification Kit also have one year of FREE access after activation to additional study tools, including a leading-edge interactive online test bank with hundreds of bonus practice questions.

Contributor Bio

Mike Chapple, PhD, CySA+, CISSP, is Teaching Professor of IT, Analytics, and Operations at the University of Notre Dame. He's a cybersecurity professional and educator with over 20 years of experience. Mike provides cybersecurity certification resources at his website, CertMike.com. **David Seidl**, CySA+, CISSP, PenTest+, is Vice President for Information Technology and CIO at Miami University. David co-led Notre Dame's move to the cloud, and has written multiple cybersecurity certification books.

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Privacy, Regulations, and Cybersecurity

The Essential Business Guide

Chris Moschovitis

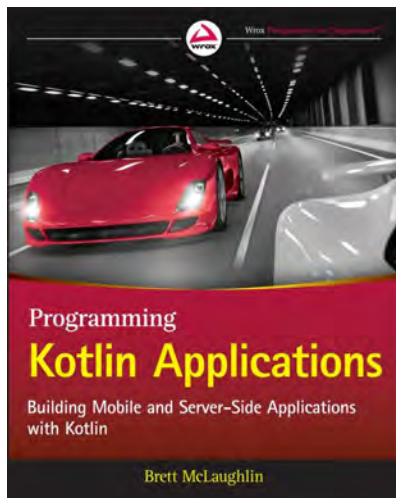
Summary

This book answers the question: How do businesses effectively respond to the evolving definition of privacy through their strategies, operations, cybersecurity posture, and adaptation to new regulations? The book walks the reader through privacy, its definitions and implications; data regulation, and its increasing impact on business; and cybersecurity as a newly critical business practice. In addition, the book addresses the overarching significance of privacy for companies' overall strategies. There will be numerous examples and case studies that break down every element of the privacy -- regulation -- cybersecurity triad for the executive. It will help executives understand the concepts of privacy, personally identifiable information, definitions and world-wide regulations. The book walks through how to use core risk management principles, evaluate threats, deploy policies and standards, and identify the right tools, roles, and methods for companies to employ.

Contributor Bio

Chris Moschovitis (New York, NY) is chairman and CEO of tmg-emedial. He is sought after by private industry, government, and non-profits for his ability to explain complex cybersecurity topics to executives. In 1989 he started his own company --the Technology Management Group ("TMG"), focused on providing independent technology management expertise and outsourcing services. TMG expanded in 2004 by investing in emedia -- an award-winning interactive software development firm, forming tmg-emedial. Today, tmg-emedial is one of the premier independent consulting firms in the country.

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Programming Kotlin Applications

Building Mobile and Server-Side Applications with Kotlin

Brett McLaughlin

Summary

Learn to program with Kotlin, one of the fastest-growing programming languages available today

Programming Kotlin Applications: Building Mobile and Server-Side Applications with Kotlin drops readers into the fast lane for learning to develop with the Kotlin programming language. Authored by accomplished cloud consultant and technology professional Brett McLaughlin, *Programming Kotlin Applications* provides readers with the pragmatic and practical advice they need to build their very first Kotlin applications.

Designed to give readers a thorough understanding of Kotlin that goes beyond mere mobile programming, this book will help you:

- Learn how to develop your first Kotlin project
- Understand how Kotlin securely protects and stores information
- Advocate for using Kotlin in your own professional and personal environments
- Understand Kotlin's goals and how to use it as its best
- Know when to avoid using Kotlin

Programming Kotlin Applications is written in a highly approachable and accessible way without the fluff and unrealistic samples that characterize some of its competitor guides. Perfect for developers familiar with another object-oriented programming language like Java or Ruby, or for people who want to advance their skillset in the Kotlin environment, this book is an indispensable addition to any programmer's library.

Contributor Bio

Brett McLaughlin has been working and writing in the technology space for over 20 years. Today, Brett's focus is squarely on cloud and enterprise computing. He has quickly become a trusted name in helping companies execute a migration to the cloud-and in particular Amazon Web Services-by translating confusing cloud concepts into a clear executive-level vision. He spends his days working with key decision makers who need to understand the cloud as well as leading and building teams of developers and operators who must interact with the ever-changing cloud computing space. He has most recently led large-scale cloud migrations for NASA's Earth Science program and the RockCreek Groups financial platform.

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Linux Security Fundamentals

David Clinton

Summary

Linux Security Fundamentals provides basic foundational concepts of securing a Linux environment. The focus is the digital self-defense of an individual user. This includes a general understanding of major threats against individual computing systems, networks, services and identity as well as approaches to prevent and mitigate them.

This book is useful for anyone considering a career as a Linux administrator or for those administrators who need to learn more about Linux security issues. Topics include:

- Security Concepts
- Encryption
- Node, Device and Storage Security
- Network and Service Security
- Identity and Privacy

Readers will also have access to Sybex's superior online interactive learning environment and test bank, including chapter tests, a practice exam, electronic flashcards, a glossary of key terms.

Contributor Bio

David Clinton (Toronto, Ontario) is a Linux server admin who has worked with IT infrastructure in both academic and enterprise environments. He has created more than 15 video courses, teaching Amazon Web Services and other technologies. He is the co-author of AWS Certified Solutions Architect Study Guide: Associate (SAA-C01) Exam, Second Edition, and AWS Certified Cloud Practitioner Study Guide: Foundational (CLF-C01) Exam, and the author of Learn Amazon Web Services in a Month of Lunches, Linux in Action, and Practical LPIC-1 Linux Certification Study Guide.

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