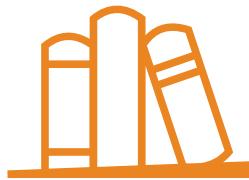


WILEY



Wiley EMEA Trade Catalogue





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Capstone & Consumer



third edition

COGNITIVE BEHAVIOUR THERAPY

YOUR ROUTE OUT OF PERFECTIONISM,
SELF-SABOTAGE AND OTHER EVERYDAY
HABITS WITH CBT

AVY JOSEPH

Cognitive Behaviour Therapy

Your Route out of Perfectionism, Self-Sabotage and Other Everyday Habits with CBT

Avy Joseph

Summary

What happens to you in life matters less than the way you feel about life; that's the message of Cognitive Behavior Therapy (CBT). If you've ever tried to change something about yourself-your mood, your weight, your behaviour-you'll have noticed that change often hurts, so you stop trying. CBT can help you when change starts to hurt.

In the revised and updated edition of this bestselling title, professional CBT practitioner Avy Joseph shows you how to challenge negative thoughts and unhealthy beliefs to improve your outlook in your personal and professional life.

This new edition includes:

- Updated scenarios and exercises for the reader to practice using CBT techniques
- Mental health in the pandemic/post pandemic world
- 'Action Tendencies' versus Behaviour.
- Advances of the REBT model of CBT
- Mindfulness and REBT
- Non-malicious envy vs malicious envy
- Emotional responsibility in practice

Contributor Bio

Avy Joseph is an experienced Cognitive Behavioural Therapist and co-founder of the College of Cognitive Behavioural Therapies. He is a registered and accredited therapist with the British Association for Behavioural and Cognitive Psychotherapies (BABCP) and a board member of The Association of Rational Emotive Behaviour Therapists (AREBT).

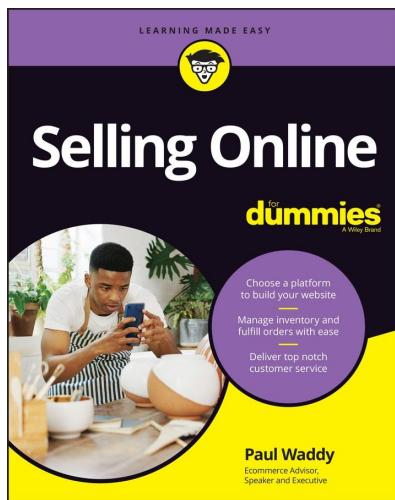
Comp Titles

Cognitive Behaviour Therapy Joseph, Avy Capstone 05/02/2016 9780857086471 £10.99 GBP Paperback Medicine 0857086472

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Dummies





Selling Online For Dummies

Paul Waddy

Summary

Transform your ecommerce ideas into profitable reality with this page-turning new handbook

You've probably heard that online stores and ecommerce just had their best year in history. But have you ever wondered how to start selling online? Do you dream about staking out a piece of online real estate and grabbing a big share of that billion-dollar industry?

In *Selling Online For Dummies*, accomplished exec and online shopping guru Paul Waddy shows you exactly how to get started setting up an online shop. With an expert's eye for business and an easy-to-understand take on the technical stuff, Waddy takes you from digital start to finish as he discusses topics like:

- How to find hot products to sell, and what to do if you don't have an idea for one yet
- Building a website from scratch by choosing the right developer and platform
- Marketing your site by email, SMS, and on Google, Insta, Facebook, and more
- How to deal with payments, currencies, taxes, and duties

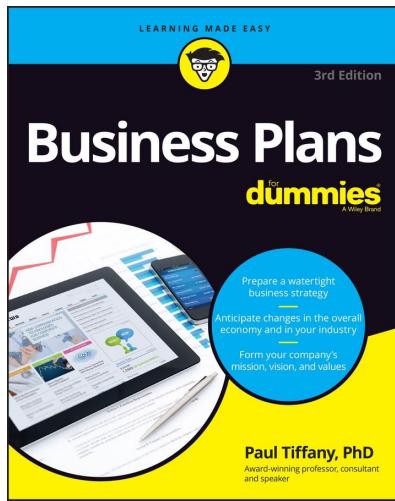
Perfect for anyone who's ready to take advantage of the commercial opportunities waiting for them online, *Selling Online For Dummies* is a must-read that will help you turn that one great idea into a living, breathing reality.

Contributor Bio

Paul Waddy is an experienced Ecommerce executive, adviser and speaker with over 12 years experience. In 2020 Paul was named Number 19 in the Top 50 People in Ecommerce. Paul is the CEO at The Horse, former Head of Operations at Showpo, and an adviser to some of Australia's most successful online retailers, ranging from start-up, to \$150m+. Paul's expertise is in helping companies scale profitably, through improved processes and structure, as well as identifying growth opportunities, and assisting companies with execution of key projects. The Horse is an Australian success story, known for its passion for quality and creative direction. Sold worldwide, The Horse is aiming to grow into one of Australia's leading eCommerce businesses on the back of its recent strong performances. Paul offers a systematic approach to eCommerce, with the ability to provide actionable, realistic advice that actually helps grow the bottom line. Whether it's an overhaul of a company's systems and process...

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119866374
Pub Date: 16/05/2022
\$29.99/£21.99 UK/€25.70 EU
Paperback
368 Pages

Business Plans For Dummies (3rd Edition)

Paul Tiffany, Steven D. Peterson

Summary

Plan to succeed as an entrepreneur—we show you how

Business Plans For Dummies can guide you, as a new or aspiring business owner, through the process of creating a comprehensive, accurate, and useful business plan. In fact, it is just as appropriate for an already up-and running firm that realizes it's now time for a full-bore check-up, to ensure the business is in tip-top shape to meet the challenges of the globalized, digitized, and constantly changing 21st Century. This edition of is fully updated, featuring the most recent practices in the business world. Let us walk you through each step of the planning process. You'll find everything you need in this one book, so you can finally stop googling, close all those browser tabs, and get organized and get going.

Updates to this new revision include knowing how to pivot when your situation changes, recognizing the need for diversity and inclusion in the workplace, where to tap the latest funding sources, and how to plan for a digital strategy, market disruption, and environmental sustainability. You'll also learn how today's globalized marketplace influences your business—and how you can use social media to influence your customers right back.

- Learn the ins and out of creating a business plan that will actually work
- Set effective goals and objectives so your business can find success
- Wow investors with your knowledge of today's important business trends
- Map out your finances, marketing plan, and operational blueprint—then confidently...

Contributor Bio

PAUL TIFFANY (SANTA ROSA, CA) is a professor at the Haas School of Business, UC Berkley where he teaches courses on public policy and management. He is an expert in business strategy and management. Prior to beginning his career in academia, Tiffany worked as a business consultant and continues to lead his own consulting agency. He is the author of the previous edition of *Business Plans For Dummies*.

Comp Titles

Business Plans For Dummies Tiffany, Paul John Wiley & Sons 23/12/2004 9780764576522 £14.99 GBP Paperback 0764576526

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Grant Writing For Dummies (7th Edition)

Beverly A. Browning

No Image Available

John Wiley & Sons
9781119868071
Pub Date: 24/05/2022
\$26.99/£19.99 UK/€23.10 EU
Paperback

352 Pages

Summary

SHOW ME THE MONEY

Grant Writing For Dummies 7th Edition will guide non-profit and for-profit business owners through the process of writing and winning grants. Understand the process as a whole with Dummies! This book will teach you how to craft the strongest application possible, find reputable funding sources from online data bases, and present a financial plan. It is all possible as Dummies takes the fear out of grant writing with example applications and letters, expert advice, and a lighthearted approach.

INSIDE:

- Expert advice on sourcing the right grant for you
- Example grant letters
- Example applications
- Get to know the landscape

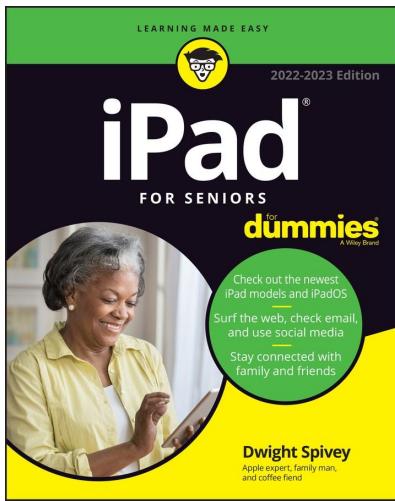
Contributor Bio

DR.BEVERLY BROWNING, MPA, DBA (PHOENIX, AZ) is a grant writing superstar! Browning has worked as a consultant in this space for more than 40 years. She teaches online courses, publishes on grant writing, and manages a non-profit foundation. She is the author of all previous editions of *Grant Writing For Dummies*.

Comp Titles

Grant Writing For Dummies	Browning, Beverly A.	John Wiley & Sons	08/11/2016	9781119280125 1119280125	£20.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



iPad For Seniors For Dummies (13th Edition)

Dwight Spivey

Summary

Make the most of your iPad!

iPads are some of the coolest and most versatile tablets on the market today. You can watch movies, listen to music, go online, talk to your family and friends, and pretty much anything else you can think of. But with updates coming all the time, it can be difficult to keep track of the smorgasbord of features this portable device offers.

That's where *iPad For Seniors For Dummies* comes in! This handy guide to the even handier iPad has all the latest updates for the newest version of the famous tablet and its operating system. Want to talk to Siri? Check this guide. Want to find where those cute photos of your grandkids went? We've got you covered.

With this handbook, you'll also be able to:

- Get a brand-new iPad up and running, smooth as silk and easy as pie
- Protect and secure the data on your iPad so you can keep yourself and your family safe from hackers
- Go online, shop, watch videos, listen to music, shoot your own movies, and more

Perfect for anyone who just got a new iPad as a gift, or for anyone who's got an existing iPad kicking around that they've been meaning to use more often, *iPad For Seniors For Dummies* is the easy-to-follow and step-by-step tutorial you've been looking for.

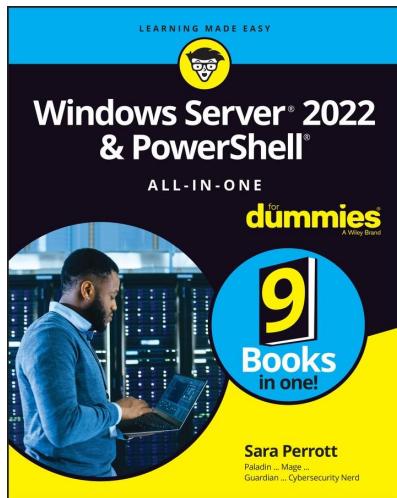
Contributor Bio

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

iPad For Seniors For Dummies Spivey, Dwight John Wiley & Sons 16/04/2020 9781119607922 £17.99 GBP Paperback
1119607922

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Windows Server 2022 & Powershell All-in-One For Dummies

Sara Perrott

Summary

All the essentials for administering Windows Server 2022 in one book

Looking for a little help installing, configuring, securing, or running a network running Windows Server 2022? *Windows Server 2022 & PowerShell All-in-One For Dummies* delivers a thorough guide to network administration in a single, convenient book. Whether you need to start from scratch and install a new server or want to jump right into a more advanced topic like managing security or working in Windows PowerShell, you'll find what you need right here.

In this 8-books-in-1 compilation, you'll:

- Learn what you need to install and set up a brand-new Windows server installation
- Configure your Windows Server and customize its settings based on your needs and preferences
- Discover how to install, configure, and work with Containers

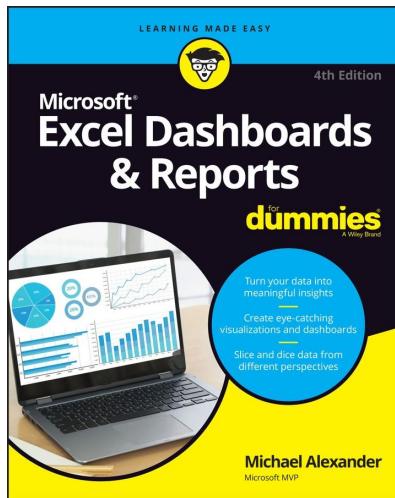
The perfect book for server and system admins looking for a quick reference on Windows Server operation, this book is also a great resource for networking newcomers learning their way around the server software they'll encounter daily.

Contributor Bio

Sara Perrott (metro Seattle, WA) may not have colorful plumage, but she does have certification in network administration and cybersecurity. She applies this knowledge as a Senior Cybersecurity Risk Manager in the financial services industry as well as in her role as an instructor at Bellvue College. She is author of *Windows Server 2019 & PowerShell All-in-One For Dummies* as well as co-author on multiple study guides for the AWS Certified SysOps Administrator exam.

Comp Titles

No comparable titles have been specified.



Excel Dashboards & Reports For Dummies (4th Edition)

Michael Alexander

Summary

It's time for some truly "Excel-lent" spreadsheet reporting

Beneath the seemingly endless rows and columns of cells, the latest version of Microsoft Excel boasts an astonishing variety of features and capabilities. But how do you go about tapping into some of that power without spending all of your days becoming a spreadsheet guru?

It's easy. You grab a copy of the newest edition of *Excel Dashboards & Reports For Dummies* and get ready to blow the pants off your next presentation audience!

With this book, you'll learn how to transform those rows and columns of data into dynamic reports, dashboards, and visualizations. You'll draw powerful new insights from your company's numbers to share with your colleagues – and seem like the smartest person in the room while you're doing it.

Excel Dashboards & Reports For Dummies offers:

- Complete coverage of the latest version of Microsoft Excel provided in the Microsoft 365 subscription
- Strategies to automate your reporting so you don't have to manually crunch the numbers every week, month, quarter, or year
- Ways to get new perspectives on old data, visualizing it so you can find solutions no one else has seen before

If you're ready to make your company's numbers and spreadsheets dance, it's time to get the book that'll have them moving to your tune in no time. Get *Excel Dashboards & Reports For Dummies* today.

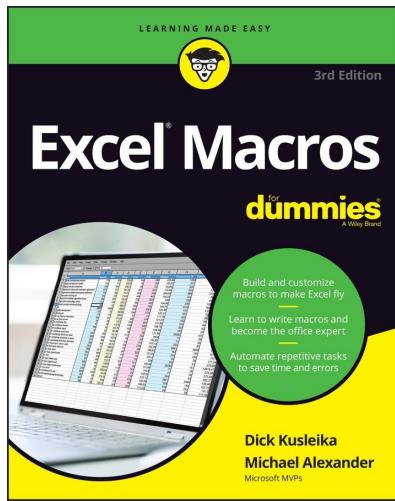
Contributor Bio

MICHAEL ALEXANDER (MCKINNEY, TX) is a Microsoft Certified Application Developer (MCAD) and author of several books on advanced business analysis with Microsoft Access and Excel. He has more than 16 years of experience consulting and developing Office solutions. Michael has been named a Microsoft MVP for his ongoing contributions to the Excel community.

Comp Titles

Excel Dashboards & Reports for Dummies	Alexander, Michael	John Wiley & Sons	26/02/2016	9781119076766 1119076765	£21.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Excel Macros For Dummies (3rd Edition)

Richard Kusleika, Michael Alexander

Summary

Save time and become an Excel wizard with the world's leading Excel macro guide

Do you love Excel and all the things you can do with it, but wish you could just work...faster? Excel macros—automated workflows that save you time and energy—might be just what you need. In *Excel Macros For Dummies*, you'll learn over 70 of the most productive, time-saving macros in less time than it takes to back up the files on your computer!

Every chapter in the book gives you practical info and exercises you can put to work immediately, alongside step-by-step instructions and guidance on how to customize Excel to fit your every need. Inside, you'll find:

- Automations that take your Excel productivity to the next level, and beyond
- Fully updated macros compatible with the newest version of Excel included in Microsoft 365
- Careful explanations of the basics as well as tips for the advanced user

With something for everyone, *Excel Macros For Dummies* is the productivity supercharger you've been waiting for. Grab a copy today!

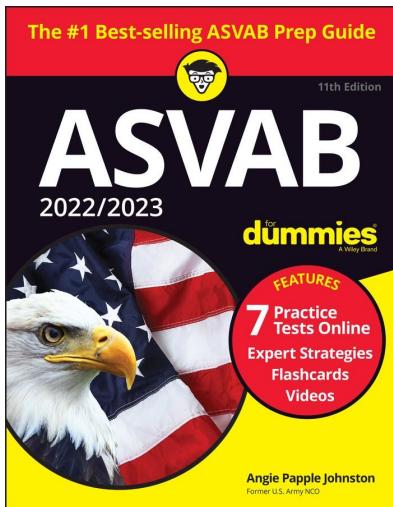
Contributor Bio

Dick Kusleika (Omaha, NE) has been helping users get the most out of Microsoft Office products for more than twenty-five years through online forums, blogging, books, and conferences.

Comp Titles

Excel Macros For Dummies	Alexander, Michael	John Wiley & Sons	21/04/2017	9781119369240 111936924X	£21.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



2022 / 2023 ASVAB For Dummies (11th Edition)

Book + 7 Practice Tests Online + Flashcards + Video

Angie Papple Johnston

Summary

Lock down the score you need to get the job you want!

The bestselling *ASVAB For Dummies* is back with an updated and expanded annual edition. Joining the military? Want to maximize your score and your job flexibility? Dummies to the rescue! With *2022/2023 ASVAB For Dummies*, you've got access to an insane amount of test prep and study material, including 7 online practice tests, flashcards, hundreds of practice questions right in the book, and a lot more. Military recruiters trust the #1 Bestselling ASVAB study guide on the market to help their prospective enlistees score high on the test.

Check out these insider tips and tricks for test-day-success from an expert author, and practice with example problems until you feel confident. Learn at your own pace. It's all possible. Next stop: basic training.

- Learn what the ASVAB is all about, including all 10 test sections
- Practice with 7 online practice tests and countless more questions
- Identify the score you need to get the job you want—then get that score
- Work through at your own pace and emphasize the areas you need

ASVAB For Dummies is a reliable study guide with proven results. You don't need anything else. Get studying, recruit!

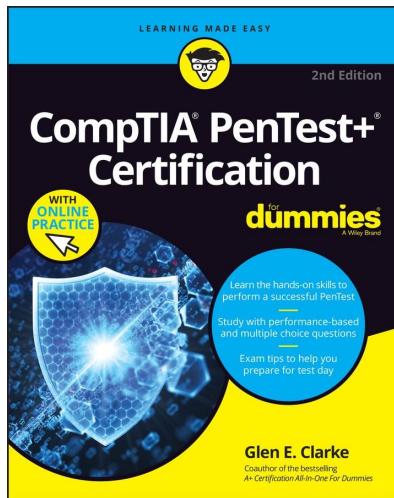
Contributor Bio

ANGIE PAPPLE JOHNSTON (Fort Huachuca, AZ) 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. During her second deployment as part of Operation Iraqi Freedom, Angie became her battalion's public affairs representative. She also served as the Lead Cadre for the Texas Army National Guard's Recruit Sustainment program.

Comp Titles

2021 / 2022 ASVAB For Dummies	Papple Johnston, Angie	John Wiley & Sons	24/05/2021	9781119784173 1119784174	£21.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



CompTIA PenTest+ Certification For Dummies (2nd Edition)

Glen E. Clarke

Summary

Advance your existing career, or build a new one, with the PenTest+ certification

Looking for some hands-on help achieving one of the tech industry's leading new certifications? Complete with an online test bank to help you prep for the exam, *CompTIA PenTest+ Certification For Dummies, 2nd Edition* guides you through every competency tested by the exam.

Whether you're a seasoned security pro looking to add a new cert to your skillset, or you're an early-career cybersecurity professional seeking to move forward, you'll find the practical, study-centered guidance you need to succeed on the certification exam. In this book and online, you'll get:

- A thorough introduction to the planning and information gathering phase of penetration testing, including scoping and vulnerability identification
- Comprehensive examinations of system exploits, vulnerabilities in wireless networks, and app-based intrusions
- In-depth descriptions of the PenTest+ exam and an Exam Reference Matrix to help you get more familiar with the structure of the test
- Three practice tests online with questions covering every competency on the exam

Perfect for cybersecurity pros looking to add an essential new certification to their repertoire, *CompTIA PenTest+ Certification For Dummies, 2nd Edition* is also a great resource for those looking for a way to cement and build on fundamental pentesting skills.

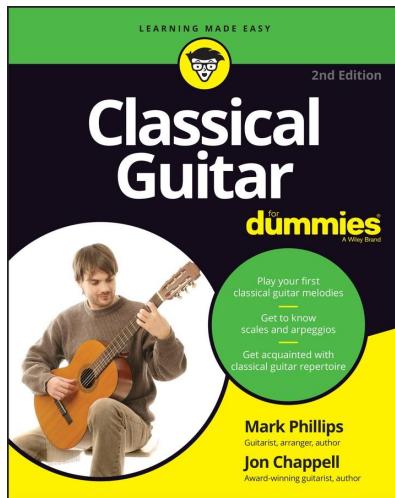
Contributor Bio

GLEN CLARKE (HALIFAX, NOVA SCOTIA) is the owner DC Advanced Technologies. He teaches dozens of courses on cybersecurity, Microsoft, and programming. He is the author of many technology books including the previous edition of *CompTIA PenTest+ Certification For Dummies 2e* and *A+ Certification All-In-One For Dummies*.

Comp Titles

CompTIA PenTest+ Certification For Dummies	Clarke, Glen E.	John Wiley & Sons	18/12/2020	9781119633556 1119633559	£27.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Classical Guitar For Dummies (2nd Edition)

Jon Chappell, Mark Phillips

Summary

Discover the magic of classical guitar with this fun and easy guide

The perfect starting point to learning classical guitar, *Classical Guitar For Dummies*, walks you through the steps, techniques, and styles you'll need to finger-pick your way around some of the most beautiful songs ever written.

Whether you're a first timer looking to add your very first classical guitar to your collection or you've already made the jump to the classical style want to pick up some priceless tips, this book is the easy-to-read companion you'll want at your side. You can even play along with audio and video examples at dummies.com that will help you on your journey toward classical guitar mastery.

In *Classical Guitar For Dummies*, you'll find:

- Foundational and advanced techniques, from adapting your playing posture to coloring your tone with vibrato
- Tips and tricks on playing classical guitar favorites, like Cavatina by Stanley Myers
- Explorations of classical scales, up and down the guitar neck

Classical Guitar For Dummies is an essential aid for new and aspiring classical guitarists just beginning to learn their craft. More experienced guitarists seeking to improve their fundamentals and learn some new strategies for creating amazing music will also find a ton of useful info inside.

Contributor Bio

Mark Phillips (Queens, NY) is a guitarist, arranger, author, and editor with more than 30 years in music publishing. He's a former director of music at Cherry Lane Music, where he edited or arranged the songbooks of such artists as John Denver, Van Halen, Guns N' Roses, and Metallica, and served as music editor of the magazines *Guitar* and *Guitar One*. Jon Chappell (Rye, NY) is a multi-style guitarist, arranger, and former editor-in-chief of *Guitar* magazine. His writing and articles have appeared in *Rolling Stone*, *Mens Health*, *Electronic Musician*, *PC Magazine*, *Mac World*, and *Guitar Player*.

Comp Titles

Classical Guitar For Dummies	Chappell, Jon	John Wiley & Sons	10/07/2009	9780470464700 0470464704	£16.99 GBP	Paperback	The Arts
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Piano Exercises For Dummies (2nd Edition)

David Pearl

No Image Available**Summary****Practice, practice, practice to play like Chopin or the Piano Man**

The piano will help you add a touch of fun to your life, impress your friends at parties, and even reduce stress. It even makes you better at math (really!). *Piano Exercises For Dummies* is at your service as you learn to make those 88 black and white keys sing. You'll get a quick overview of the basics before diving into practice routines and sample songs that you can use to improve your skill, whatever your level. This book gives you online access to audio files of the exercises along with digital access to the sheet music shared in the book. Learn from an experienced pianist, composer, and arranger, and start making beautiful music, the Dummies way!

- Refresh your knowledge of the piano basics so you're poised and prepared to play the right way
- Play enjoyable practice exercises and songs designed to teach specific skills and techniques in all genres
- Go online to access all the audio files, anytime, anywhere
- Bring a little more joy into your life by stepping up your piano know-how

Piano Exercises For Dummies is for new and experienced pianists alike, and useful for improving your skill in any musical style.

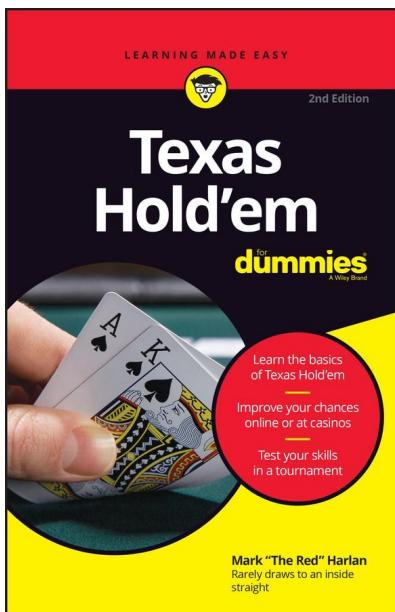
Contributor Bio

David Pearl (New York, NY) is a freelance pianist, composer and arranger. His other books include jazz transcriptions of the artists Grover Washington, Jr., Dave Douglas and Roland Hanna, and arrangements of jazz standards, classical pieces and opera arias for piano. He has also developed and recorded a online piano lessons.

Comp Titles

Piano Exercises For Dummies Pearl, David John Wiley & Sons 12/12/2008 9780470387658 £15.99 GBP Paperback 0470387653

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Texas Hold'em For Dummies (2nd Edition)

Mark Harlan

Summary

The most fun you can have learning Texas Hold'em (and we ain't bluffin')

Playing Texas Hold'em is about the most fun you can have with two cards in your hand. Navigating the slang, rules, and intricacies of the game can be challenging, though. With *Texas Hold'em For Dummies*, 2nd Edition, you'll learn the tricks you need to know to win your first online or in-person game. From ranking the various poker hands to applying betting strategies, this book helps you build the skills necessary to achieve poker room success.

In *Texas Hold'em For Dummies*, you'll learn to:

- Improve your chances at casinos and in online poker rooms
- Participate in a poker tournament with confidence
- Bluff, bet, raise, and fold in the right way at the right times

The perfect handbook for beginning poker players who want to play in-person or online, *Texas Hold'em For Dummies* is also an essential companion for more experienced players looking to brush up on the fundamentals and improve their skills.

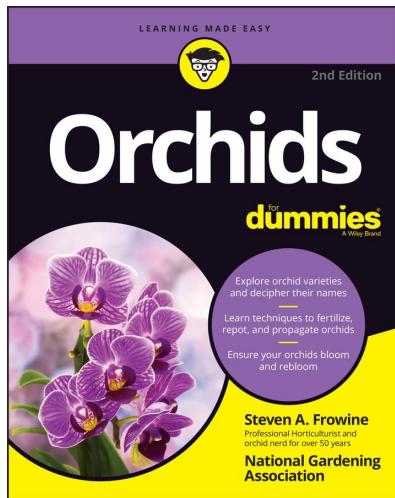
Contributor Bio

Mark "The Red" Harlan (Las Vegas, NV) is an avid poker player and a co-creator of the poker software Gamesgrid.com. He is also the co-author of *Winning at Internet Poker For Dummies*.

Comp Titles

Texas Hold'em For Dummies	Harlan, Mark	John Wiley & Sons	29/09/2006	9780470046043 047004604X	£11.99 GBP	Paperback	Lifestyle, Sport & Leisure
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Orchids For Dummies (2nd Edition)

Steven A. Frowine, National Gardening Association

Summary

Become a plant parent to some of the most stunning flowering plants you've ever seen

Orchids display more beautiful and exotic flowers than you'll find on other flowering plants, but they do require some love and care to grow well. With help from *Orchids For Dummies*, anyone can be successful in growing and flowering these gorgeous and fragrant plants in their garden or home!

This step-by-step guide shows you how to select orchids that will thrive in your own unique environment and how to water, fertilize, repot, and propagate them on your own. You'll learn to decipher complicated orchid names ("phalaenopsis," anyone?) and create spectacular displays. You'll also discover:

- New information about updated plant and orchid classification systems so you can know what to buy at your local garden center or store
- Expanded info on moth orchids, one of the most popular varieties of the plant sold in the world today
- Updated instructions on which pesticides, fertilizers, and potting materials you should be using

Perfect for amateur gardeners, orchid-lovers, and anyone interested in growing these exquisite flowers on their own, *Orchids For Dummies* will turn your thumb green in no time at all!

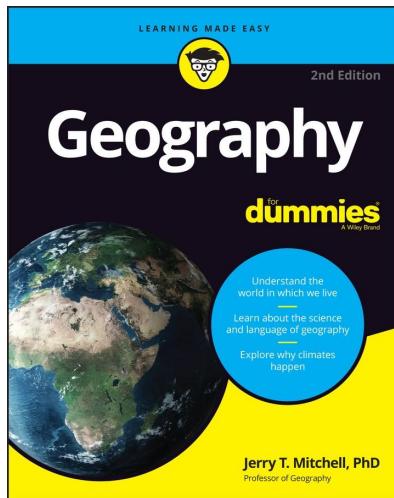
Contributor Bio

Established in 1971, the National Gardening Association is a well-known and widely recognized authority on the consumer lawn and garden market and is the largest member-based, nonprofit organization of home gardeners in the United States. Steven Frowine (Asheville, NC) is a noted professional horticulturalist and a longtime avid gardener and communicator.

Comp Titles

Orchids For Dummies Frowine, Steven A. John Wiley & Sons 25/02/2005 9780764567599 £16.99 GBP Paperback 0764567594

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Geography For Dummies (2nd Edition)

Jerry Mitchell

Summary

The whole world in the palm of your hand

Ever wonder how you can have a rainforest on one side of a mountain and a desert on the other? Or zoom around the globe with Google Maps and wonder how everything got to where it is now? The answer is...geography.

In *Geography For Dummies*, you'll discover that geography is more than just cool trivia—it explains tons about the world around us. From understanding the basics—like how to read maps and geographic coordinates—to learning about how the continents got to their current positions, you'll learn fascinating things about the planet's people, cities, resources, and more.

In this book, you'll discover:

- How geographers make and use maps to understand and tell useful stories about the earth
- How weather and climate shape the planet, impact the water supply, and change landscapes
- How humans use (and overuse) the planet we live on to our advantage

Geography For Dummies is an incredible exploration of our planet and the people who live on it. This book takes a huge subject and makes it accessible for the rest of us!

Contributor Bio

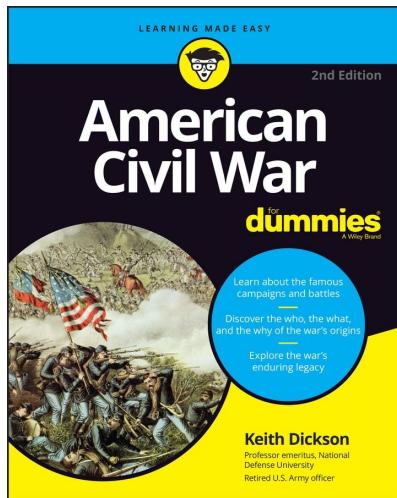
Jerry Mitchell, PhD, is Chair of the Department of Geography at the University of South Carolina, and an avid world traveler who brings his personal stories and photos to the book.

Comp Titles

Geography For Dummies Heatwole, Charles A.

John Wiley & Sons	01/03/2002	9780764516221	£15.99 GBP	Earth Sciences, Paperback Geography, Environment, Planning
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



American Civil War For Dummies (*2nd Edition*)

Keith D. Dickson

Summary

Take a walk through history with this guide for lifelong learners

The American Civil War is one of the most fascinating and impactful periods in American history. Besides bringing about the end of slavery, the war had many important economic and social effects that continue to shape the history and present-day realities of the American people.

In *American Civil War For Dummies*, you'll get an accessible, bird's-eye view of one of history's greatest conflicts. All the must-know details of the war are covered here, from the Battle of Gettysburg to the Emancipation Proclamation. You'll also find:

- Descriptions of the experiences of Black Americans, in both the North and the South, during the war
- Explorations of how slavery and civil rights fit into the social, political, and economic context of the time
- Profiles of some of the most famous generals in the war, including Robert E. Lee and Ulysses S. Grant

Take a moment to get a hands-on education in this critical point in American history. Get *American Civil War For Dummies* now!

Contributor Bio

KEITH DICKSON, Ph.D. (NORFOLK, VA) is a retired professor of military studies at the National Defense University. He earned his Ph.D. in American History from the University of Virginia. Since then, Keith has served in the Special Forces, U.S Army Reserve, and taught at the Joint Forces College. He is also the author of *World War II For Dummies*.

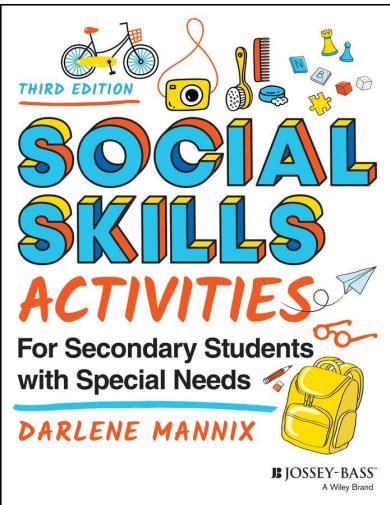
Comp Titles

The Civil War For Dummies	Dickson, Keith D.	For Dummies	15/03/2001	9780764552441 0764552449	£14.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Jossey-Bass





Social Skills Activities for Secondary Students with Special Needs (3rd Edition)

Darlene Mannix

Summary

A practical and hands-on collection of worksheets to help students learn social skills

In the newly revised Third Edition of *Social Skills Activities for Secondary Students with Special Needs*, veteran educator Darlene Mannix delivers an invaluable and exciting collection of over 150 ready-to-use worksheets designed to help adolescents with special needs build social skills, understand themselves, and interact effectively with others.

Organized into three parts, the book covers lessons in self-understanding and personality traits, basic social skills, and social skills application. It also contains:

- 30% brand-new material and thoroughly updated content that includes new lessons and technology updates
- Updated topics, including safe social media navigation, leisure situation social skills, and cyberbullying
- Stand-alone lessons and worksheets that offer excellent foundations for individual teachings

Perfect for special educators, general education teachers, and school counselors and psychologists, *Social Skills Activities for Secondary Students with Special Needs* is also an indispensable resource for the parents of special needs children and teachers in training.

Contributor Bio

Darlene Mannix, M.A. (La Porte, IN), has 30+ years of experience as a classroom teacher. She has taught both general education and special education, and has worked with students ranging from learning disabled and mentally challenged to language disordered and severely emotionally disturbed. Mannix is the best-selling author of numerous books for special educators including *Social Skills Activities for Special Children*, *Life Skills Activities for Special Children*, *Writing Skills Activities for Special Children*, and *Character Building Activities for Kids*.

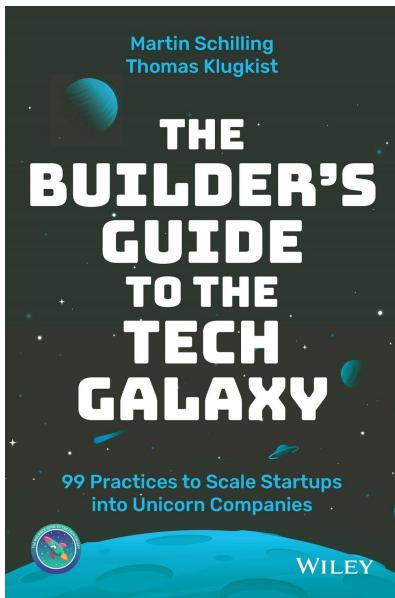
Comp Titles

Social Skills Activities for Secondary Students with Special Needs	Mannix, Darlene	Jossey Bass	10/03/2009	9780470259368 0470259361	£24.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Business





The Builder's Guide to the Tech Galaxy

99 Practices to Scale Startups into Unicorn Companies

Martin Schilling, Thomas Klugkist

Summary

Are you scaling a startup but don't belong to the fortunate few who have done so multiple times already? Many startup builders simply do not have the time to read countless books and listen to dozens of podcasts while distilling all this information down into practical lessons. That's why *The Builder's Guide to the Tech Galaxy: 99 Practices to Scale Startups into Unicorn Companies* does it for you. Drawing on their decades of experience, Martin Schilling and Thomas Klugkist interviewed 100 top scale-up experts from successful technology companies around the world, including Airbnb, Pinterest, N26, Zalando, Salesforce, Wayfair, AWS, GetYourGuide, Klarna, and Hubspot to create a handbook for startup employees, leaders, future founders, investors, corporate innovation hubs, and anyone else who is interested in entrepreneurship and scaling a technology company within months rather than years.

John Wiley & Sons
9781119890423
Pub Date: 24/03/2022
\$45.00/£29.99 UK/€33.90 EU
Hardcover
480 Pages

The Builder's Guide to the Tech Galaxy doesn't focus on how to go from zero to one or on how to take a unicorn to IPO. Instead, it focuses on the critical scale-up stage in the middle. During this transition, four building blocks matter in particular: a clear North Star to align the company's direction, an AAA team, functional excellence in deeply specialized teams, and enough growth capital.

Contributor Bio

Martin Schilling (Berlin, Germany; buildersguide.org) is an angel investor, start-up builder, and scale-up executive. He has co-created and scaled up five companies, including a subsidiary for McKinsey left: -10000px; top: 0px; width: 1px; height: 1px; overflow: hidden;"Dr. Thomas Klugkist has worked as a media, communications and association manager for a number of companies (Klett Group, Kirch Group/ Hundert,6, KPN/ Planet Internet, Friedrich Berlin Verlag, Schott Music, JCI Germany, N26). Today, he uses his experience and insights to guide startups as a management consultant (strategy, change, PR). He is also an author and editor of several successful booksDr. Thomas Klugkist has worked as a media, communications and association manager for a number of companies (Klett Group, Kirch Group/ Hundert,6, KPN/ Planet Internet, Friedrich Berlin Verlag, Schott Music, JCI Germany, N26). Today, he uses his experience and insights to guide startups as a management consultant (strategy, change...

Comp Titles

No comparable titles have been specified.

Behaviour Driven Benefit Realization

A New Approach to Organizational Change

Rasmus Rytter

No Image Available

Summary

Change projects only realise about a fraction of the total benefit potential – so we often realise all the costs but only a fraction of the benefits.

The solution: A new way of viewing, designing and leading change projects

Behaviour Driven Benefit Realization is a new approach to organizational change and value creation. It presents a new way of looking at change projects where benefits determine the design of the project and becomes the projects guiding star for the duration of the project lifetime.

The project is then all about helping our colleagues change behaviour. The IT systems, products and processes can still be important tools, but they are only enablers for the change, that will give us the benefits we are chasing.

If we want to succeed and realize the full benefit potential from our change projects, we need to link benefit realisation and change together and apply the same type of structural approach to benefit realization and organizational change as we currently apply to the producing deliverables.

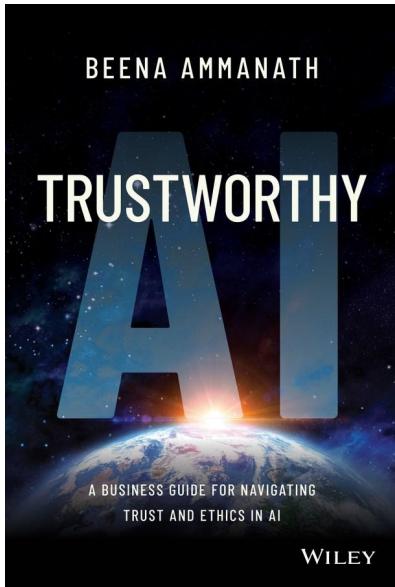
The book's approach to organisational change is largely inspired by behavioural design. A key principle from behavioural design is to make change easy. Thus, the book builds on current project and portfolio practices and shows how to work with benefit realisation and change using cases, examples, playbooks and facilitation posters to make it easy to get started.

Contributor Bio

Rasmus Rytter is a partner at Implement Consulting Group and a subject matter expert within benefit realization and organizational change. He is a popular public speaker with 17 years of experience as a leader, project manager and advisor from both the private and public sectors. For the last seven years he has been a partner and consultant at Implement Consulting Group. Today he designs and transforms project organisations to ensure the realisation of the full benefit potential at both project and portfolio level. Rasmus holds a masters degree from the Aarhus School of Business (Aarhus University).

Comp Titles

No comparable titles have been specified.



Trustworthy AI
A Business Guide for Navigating Trust and Ethics in AI
 Beena Ammanath

Summary

An essential resource on artificial intelligence ethics for business leaders

In *Trustworthy AI*, award-winning executive Beena Ammanath offers a practical approach for enterprise leaders to manage business risk in a world where AI is everywhere by understanding the qualities of trustworthy AI and the essential considerations for its ethical use within the organization and in the marketplace. The author draws from her extensive experience across different industries and sectors in data, analytics and AI , the latest research and case studies, and the pressing questions and concerns business leaders have about the ethics of AI.

Filled with deep insights and actionable steps for enabling trust across the entire AI lifecycle, the book presents:

- In-depth investigations of the key characteristics of trustworthy AI, including transparency, fairness, reliability, privacy, safety, robustness, and more
- A close look at the potential pitfalls, challenges, and stakeholder concerns that impact trust in AI application
- Best practices, mechanisms, and governance considerations for embedding AI ethics in business processes and decision making

Written to inform executives, managers, and other business leaders, *Trustworthy AI* breaks new ground as an essential resource for all organizations using AI.

Contributor Bio

Beena Ammanath, a global thought leader in AI Ethics, Executive Director at Deloitte AI Institute and Founder of Humans For AI. She is an award-winning senior executive with extensive global experience in Artificial Intelligence spanning across several industries - e-commerce, financial services, marketing, telecom, retail, software products, services and industrial domains with companies such as HPE, GE, Thomson Reuters, British Telecom, Bank of America, e*trade and a number of Silicon Valley startups.

Comp Titles

No comparable titles have been specified.

No Image Available

The Elephant and the Mouse

Moving Beyond the Illusion of Inclusion to Create a Truly Diverse and Equitable Workplace

Laura A. Liswood

Summary

Explore diversity, equity, and inclusion that goes beyond unconscious bias and explores the ideas and tools needed to achieve these goals

In *The Elephant and the Mouse*, award-winning speaker and diversity and inclusion expert Laura Liswood delivers a thought-provoking and insightful new business guide that explores workplace diversity and offers new ideas for gaining the real benefits from your diversity, equity, and inclusion initiatives. *The Elephant and the Mouse* refers to the dynamic in organizations that are roadblocks to consciously inclusive success. The Elephant, often dominant group leadership, knows little about the experiences of the Mouse, the non-dominant groups, while the Mouse knows so much more about the Elephant. In diverse workplaces, these two groups live in different worlds. Success will come only if everyone works in a true meritocracy. You learn what may be easy for some to do in their career is much harder for others to do.

In this book, which builds upon Liswood's groundbreaking book, *The Loudest Duck*, you'll explore the powerful case for diversity, equity, and inclusion and the often-overlooked risks posed by a homogeneous workforce. You will learn the hard truths about why many DE&I efforts fail, millions of dollars are wasted, and why organizations confuse efforts with outcomes. You'll consider new ways of leading others, with a strong emphasis on tactics and strategies employed by successful Elephant and Mouse leaders, including women leaders. The bo...

Contributor Bio

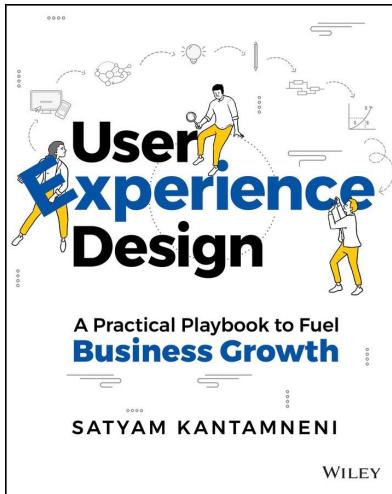
Laura Liswood (lauraliswood.com) is an international, award-winning speaker who conveys her insights regarding leadership, diversity, women in politics, and business to both large and small audiences. In her speeches, she explores the questions surrounding myths of leadership and lessons of leaders. Liswood is an expert on diversity and unconscious bias and why they matter. Liswood is the Secretary General of the Council of Women World Leaders, located in Washington, DC, which is composed of women presidents, prime ministers, and heads of government. The work of the Council expands the understanding of leadership, establishes a network of resources for high-level women leaders, and provides a forum for the group to contribute input and shape the international issues important to all people. Liswood co-founded the Council with President Vígðís Finnbogadóttir of Iceland. It is the only organization in the world dedicated to women heads of state and government. From 2002 to 2015, Liswoo...

John Wiley & Sons
9781119836254
Pub Date: 17/05/2022
\$22.00/£16.99 UK/€18.80 EU
Hardcover

192 Pages

Comp Titles

No comparable titles have been specified.



User Experience Design A Practical Playbook to Fuel Business Growth

Satyam Kantamneni

Summary

Igniting business growth through UX

In an increasingly digital world, users are rewarding products and services that provide them with a good experience and punishing those that don't — with their wallets. Organizations realize they need to adapt quickly but don't know how or where to start.

In *User Experience Design: A Practical Playbook to Fuel Business Growth*, UXReactor co-Founder Satyam Kantamneni distills 25 years of industry experience into a pragmatic approach to help organizations advance in the highly competitive and rapidly changing digital world.

You'll discover:

- Why putting users at the center of strategy leads to an almost unfair competitive advantage
- Ways to build an organizational system that delivers a superior user experience that is replicable, consistent, and scalable
- Common shortfalls that prevent organizations from reaping the value of experience design
- 27 proven "plays" from the UXReactor playbook to put concepts into practice
- Game planning examples to execute at different levels of an organization

A comprehensive and practical book for everyone involved in the transformation — business leaders, design leaders, product managers, engineers, and designers — *User Experience Design: A Practical Playbook to Fuel Business Growth* is also an ideal blueprint for current and prospective UX practitioners seeking to improve their skills and further their careers.

Contributor Bio

Satyam Kantamneni (Pleasanton, CA; <https://uxreactor.com/>) is co-founder and Managing Partner, UXReactor, a fast-growing user experience design consulting firm with 50 consultants across four global locations. Satyam has led user experience design and product evolution for multiple Fortune 500 Companies. He has two decades of experience leading and building design teams for organizations such as PayPal, Citrix, and FIS. His work has been featured in UXPA Magazine, CIOReview, and Forbes.

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119859819
Pub Date: 17/05/2022
\$28.00/£21.99 UK/€24.00 EU
Hardcover
240 Pages

The Tech That Comes Next

How Changemakers, Philanthropists, and Technologists Can Build an Equitable World

Amy Sample Ward, Afua Bruce

Summary

Changing the way we use, develop, and fund technology for social change is possible, and it starts with you. *The Tech That Comes Next: How Changemakers, Philanthropists, and Technologists Create An Equitable World* outlines a vision of a more equitable and just world along with practical steps to creating it, appropriately leveraging technology along the way.

In the book, you'll find:

- Strategies for changing culture and investments inside social impact organizations
- Ways to change technology development so it incorporates more of society
- Examples of data, security, and privacy laws and policies that need to change to protect vulnerable populations and advance positive change

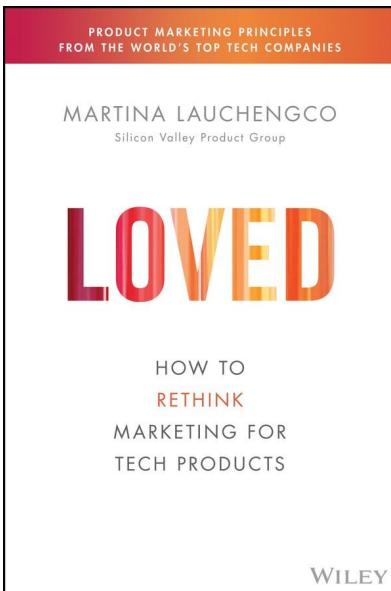
Ideal for nonprofit leaders, social activists, policymakers, technologists, entrepreneurs, founders, managers, and other business leaders, *The Tech That Comes Next* belongs in the libraries of anyone who envisions a world in which technology helps advance, rather than hinders, positive social change.

Contributor Bio

Amy Sample Ward (Portland, OR; www.nten.org) is the CEO of NTEN, a nonprofit that is creating a world where nonprofits fulfill their missions through the skillful and racially equitable use of technology. NTEN offers a membership community, individual courses, and certification programs all centered on data equity. She is also a consultant and advisor to corporations (like Microsoft and Google) and nonprofits alike. Through strategy building, training, and facilitating, she has worked with groups in the US, UK, Canada, Australia, New Zealand, and around the world use social and mobile technologies to start creating a better world. In addition, she is a frequent speaker and contributing writer for outlets like FastCompany, Forbes, Nonprofit Times, and more. Afua Bruce (Washington, DC; www.datakind.org) is Chief Program Officer at DataKind, a global nonprofit that harnesses the power of data science and AI in the service of humanity. Named one of Fast Company's 2017 top 10 innovativ...

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119703648
Pub Date: 31/03/2022
\$34.00/£25.99 UK/€29.10 EU
Hardcover

304 Pages
Series: Silicon Valley Product Group

Loved

How to Rethink Marketing for Tech Products

Martina Lauchengco

Summary

Most companies get product marketing wrong. This is the book you need to understand what market leaders--Apple, Netflix, Microsoft, Salesforce, get right--and how to transform tech product marketing at your company.

The best products can still lose in the marketplace. Why? They are beaten by stronger product marketing. Yet, product marketing is widely misunderstood. It includes segmenting and targeting customers, positioning products vs alternatives, creating product collateral, and supporting sales teams. But great product marketing achieves much more: it identifies the best way to bring your product to market, accelerates your product's ability to penetrate markets over time, shapes what the world thinks about your product and your category, and inspires customers to tell your product's story. *Loved* explains the foundational principles of best-in-class product marketing for product teams, marketers, founders and any leader with a product and a vision.

Author Martina Lauchengco is a former product and marketing leader at Microsoft, board member and advisor to Silicon Valley startups, venture capitalist, and UC Berkeley lecturer. The third book in the best-selling series including *Inspired and Empowered*, from Silicon Valley Product Group, *Loved* distills decades of lessons gleaned from working with hundreds of companies to show you:

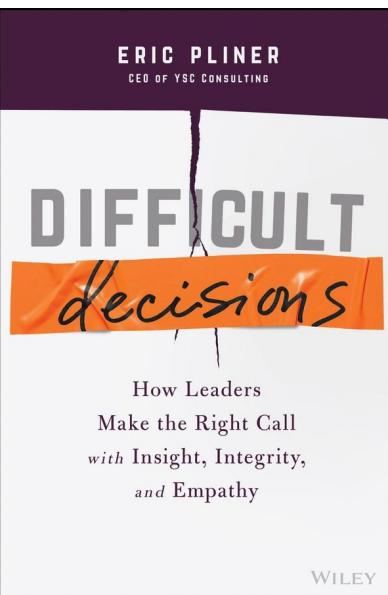
- The centrality of product marketing to any product's success
- The key skills and actions required to do it well
- The four foundational principles ...

Contributor Bio

Martina Lauchengco (San Francisco, CA, <https://svpg.com/> and <https://www.costanoavc.com/>) was responsible for marketing some of the most iconic and successful software products of all time including Microsoft Word, Microsoft Office, and Netscape's web browser. More recently, as an Operating Partner for Costanoa Ventures and Partner at Silicon Valley Product Group, she was named a Silicon Valley Woman of Influence, sits on boards of multiple companies and actively works with a portfolio of over 40+ early stage startups. She is a Lecturer for UC Berkeley's Engineering Leadership Masters Program, where she teaches marketing and product management. She is also an advocate for women in technology, having started Seat@theTable, an annual forum to raise awareness about having more women at every rung of management in tech companies. Martina earned her B.A. in Political Science and M.A. in Organizational Behavior from Stanford University.

Comp Titles

No comparable titles have been specified.



Difficult Decisions

How Leaders Make the Right Call with Insight, Integrity, and Empathy

Eric Pliner

Summary

What do you do when the algorithm doesn't have the answer?

Countless tools and frameworks claim to make decisions objective and bias-free. But in reality, the defining decisions that leaders face are complex ones with subjective information sources and conflicting courses of action. That's why the toughest choices are left to the leaders, and that's why formulas won't answer them.

In *Difficult Decisions: How Leaders Make the Right Call with Insight, Integrity, and Empathy*, leadership expert and CEO of YSC Consulting, Eric Pliner, delivers a set of practical tools for readers to make sense of these complex, subjective decisions quickly and with integrity. It presents a path to understanding your own subjectivity, and how your morals, ethics, and responsibilities affect how leaders make the most important decisions.

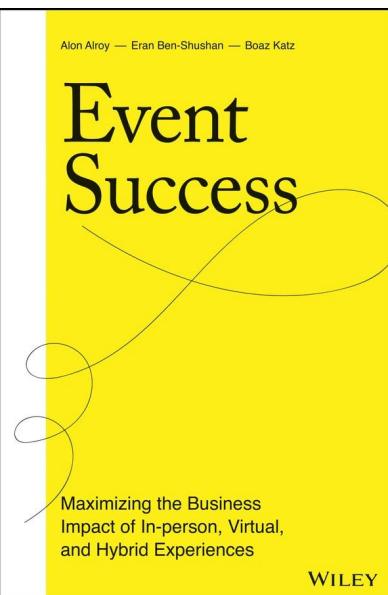
Difficult Decisions is ideal for executives, managers, and business leaders to examine their own intuition and navigate the most conflicted choices they make. It's a challenging read and an indispensable resource to help readers develop self-reflection, clarify their values, and ultimately make the choice that is most "right" to them.

Contributor Bio

Eric Pliner (New York, NY) is CEO of YSC Consulting, a global leadership consulting firm that works with executives at leading companies like Bain Capital, Goldman Sachs, PayPal, and others. Eric leads a hundred YSC consultants in onboarding and executive coaching for CEOs, supporting first-time corporate and private equity-backed CEOs, leading incoming/outgoing CEO transitions, fostering high-performing executive teams, building inclusion and diversity skills among C-Suite leaders, and cultivating successful management team and Board relationships. Prior to YSC, served in the Bloomberg administration of the City of New York, where he closed out his career in public service as Director of Organizational Talent Management and Development with the Department of Education. Eric's writing on leadership has been featured in the Harvard Business Review, Fortune, Forbes, Fast Company, and a host of other business and industry publications.

Comp Titles

No comparable titles have been specified.



Event Success

Maximizing the Business Impact of In-person, Virtual, and Hybrid Experiences

Alon Alroy, Eran Ben-Shushan, Boaz Katz

Summary

Make events the most powerful marketing tool you have

In *Event Success: Maximizing the Business Impact of Physical, Virtual, and Hybrid Experiences*, Alon Alroy, Eran Ben-Susahan, and Boaz Katz of Bizzabo draw on the knowledge they've gained powering events for companies like Amazon, Salesforce, and Uber to deliver an end-to-end playbook for readers wanting to maximize their organization's return on events.

Event Success will help you unlock the full potential of your events and make them your most important marketing channel. You'll learn how to create elevated experiences in any format that drive strategic business goals, including:

- How to measure event success with surveys, data, analytics, and key KPIs
- How to integrate events into a strategic, end-to-end marketing plan
- How to collect, analyze, and funnel event data to other teams to drive business growth
- What events are successful, what the data says about them, and real-life examples from SAP, the Financial Times, IBM, and other leading brands that capture the imagination of their audiences through events

Event Success is ideal for marketers, event professionals, and anyone responsible for creating buzz, driving new sales, and building thought leadership with in-person, hybrid, or virtual events. It's also an invaluable resource for maximizing your organization's "RoE"—or Return on Event—with measurable increases in sales.

Contributor Bio

Alon Alroy (New York, NY; bizzabo.com) is the Co-Founder and CMO of Bizzabo, which helps organizers create successful events by empowering them to build event websites, sell tickets, grow communities, go mobile, maximize event experiences, and increase return on their events. Bizzabo powers events for companies like Amazon, Salesforce, Uber, HubSpot, and more. Alon was named one of the meetings industry's 40 under 40 young leaders and is a frequent speaker at events like SaaStr. Eran Ben-SuShan (New York, NY) is cofounder and CEO of Bizzabo. Before founding working at leading companies in the event space and founding Bizzabo, he was a major in the Israeli Air Force. Boaz Katz is the Co-Founder and Chief Data Officer at Bizzabo, the world's fastest growing event technology platform.

Comp Titles

No comparable titles have been specified.

THE SMART NON-PROFIT

Staying Human-Centered
in an Automated World

BETH KANTER | ALLISON FINE

WILEY

John Wiley & Sons
9781119818120
Pub Date: 03/05/2022
\$28.00/£21.99 UK/€24.00 EU
Hardcover
240 Pages

The Smart Nonprofit

Staying Human-Centered in An Automated World

Beth Kanter, Allison H. Fine

Summary

AI is here to stay. In fact, it will almost certainly be more widely implemented across multiple silos within numerous industries rather than scaled back or done away with. It has even made its way into the nonprofit sector, a traditionally human-centered industry. Still, in order to use AI smartly and strategically, nonprofits and the people who lead them need a good understanding of what AI is, how it operates, what could go wrong, and perhaps most importantly, how to create a balance between technology automated tasks and those done by humans.

It is critically important that organizations serving people are human-centered, meaning they elicit input from a variety of stakeholders to create a common understanding of the mission and goals of the organization. Human-centered organizations are also more interested and invested in building relationships inside and outside the organization than racing through people in transactional ways,

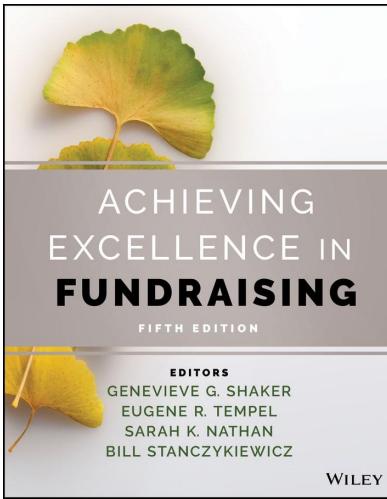
This book provides nonprofit staffers and board members with the information, grounding, and tools for navigating the use of AI. Every chapter has a narrative discussion of how AI affects a functional area within an organization with case studies and practical tips for the effective and ethical use of AI.

Contributor Bio

Beth Kanter (San Jose, CA; beth@bethkanter.org) is a well-established international nonprofit thought leader and author. Her popular Beths Blog, established in 2003, was one of the first nonprofit blogs. She continues to publish on her blog, writing about digital transformation, emerging technologies, training, instructional design, virtual and face-to-face facilitation techniques, workplace resilience, nonprofit organizational culture, and self-care for nonprofit professionals. Beth is also an in-demand keynote speaker and workshop leader. She is an expert in participatory facilitation techniques such as design thinking, open space, peer learning and others, both online and offline, and has delivered trainings for nonprofits around the world. Beth has been named one of the most influential women in technology by Fast Company and one of BusinessWeeks Voices of Innovation for Social Media. She is an influencer on Twitter and LinkedIn with combined follower count of almost 1 million. Sh...

Comp Titles

No comparable titles have been specified.



Achieving Excellence In Fundraising (5th Edition)

Eugene R. Tempel, Sarah K. Nathan, Genevieve Shaker

Summary

Achieving Excellence in Fundraising is the go-to reference for fundraising principles, concepts, and techniques. Coverage includes evolving technologies, global perspectives, credentialing, and more, with contributions from noted experts in the field. You'll gain insight into the practice of fundraising and the fundraising cycle, reinforced by discussion questions, case studies, and additional readings.

The 5th volume of *Achieving Excellence in Fundraising* will be significantly revised and reimagined to meet the needs of fundraisers, their nonprofit employers, and the causes they serve. The needs of fundraising educational providers are also a central consideration. All chapters will be written by faculty of the Lilly Family School of Philanthropy – both academic and practitioner faculty – or by graduates of the School's academic program.

A number of existing chapters will be updated to reflect changes in philanthropy within the last 3-4 years. Some chapters will be removed and replaced. Several new chapters will also be included to address current market needs on topics such as:

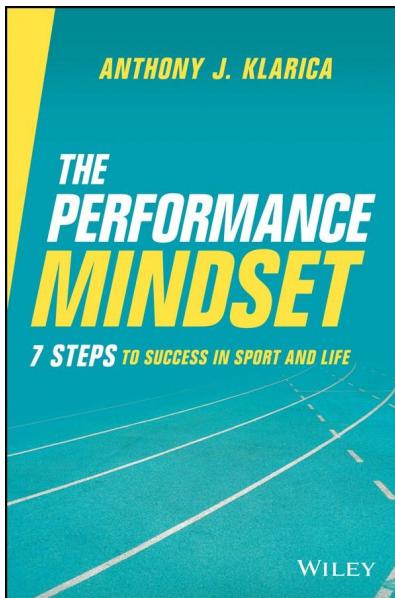
- Engaging celebrities in fundraising
- Budgeting for fundraising with practical calculations
- Community philanthropy
- Using data for organizational decision making
- Gratitude and giving
- Rural philanthropy

Contributor Bio

Gene Tempel (Indianapolis, IN; iufoundation.iu.edu/), Professor of Philanthropic Studies and Founding Dean Emeritus, Indiana University Lilly Family School of Philanthropy, is one of the nations foremost thought leaders and experts on fundraising and philanthropy. He is also President Emeritus of the Indiana University Foundation. He led the worlds first school devoted to research and teaching about philanthropy. An internationally recognized expert on the philanthropic sector, he has four decades of leadership and fundraising experience. He helped found the schools precursor, the Center on Philanthropy, and was its executive director for 11 years, transforming it into a leading national resource. Genevieve Shaker (Indianapolis, IN; iufoundation.iu.edu/) is associate professor of philanthropic studies at the Indiana University Lilly Family School of Philanthropy and adjunct professor of liberal arts and of womens, gender, and sexuality studies at the Indiana University School of Libera...

Comp Titles

No comparable titles have been specified.



The Performance Mindset

7 Steps to Success in Sport and Life

Anthony J. Klarica

Summary

Author and high-performance expert Anthony Klarica reveals how the most successful sports professionals deal with motivation, resilience, focus, leadership, and wellbeing.

Do you have what it takes to excel? *The Performance Mindset* outlines 7 steps for developing the crucial personal skills that enable great athletes to succeed at what they love—at the highest possible level. Learn how to maximise your potential and foster personal growth by developing the right mindset for excellence.

Drawing from international research, stories and interviews from high-profile sportspeople, and his own experiences from more than 30 years in sports psychology, Anthony Klarica unpacks the essential lessons that can take you to the next level and help you successfully jump the daily hurdles that life throws at you.

Contributor Bio

Anthony J. Klarica is an experienced sports psychologist who has worked in the field of performance for more than 30 years. He has supported medalist Olympians, AFL teams, Tennis Australia, the National Basketball League, the English Premier League, and successful racing drivers internationally.

Comp Titles

No comparable titles have been specified.

The Art of Pushback

Amber Cabral

No Image Available

Summary

The art of pushing back and speaking up is a logical follow-up to Amber Cabral's first book, *Allies and Advocates*. It offers even more tactical steps to help people address inequitable treatment and gives them the tools to call it out when they see it. Instead of passive-aggressive language, shrinking, or ghosting, this book will give the reader a communications toolkit for self-advocacy and advocating for others.

The Art of Pushback will equip the reader with the tools to call out wrongdoing at home, at work, and in public settings. Where *Allies and Advocates* challenged the reader to "be brave," this book will provide tactics, context, and tools including sample scripts and other communications templates to make the prospect of bravery less daunting.

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.

Comp Titles

No comparable titles have been specified.

Project Management Next Generation

The Pillars for Organizational Excellence

Harold Kerzner, Al Zeitoun

No Image Available

John Wiley & Sons
9781119832270
Pub Date: 03/05/2022
\$80.00/£65.00 UK/€68.40 EU
Hardcover

320 Pages

Summary

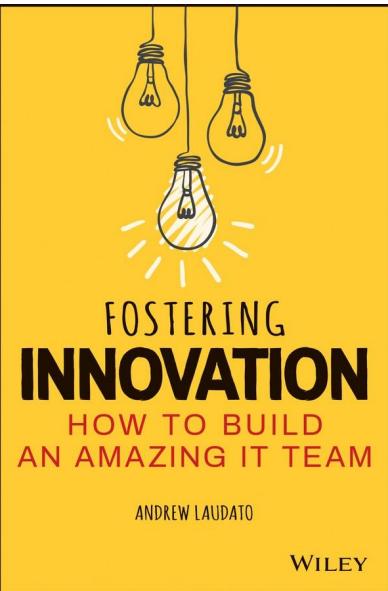
Executives in public and private sectors around the globe are recognizing the benefits that effective project management can bring to their organizations. The landscape for project management is changing and organizations must make the necessary changes, especially changes in culture, in order to succeed. *Project Management Next Generation: The Pillars for Organizational Excellence* offers implementation strategies for the 11 pillars that are driving project management for the next decade as well as exclusive insights from world-class organizations on their vision for the future of project management. Written by true industry changemakers and thought leaders, Dr. Kerzner, Dr. Zeitoun, and Dr. Vargas, this title provides a strong balance of practical experience across programs, projects, and transformation initiatives. This is a must-have title for practicing project managers, as well as students in project management, innovation, and entrepreneurship programs. Each case study contains questions for discussion, and Instructors have access to extensive PowerPoint lecture slides by chapter and an Instructors Manual via the book's companion website.

Contributor Bio

HAROLD KERZNER, Ph.D., (Boynton Beach, FL), is Senior Executive Director for Project, Program and Portfolio Management at International Institute of Learning, Inc. (IIL). Dr. Kerzner's profound effect on the project management industry inspired IIL to establish the Kerzner International Project Manager of the Year Award, which is presented to a distinguished PMP or global equivalent each year. More recently, IIL donated \$1M to the Project Management Institute Educational Foundation (PMIEF) to establish the Dr. Harold Kerzner Scholarship Fund. AL ZEITOUN, Ph.D., EVP, PMP, PMI-RMP, PMI-SP (Bethesda, MD), has over 30 years of global experience in project management and strategic change, leading operational excellence for large corporations. His transformative strategy execution includes roles such as Executive Director, Emirates Nuclear Energy Corporation (ENEC), UAE. Dr. Zeitoun built the internal capabilities to support operational readiness for the complex \$20B one-of-a-kind new build o...

Comp Titles

No comparable titles have been specified.



Fostering Innovation

How to Build an Amazing IT Team

Andrew Laudato

Summary

In this book, the author provides a detailed and prescriptive advice on how to run an IT department best. The author does so with the understanding that there's more than one way to accomplish that goal. Your approach should vary based on the company's size, the company's plans, the CEO's style, and the team's strength. External factors, including the economy, the state of the market, customer demand, and advancements in technology — all impact how you should lead.

Staying true to your style and beliefs is vital to being an open and honest leader. Don't read this book and then walk into the office on Monday morning a new and improved you. Continuous improvement concepts apply to our personal development as much as they do to our teams.

John Wiley & Sons
9781119853107
Pub Date: 05/05/2022
\$25.00/£18.99 UK/€21.40 EU
Paperback

If your goal is to transform IT by pivoting to Agile and DevOps, you need to understand where your company is on its journey and adapt accordingly. IT leaders need to be agile with a little "a" before they can be Agile with a big "A." You will find the agile and lean principles woven throughout the text. Although the author is a staunch Agile advocate, this is not an Agile book.

This book is written in plain language, making it accessible and hopefully enjoyable for non-technical readers. This book will provide insights for anyone in an IT leadership role and anyone who works closely with IT leaders. In today's digital age, that's just about everyone.

Contributor Bio

Andrew Laudato currently serves as Executive Vice President and Chief Operating Officer of The Vitamin Shoppe. In this role, he leads operations across e-commerce, information technology, enterprise project management, supply chain, strategic sourcing, quality, and commercialization. He is a member of the executive leadership team. Mr. Laudato was previously Chief Information Officer at Brookdale Senior Living. Before Brookdale, he spent 16 years as CIO at Pier 1 Imports, where he directed technology transformation across all business areas. Like many retail veterans, he started his career at L Brands. Laudato is a member of the CNBC technology executive council, the New York City CIO executive council, and an executive board member of the George Mason University's Center for Retail Transformation. He previously served as chairman of the National Retail Federation's (NRF) CIO Council. The NRF formally recognized him for his outstanding contributions to the retail industry.

Comp Titles

No comparable titles have been specified.

BEN LAMORTE

The OKRs Field BookA Step-by-Step Guide
for Objectives and Key Results Coaches

WILEY

The OKRs Field Book**A Step-by-Step Guide for Objectives and Key Results Coaches**

Ben Lamorte

Summary**Take your OKRs coaching skills to the next level with this practical handbook.**

In *The OKRs Field Book: A Step-by-Step Guide for Objectives and Key Results Coaches*, Ben Lamorte, a seasoned coach and management science expert, provides a structured approach for implementing objectives and key results. This book provides tips and tools that enable you to coach your OKRs clients with confidence. Lamorte analyzes foundational questions that must be answered prior to deploying OKRs and the roles required to sustain an OKRs program.

John Wiley & Sons
9781119816423
Pub Date: 31/05/2022
\$29.95/£22.99 UK/€25.60 EU
Paperback

208 Pages

Packed with excerpts from actual OKRs coaching sessions, this step-by-step guide shines a light on the OKRs coaching process. You learn how to help your client refine key results that look like tasks into key results that reflect measurable outcomes. In addition to sample training workshop agendas and coaching emails, Lamorte introduces the first comprehensive list of OKRs coaching questions. The field book covers how to:

- Structure an OKRs coaching engagement using a three-phased approach.
- Avoid common pitfalls such as cascading OKRs based on the org chart.
- Ensure your client asks the right questions at each step of the OKRs cycle.

Perfect for external coaches and business mentors looking for a repeatable structure to help their clients succeed with OKRs, *The OKRs Field Book* is also an indispensable resource for internal coaches looking to support their organization's OKRs program.

Contributor Bio

Ben Lamorte (San Anselmo, CA) is President of OKRs.com where he trains and coaches managers to make measurable progress at work using Objectives and Key Results (OKRs). He has helped over a hundred organizations deploy OKRs including eBay, Adobe, Capital One, Zalando, CareerBuilder, and GoNoodle. In addition to the United States, he has clients based in Singapore, Australia, China, Saudi Arabia, Poland, South Africa, France, Germany, Israel, India, Norway, the Netherlands, the United Kingdom, and Canada.

Comp Titles

No comparable titles have been specified.

Finance & Accounting



No Image Available

Launching Financial Grownups

Live Your Richest Life by Helping Your (Almost) Adult Kids Become Everyday Money Smart

Bobbi Rebell

Summary

Learn how to give the young adults in your life the knowledge, confidence, and motivation to make adult money decisions, and create their own strong financial foundation and independence, so you can all live richer lives.

In *Launching Financial Grownups*, popular personal finance expert and Certified Financial Planner Bobbi Rebell gets candid about the very real-life challenges of getting young adults to choose to be financial grownups and develop their own financial foundation and security. She shares her own personal setbacks and solutions (both from her own past, and as a parent), and walks readers through the ups and downs of financial adulting milestones. Rebell has put together a practical and specific adulting launch plan for parents of young adults along with tips on how to open money discussions, the questions to ask your children, the most effective listening strategies, when to step in to stop them from making mistakes, and when to let them learn from their mistakes.

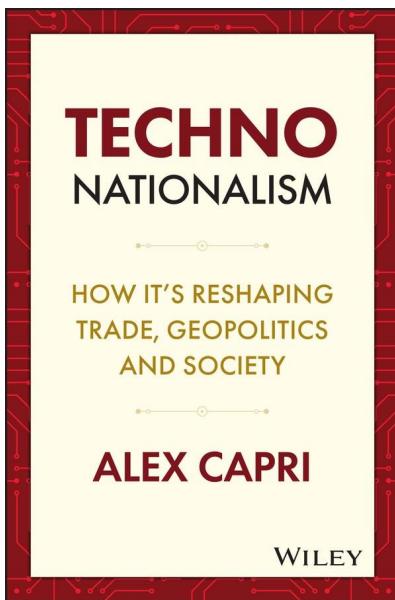
Launching Financial Grownups provides the tools to help your teen or young adults navigate the challenges of adulthood including debt, credit cards, peer pressure that leads to bad money decisions, negotiations, how to manage their own household, different investing opportunities, insurance needs, charitable giving, the legal documents they need to have in place in case of an emergency, what they need to know about your finances and even starting to think about their retirement planning. All this while al...

Contributor Bio

Bobbi Rebell is a Certified Financial Planner and host of the Financial Grownup with Bobbi Rebell CFP podcast. She is also the co-host of Money with Friends podcast with Joe Saul-Sehy, part of the Westwood One network. Bobbi anchors the JP Morgan Asset Management series Solve It, which airs on CNBC, and is the personal finance expert for the financial debt payoff app Tally. Previously Bobbi had worked at CNBC, CNN and PBS Nightly Business report. Bobbi is also a keynote speaker, emcee, panel moderator, brand ambassador and continues to anchor local news reports on a freelance basis. She is frequently quoted as a financial expert in the press, often commenting on the financial implications of the Coronavirus pandemic, in publications including the New York Times, Real Simple, Marketwatch, Health, Cosmopolitan, AARP, and Money. She is a graduate of the University of Pennsylvania and received her Certificate in Financial Planning from New York University. Bobbi lives in NYC with her husb...

Comp Titles

No comparable titles have been specified.



TECHNO-NATIONALISM

How it's reshaping trade, geopolitics and society

Alex Capri

Summary

Essential perspective on the emerging role of techno-nationalism in global relations, trade and geopolitics

Techno-nationalism holds that a nation's security, economic competitiveness and social stability are linked to the technological prowess of its institutions and enterprises. Alex Capri draws upon decades of experience in US-China commerce and reveals how techno-nationalism has accelerated Washington and Beijing's cold war. You'll see, firsthand, how the world is moving away from an open-market trading system of the past 70 years, and reverting to a fragmented, murky form of neo-mercantilism. This is a paradigm shift driven by the rise of China Inc.

Capri presents high profile cases involving Huawei and other companies to demonstrate how techno-nationalism will disrupt not only global value chains for deep technologies such as semiconductors, AI and robotics, but also for data management and digital platforms. This will have a pervasive effect on everything from the automotive to the pharmaceutical industries.

From a trade perspective, you'll learn how the global system is fracturing and coalescing into different blocs, each tethered to unique standards and values regarding the applications of technology. *Techno-Nationalism* lays out scenarios involving strategic decoupling, reshoring and ring-fencing of industries. All of this compels multinational businesses and policy makers to reorient efforts around corporate governance and diplomacy.

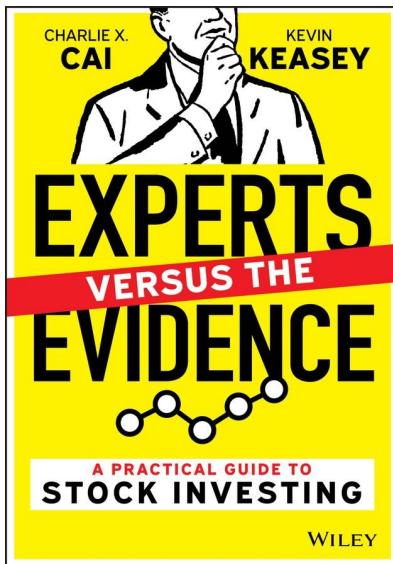
As a primer, Capri takes you on a to...

Contributor Bio

Alex Capri is a senior fellow and full-time lecturer at the National University of Singapore Business School. Before becoming an academic, Alex was Partner and Regional Leader of KPMG's International Trade & Customs Practice (Asia Pacific). He is known for his expertise in global value chains, trade and geopolitics, as well as his work regarding global-tech, the digital economy and the industries-of-the-future. Alex writes a column for Forbes magazine, the Nikkei Asian Review and Channel News Asia, and is a regular contributor to ThinkChina, The Diplomat and TechNode. He is a frequent guest on CNBC, BBC, Bloomberg and Channel News Asia. He has served as a panellist and workshop leader for the World Economic Forum, on the topic of inclusive capitalism in emerging economies. He also lectures at the NUS Lee Kuan Yew School of Public Policy and holds a M.Sc. in International Political Economy from the London School of Economics.

Comp Titles

No comparable titles have been specified.



Experts Versus the Evidence

A Practical Guide to Stock Investing

Charlie X. Cai, Kevin Keasey

Summary

Explore and apply celebrated investing strategies with practical tools from an expert team of finance professors

In *Experts versus the Evidence: A Practical Guide to Stock Investing*, a veteran team of finance researchers and practitioners delivers a one-of-a-kind explanation of how to use the data and analytics tools available on the Bloomberg professional platform to test and implement the philosophies and strategies of well-known investing experts.

Combining a comprehensive discussion of the investment philosophies of renowned investors with rigorous testing and implementation on the widely available Bloomberg platform, the authors provide a hands-on tool for starting and maintaining a diversified portfolio. Readers will also find:

- Quantitative explorations of popular investing strategies
- Useful tools for systematically exploring different investment approaches
- Discussions of value, growth, contrarian, portfolio, and factor investing, as well as technical analysis and advanced quantitative investing

An ideal resource for readers familiar with the basics of the financial markets and looking for a guide to a range of proven investment approaches, *Experts versus the Evidence* is also an essential read for advanced undergraduate and graduate students seeking a real-life informational and analytical system for the application of investment strategies.

Contributor Bio

Charlie X Cai, Liverpool, UK is a Professor of Finance at the Liverpool University Management School and Director of Research for the Accounting and Finance Group. Charlie specializes in the impact of technology on financial markets. His core research area is in investment, including machine learning and automatized investment and corporate financial and Environmental, Social and Governance (ESG) reporting. Kevin Keasey, Leeds, UK is Director of the International Banking Institute (IBI) and the Centre for Advanced Studies in Finance (CASIF). He was the long-term Head of the Accounting and Finance Division, stepping down in 2017. Kevin has taught across the whole range of accounting, finance and banking subjects. He has supervised over 45 PhD students, with many progressing to senior academic and corporate positions across the globe. Kevin has had substantial experience as a founder, executive and non-executive - he has held positions in hi-tech holding, fast growth care and venture C...

Comp Titles

No comparable titles have been specified.

Wiley Finance Series

SECOND EDITION

FINANCIAL MODELING AND VALUATION

A Practical Guide to Investment Banking and Private Equity

PAUL PIGNATARO



John Wiley & Sons
9781119808893
Pub Date: 31/05/2022
\$100.00/£80.00 UK/€85.50 EU
Hardcover

352 Pages
Series: Wiley Finance

Financial Modeling and Valuation (2nd Edition) A Practical Guide to Investment Banking and Private Equity

Paul Pignataro

Summary

The fully revised new edition of the best-selling guide to using financial models to determine if a stock is over or undervalued

Written by the founder and CEO of the world-renowned New York School of Finance, *Financial Modeling and Valuation* provides clear and systematic guidance on accurately evaluating the soundness of a stock investment. This invaluable handbook equips investors with the tools necessary for understanding the underlying fundamentals of a rational investment and for making smarter investment decisions in any market environment.

Built around an in-depth case study of global retail leader Amazon, this fully updated Second Edition shows you how to analyze the financial standing of a company using the methods of Wall Street professionals. Step-by-step, you will learn to build the core three statements—income statement, cash flow statement, and balance sheet—as well as the three major supporting schedules required for complete company valuation and analysis. All line items are explained in clear language and include real-world tips and techniques for using them as tools for valuing and managing a business. This must-have guide:

- Features new and in-depth case studies based on Amazon that simulate real-world modelling and valuation
- Explains valuation techniques such as illustrative comparable company analysis, precedent transactions analysis, and discounted cash flow analysis
- Covers all essential applications of a model, including pricing a stock, raising debt, and rai...

Contributor Bio

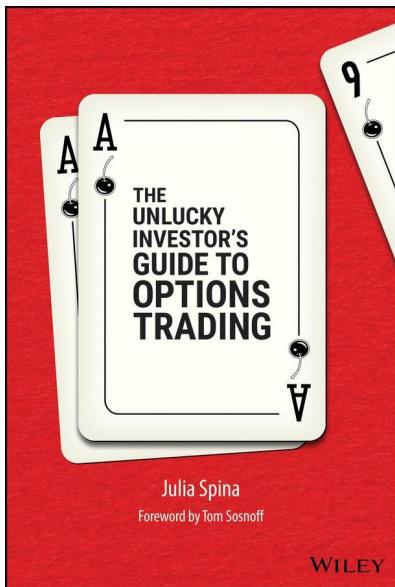
Paul Pignataro is an entrepreneur specializing in Finance Education. Paul is founder and CEO of the New York School of Finance, a multi-million dollar finance education business, providing finance education to banks, firms, and universities throughout the world. Paul is also the author of the "Investment Banking and Private Equity in Practice" series of books published by Wiley Finance. Since its publication, "Financial Modeling and Valuation: A Practical Guide to Investment Banking and Private Equity", the first book in the series, has been ranked #1 on Amazon.com in Finance Hot New Releases and #1 in Valuation Bestsellers. Prior to his entrepreneurial endeavors, Mr. Pignataro worked at TH Lee Putnam Ventures, a \$1 billion private equity firm affiliated with buyout giant Thomas H. Lee Partners. Before that, he was at Morgan Stanley, where he worked on various transactions in the technology, energy, transportation, and business services industries.

Comp Titles

Financial Modeling Pignataro,
and Valuation Paul

John Wiley & Sons	13/08/2013	9781118558768	£80.00 1118558766 GBP	Hardcover	Economics, Finance, Business & Management
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



The Unlucky Investor's Guide to Options Trading

A Strategist's Guide to Options Trading

Julia Spina, Tom Sosnoff

Summary

An approachable guide to sustainable options trading, minimal luck needed.

Traders who are successful long-term do not rely on luck, but rather their ability to adapt, strategize, and utilize available tools and information. Modern markets are becoming increasingly accessible to the average consumer, and the emergence of retail options trading is opening a world of opportunities for the individual investor. Options are highly versatile and complex financial instruments that were exclusive to industry professionals until recently. So where should beginners start? *The Unlucky Investor's Guide to Options Trading* breaks down the science of options trading to suit interested traders from any background. Using statistics and historical options data, readers will develop an intuitive understanding of the potential risks and rewards of options contracts. From the basics of options trading to strategy construction and portfolio management, *The Unlucky Investor's Guide to Options Trading* guides readers through the world of options and teaches the crucial risk management techniques for sustainable investing.

Contributor Bio

Julia Spina is a member of the research team and podcast co-host at tastytrade where she works as a financial educator and options strategist. Drawing from her background in physics and experience with signal processing and data analysis, Julia introduces viewers to topics in quantitative finance and their applications in options strategy development. Prior to transitioning into finance, Julia worked as a regenerative medicine research scientist before attending the University of Illinois at Urbana-Champaign in 2015. At the University of Illinois, she earned bachelor's degrees in engineering physics (2017) and applied mathematics (2017) and a masters in physics (2018). She spent four years as an experimental quantum information researcher throughout her graduate and undergraduate studies, investigating the effects of measurement in optical quantum systems and using single-photon sources to determine the lower limits of human vision and perception. Tom Sosnoff is an online brokerage in...

Comp Titles

No comparable titles have been specified.

Guide to Real Estate Accounting, Taxation, and Mathematics

Michael F. X. Waters

No Image Available

Summary

This book describes the different facets of real estate accounting, including Financial Standards Board pronouncements and developments, major changes in income tax laws, and real estate finance and investment mathematics.

John Wiley & Sons
9780471352488
Pub Date: 30/12/2021
\$95.00/£75.00 UK/€81.20 EU
Hardcover

752 Pages

Comp Titles

No comparable titles have been specified.

2022

Wiley
PRACTITIONER'S GUIDE TO**GAAS**

Covering All SASs, SSAEs, SSARs, and Interpretations



Joanne M. Flood

WILEY

John Wiley & Sons

9781119875017

Pub Date: 31/05/2022

\$110.00/£85.00 UK/€94.10 EU

Paperback

1104 Pages

Series: Wiley Regulatory Reporting

Wiley Practitioner's Guide to GAAS 2022**Covering All SASs, SSAEs, SSARs, and Interpretations**

Joanne M. Flood

Summary**The most comprehensive and up-to-date guide to critical auditing standards, practices, and procedures for 2022**

The American Institute of Certified Public Accountants (AICPA) sets the Generally Accepted Auditing Standards or GAAS under which U. S. audits are conducted in the United States. Auditors must comply with and understand every aspect of GAAS in order to comply with AICPA standards. As a result, it is crucial for CPAs to be up-to-date on all applicable guidelines, rules, and regulations.

Wiley Practitioner's Guide to GAAS 2022 delivers a thorough description and analysis of not only auditing standards – SASs, but also SSAEs, SSARs, and the Interpretations necessary to fully understand all the latest professional standards. The guide offers the most recent revisions to the standards, including those on:

- Materiality,
- Audit reports,
- ERISA audits,
- SSAE direct examination engagements, and
- Practitioner's review reports.

The *Guide* explains the standards clearly and accurately, providing explicit information on how to conduct your engagements efficiently, effectively, and properly—all in one resource.

In addition, *Wiley Practitioner's Guide to GAAS 2022* provides readers with:

- Practical direction on the steps necessary to help you comply with GAAS
- Comprehensive guidance on the entire auditing process, from start to finish
- Explanations of all attestation and review, compilation, and preparation standards
- A glossary of relevant terminology for each subject

A crucial resource for accountants ...

Contributor Bio

Joanne Flood, MBA, CPA, has worked with small business and large enterprise clients. She has worked for a Big 4 international firm and a small firm. Formerly a senior manager in the AICPA's Professional Development Group, Joanne has produced training materials on accounting in a wide variety of media.

Comp TitlesWiley Practitioner's Guide to
GAAS 2021Flood, Joanne
M.John Wiley &
Sons24/06/2021 9781119789642 £85.00
1119789648 GBP Paperback

No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).

Computing & Technology



Visualizing Google Cloud

Illustrated References for Cloud Engineers & Architects

Priyanka Vergadia

No Image Available

Summary

Visualizing Google Cloud guides readers through choosing the best Google Cloud Platform services to match their use case in a highly visual way. After a brief introduction to the major categories of services, GCP sketchnotes divides around 100 solutions into 4 categories:

- Data and Machine Learning
- Application Modernization including containers
- Infrastructure Modernization
- Security

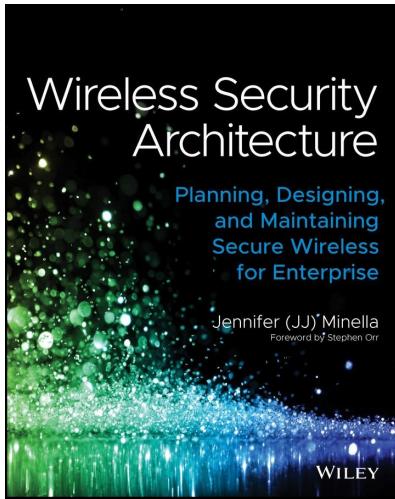
Each solution is richly illustrated with a combination flow chart and decision diagram then expertly explained.

Contributor Bio

Priyanka Vergadia is a Developer Advocate at Google where she has created over 300 videos, articles, podcasts, courses and tutorials that have helped developers learn Google Cloud fundamentals, solve their challenges and pass certifications! She is the writer and creator of the Google Cloud YouTube series and the co-host of the Google Cloud Platform podcast.

Comp Titles

No comparable titles have been specified.



John Wiley & Sons
9781119883050
Pub Date: 05/05/2022
\$50.00/£37.99 UK/€42.80 EU
Paperback
300 Pages

Wireless Security Architecture

Designing and Maintaining Secure Wireless for Enterprise

Jennifer Minella

Summary

Jennifer Minella's *Wireless Security Architecture* is an essential guide for planning, designing, and maintaining secure wireless infrastructures. Appropriate for organizations of all sizes and industries, this book guides technology professionals through the key concepts in security and wireless design, provides detailed planning and design guidance, additional technical resources, and real-world sample architectures. If your organization uses managed switches and needs secure wireless, this book is for you.

With the explosion of wirelessly connected devices, trends in IoT, BYOD and remote work, and digital transformation relying on resilient connectivity -- wireless architecture is more important than ever. With the snowball of growing compliance regulations, the spotlight is certainly on security, and this book delightfully merges security and risk with network architecture to unify enterprise security strategies and help reduce the organization's risk.

This book's recommendations are based on Jennifer's more than 15 years' of hands-on architecture and implementation experience overlaid with security consulting. All of which spans a variety of sizes and industries, ranging from small schools to various agencies of the U.S. federal government and large global financial institutions as well as complex healthcare environments, making the guidance here proven real-world advice for creating secure wireless networks.

Topics include:

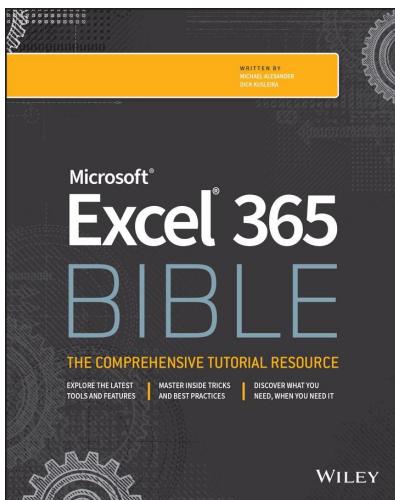
- Introduction to relevant security and wireless conc...

Contributor Bio

Jennifer (JJ) Minella is an internationally recognized authority on network and wireless security, an author and public speaker. A network architect turned advisory CISO and infosec leader, in the past ~15 years she's worked with organizations up to Fortune 50 on strategies ranging from network security to leadership. Jennifer is the founder and principal advisor of Viszen Security, offering technical strategy and coaching solutions to CXOs and practitioner. She is Program committee member for RSAC USA, Executive Womens Forum (EWF), former (ISC)2 chairperson and board member, a published writer in Dark Reading, Information Security Magazine, Network Computing, and author of the award-winning Security Uncorked blog.

Comp Titles

No comparable titles have been specified.



Excel 365 Bible (2nd Edition)

Michael Alexander, Dick Kusleika, John Walkenbach

Summary

The complete guide to Excel 365

Whether you are just starting out or an Excel novice, the Excel 365 Bible is your comprehensive, go-to guide for all your Excel needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more.

Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 365 Bible.

- Create functional spreadsheets that work
- Master formulas, formatting, pivot tables, and more
- Get acquainted with Excel's new features and tools

Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 365 Bible has you covered with complete coverage and clear expert guidance.

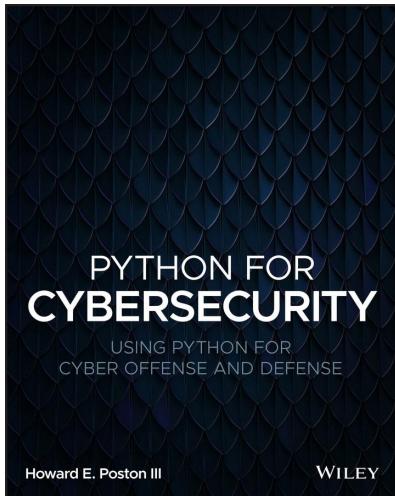
Contributor Bio

Mike Alexander is the author of several books on advanced business analysis. He has more than 15 years experience consulting and developing reporting solutions for a variety of industries. In addition to consulting, Mike is also serves as the principle contributor at www.datapigtechnologies.com, where he shares free video tutorials with the Microsoft Excel and Access communities. Mike has been named a Microsoft MVP for his ongoing contributions to the Excel community. Dick Kusleika is 12-year Microsoft Excel MVP and the principle contributor at the Daily Dose of Excel blog.

Comp Titles

Excel 2019 Bible	Alexander, Michael	John Wiley & Sons	04/12/2018	9781119514787 1119514789	£42.50 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Python for Cybersecurity

Using Python for Cyber Offense and Defense

Howard E. Poston

Summary

Discover an up-to-date and authoritative exploration of Python cybersecurity strategies

Python For Cybersecurity: Using Python for Cyber Offense and Defense delivers an intuitive and hands-on explanation of using Python for cybersecurity. It relies on the MITRE ATT&CK framework to structure its exploration of cyberattack techniques, attack defenses, and the key cybersecurity challenges facing network administrators and other stakeholders today.

Offering downloadable sample code, the book is written to help you discover how to use Python in a wide variety of cybersecurity situations, including:

- Reconnaissance, resource development, initial access, and execution
- Persistence, privilege escalation, defense evasion, and credential access
- Discovery, lateral movement, collection, and command and control
- Exfiltration and impact

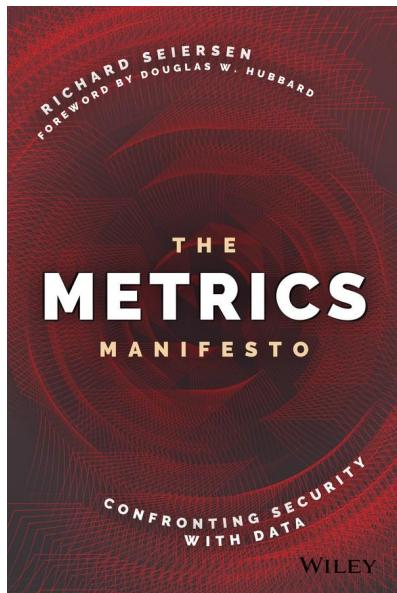
Each chapter includes discussions of several techniques and sub-techniques that could be used to achieve an attacker's objectives in any of these use cases. The ideal resource for anyone with a professional or personal interest in cybersecurity, *Python For Cybersecurity* offers in-depth information about a wide variety of attacks and effective, Python-based defenses against them.

Contributor Bio

HOWARD POSTON (Dayton, OH) is a freelance consultant and content creator with a focus on blockchain and cybersecurity. Howard has over a decade of experience in programming with Python, and it is his preferred language for scripting and coding for cybersecurity. He has developed and taught over a dozen courses exploring and explaining various aspects of cybersecurity and has written hundreds of articles on the subject on different outlets. Howard is also the author of several academic articles on security topics and has spoken on blockchain and cybersecurity at international security conferences.

Comp Titles

No comparable titles have been specified.



The Metrics Manifesto Confronting Security with Data

Richard Seiersen

Summary

Provides predictive security metrics with R—security, analytics, and programming

Massive data breaches and discussions surrounding improving technology security have been topics of intense interest over the past several years. Security failures by organizations such as Equifax, Uber, the U.S Securities and Exchange Commission, and the Republican National Committee, amongst many others, impacted millions of Americans. There is no disputing the importance of effective cybersecurity technologies and practices, yet measuring security effectiveness within corporations and other entities has proved to be a challenge. *The Metrics Manifesto* examines security metrics with R, the popular open-source programming language and software development environment for statistical computing.

This timely, fully up-to-date guide focuses on applied measurement that proves or disproves information security effectiveness. Comprehensive, detailed chapters discuss security, predictive analytics, and programming with R. Author Richard Seiersen presents an innovative approach to security metrics, looking to fields such as the sciences and professional sports to improve measurement. A valuable tool for discovering how to improve IT security procedures, this important book:

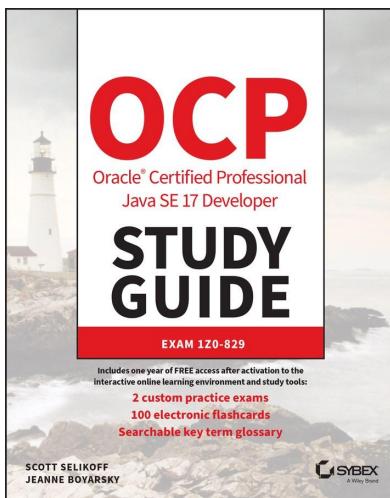
- Uncovers the truths about an organization's security programs
- Explains how processing data with R can measure security improvements
- Helps technology security teams identify and rectify security weaknesses
- Offer practical insights from a lead...

Contributor Bio

Richard Seiersen (Alamo, CA) is a security executive with 20 years of experience across Information Security, Risk Management, and Product Development. He is currently Senior Vice President / Chief Information Security Officer at Lending Club (a U.S. peer-to-peer lending company that operates an online lending platform that enables borrowers to obtain a loan, and investors to purchase notes backed by payments made on loans). It is the world's largest peer-to-peer lending platform. Seiersen is the former Vice President of Trust Kaiser Permanente (Director, Information Security); and Qualys, Inc. (Manager - Security Integrations).

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OCP Oracle Certified Professional Java SE 17 Developer Study Guide

Exam 1Z0-829

Scott Selikoff, Jeanne Boyarsky

Summary

Focusing 100% on the objectives for the latest certification, *OCP Oracle Certified Professional Java SE 17 Developer Study Guide: Exam 1Z0-829* is organized to make you fully prepared to understand the job role of a Java developer and to take the exam. In particular, developers will need to learn functional programming to pass the certification. This comprehensive Study Guide covers all of the key topic areas that Java programmers need to be familiar with, including:

- Handling date, time, text, numeric and boolean values
- Controlling Program Flow
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- Working with Streams and Lambda expressions
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- Managing concurrent code execution
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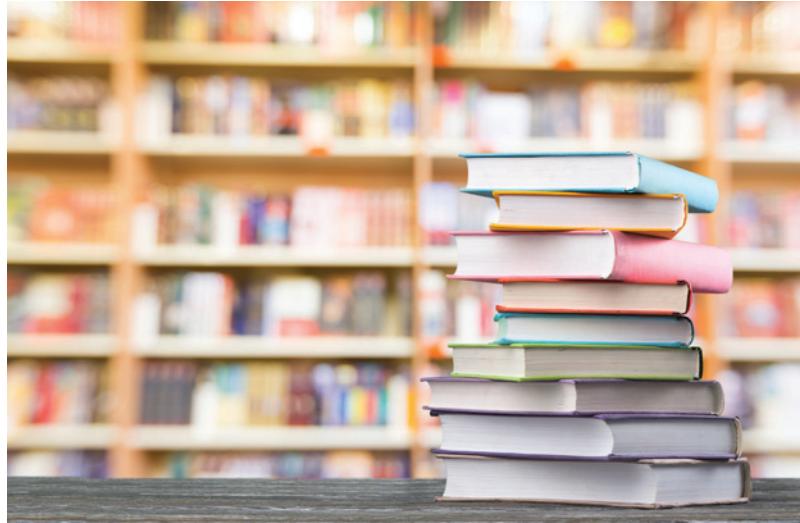
Contributor Bio

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. Besides training new developers, Scott also enjoys teaching and has given lectures at both Cornell University and Rutgers University. Both are regular contributors to Scott's website, Down Home Country Coding (<http://www.selikoff.net>). 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 ...

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