The Disney Way, 3rd Edition: Harnessing the Management Secrets of Disney in Your Company

Bill Capodagli

Summary
The 3rd edition of the classic bestseller on the principles of one of the most successful companies of all time

The original edition of The Disney Way was awarded a coveted Best Business Book of the Year by Fortune magazine and cited as so useful you may whistle while you work. The Disney Way, 3rd Edition, two of the world's foremost experts on the corporate cultures of Disney and Pixar, Bill Capodagli and Lynn Jackson, return with a new guide to creating success with the same principles and practices that propelled The Walt Disney Company into the highest echelon of business, creativity, and innovation.

Profiling a new set of diverse organizations including TYRA Beauty, California State University Channel Islands, Ottawa County, Michigan and Tailors the authors show how any company, big or small, startup or Fortune 500, can increase performance, improve profitability, and reach their utmost potential by embracing the consumer-centric culture and innovative techniques of Disney and Pixar. Walt's Dream, Believe, Dare, Do credo is a powerful foundation that will support any business, drive any team, and guide any leader to newfound levels of success.

Contributor Bio

In 1993, Bill Capodagli co-founded Capodagli Jackson Consulting and has since become one of the most requested keynote speakers on the corporate cultures of both Disney and Pixar. He is also a well-known expert on customer-centric culture transformations in which he guides leaders to adopt Walt's timeless success credo.

Lynn Jackson is a co-founder of Capodagli Jackson Consulting and has been helping leaders and teams to embrace the principles of Disney and Pixar for over 20 years. She holds an M.S. degree in organizational development and instructional systems technology, and develops workshops based upon Walt Disney's Dream, Believe, Dare, Do principles.

Capodagli and Jackson also co-authored The Disney Way Fieldbook: How to Implement Walt Disney's Vision of "Dream, Believe, Dare, Do" in Your Company, Leading at the Speed of Change: Using New Economy Rules to Invigorate Old Economy Companies and Innovate the Pixar Way: Business Lessons from the World's Most Creative Corporate Playground.
**Winning the Brain Game: Fixing the 7 Fatal Flaws of Thinking**  
Matthew E. May

**Summary**  
A mindful guide for using our minds to win the games our brains are hardwired to play on us.

In a 10-year study involving hundreds of interactive creative problem-solving sessions, renowned business strategist and author Matthew E. May gave over 150,000 professionals a simple thought exercise, finding that less than 5% arrived at the best and most elegant solution. The evidence he collected points to seven observable thinking flaws, hard-wired in the human brain that can lead to business failure.

*The Brain Game* calls on neuroscience and psychology to explain these fatal flaws, then draws on case studies and interviews with the most innovative thinkers in the world to deliver a super-curated set of battle-tested tools for fighting them. Short, practical, and imminently readable, the book offers a fresh spin on the traps that cause innovators, product designers, and business strategists to employ generic solutions for complex, real world problems. May’s practical solutions to avoid repetitive thinking patterns lead to better decision-making, higher levels of innovation, clearer business strategies, and overall success.

- Backed by over ten years of practical research with some of the world’s most important organizations, including Toyota, the LAPD, and many more  
- Author will promote in his frequent speaking engagements, consulting, and through his vast media connections  
- May has deep connections throughout the world of thought leadership, including Guy Kawasaki, Roger Martin, and John Madea

**Contributor Bio**  
**Matthew E. May** is the author of four critically acclaimed books, including *The Laws of Subtraction* and *The Elegant Solution*. He is an internationally recognized strategy facilitator, innovation coach, and lean trainer whose clients include Toyota, ADP, Intuit, and Xerox. A regular contributor to publications such as *Fast Company*, his work has also appeared in *The New York Times, Strategy+Business*, and ChangeThis.com.
Bringing Out the Best in People, 3rd Edition
Aubrey C. Daniels

Summary
Updated edition of the classic bestseller on maximizing employee performance

When it comes to maximizing employee performance and earning discretionary effort from the men and women in your organization, Aubrey Daniels, renowned thought leader and internationally recognized workplace expert, has the answer. For close to 40 years, Daniels has worked with organizations to apply scientifically-based behavioral tools and principles to effectively address workplace issues particularly as they relate to management, leadership, culture, innovation, safety, engagement, and collaboration.

In Bringing Out the Best in People, 3rd edition, Daniels takes yet another look at today’s workplace and provides a timely update to his seminal book on performance management, addressing changes in the contemporary work environment. With a behavioral foundation and new chapters on employee engagement and the impact of the exponential increase in technology, Daniels delivers step-by-step instruction and positive practices that have been successfully adopted by global clients ranging from start-ups to Fortune 100. This latest edition features all new examples, updated approaches to effective recognition and rewards systems, tips for stimulating innovation and creativity, and productive ways to embrace and empower the multi-generational workforce, including millennials and future generations.

• Since 2000, Bringing Out the Best in People has sold nearly 170,000 copies across all formats, with over 5,000 copies sold in 2015 alone.
• This edition includes all new examples, three entirely new chapters, and a focus on behavior analysis of business practices.
• Outside of client appearances, the author delivers keynotes exclusively, usually for audiences of 300 or more.
• Author is active in social media and has been featured in numerous media outlets such as Fast Company, Inc., Talent Management Magazine, and Chief Executive.

Contributor Bio
Aubrey C. Daniels, Ph.D. is the Founder and Chairman of Aubrey Daniels International, and Founder of the Aubrey Daniels Institute. He and his consultancy have applied their proven behavioral performance management approach in hundreds of organizations worldwide.
The New Manager’s Survival Guide: Everything You Need to Know to Succeed in the Corporate World

Steve n Haine s

Summary

A practical guide illustrating the foundational practices new managers need to drive business success

Written in a style that helps readers grasp concepts quickly and effectively, The New Manager’s Survival Guide provides first-time managers the knowledge and tools to advance their careers by building a solid team, department, or organization. This valuable guide covers the nuts and bolts of business operations, which is not often taught in business classes. Readers learn the ins and outs of management, including understanding organizational design, building and utilizing teams, using data to make smart decisions, crafting strategy, creating product plans, and managing people up, down, or across organizational lines.

* Haines has modeled the book’s structure and tone to reflect those of his successful books The Product Manager’s Desk Reference, Second Edition (0-07-182450-2) and The Product Manager’s Survival Guide (0-07-180546-X)
* The book provides new tools for supervisory managers who are not familiar with the important practice of coaching employees
* A self-assessment instrument helps managers determine their knowledge level, so they can skip parts they have already mastered and/or focus more deeply on practices they need work with

Contributor Bio

Steven Haines is an internationally recognized public speaker, business thought leader, and best-selling author. Before founding Sequent Learning Networks and The Product Management Executive Board, Steven spent more than two decades in corporate leadership roles in industries as diverse as industrial products, intimate apparel, medical products, communications, and software and technology. He is the author of The Product Manager’s Desk Reference, now in its Second Edition.
Impossible to Ignore: Creating Memorable Content to Influence Decisions

Carmen Simon

Summary

A groundbreaking approach to creating memorable messages that are easy to process, hard to forget, and impossible to ignore using the latest in brain science

Audiences forget up to 90 percent of what you communicate. But people make decisions and act based on what they remember, so a pragmatic approach for the effective communicator is to be deliberate about the 10 percent that audiences do retain. Otherwise, content recall is random and inconsistent.

Many experts have offered techniques on how to improve your own memory, but not how to influence other people's memory. Drawing on the latest research in neuroscience and cognitive psychology, Impossible to Ignore is a practical step-by-step guide that will show business professionals how to control the 10 percent that audiences do remember by creating content that attracts attention, sharpens recall, and guides behavior toward a desired action.

- Simon is a sought-after speaker and communications consultant whose clients include Adobe, AT&T, Cisco, Coca-Cola, Dell, Disney, GE, HP, IBM, JPMorgan Chase, McDonald’s, Pacific Life, Proctor & Gamble, and Xerox, among others.

- The author has a built-in audience that includes a database of 30,000 and a video audience of 100,000, to whom the book will be actively marketed.

- A scientifically proven approach based on the latest research in neuroscience and cognitive psychology.

Contributor Bio

Carmen Simon, PhD, is the cofounder of Rexi Media, a presentation design and training company, and the creator of Presenter Pro, the #1 business app in 2008. She holds doctorates in both instructional technology and cognitive psychology.
Selling Vision: The X-XY-Y Formula for Driving Results by Selling Change
Lou Schachter

Summary
The groundbreaking new change-management strategy that gives sales pros the edge in a business world where nothing stays the same

Selling Vision provides a sales approach designed specifically to help sales professionals faced with the daunting task of selling new products or services that require significant change in the way they do business.

Whether they’re transitioning from selling IT hardware to cloud solutions, dealing with innovative new pricing models, or serving new customers, nearly every sales professional today is dealing with unprecedented change, at an unprecedented pace. Readers will learn the authors proven program that integrates change-management and sales strategy to help them easily navigate and succeed in the new world of selling.

* One of today’s leading sales firms, BTS has 32 offices around the world and serves such clients as Cisco, IBM, MetLife, Nike, Oracle, Salesforce.com, SAP, and other major companies; BTS will use its vast platform to help promote the book
* The company routinely appears on Training Industry Magazine’s list of the top 20 sales training organizations
* A mainstay in the industry, Schachter has been interviewed as a sales expert in Investors Business Daily, American Executive, Sales & Marketing Management, Velocity, and other publications

Contributor Bio
Lou Schachter is managing director of the global Sales Practice at BTS, where he is responsible for ensuring client success and the growth of the practice worldwide, leading the 30-person global practice team, and driving thought leadership. He is the co-author of The Mind of the Customer.

Rick Cheatham leads the Sales Practice at BTS for the United States. As a thought partner for organizations who want to transform their sales teams, Rick has worked with clients such as Google, Salesforce, and IBM to accelerate the execution of their sales strategies and transform their sales forces from transactional to consultative.
**Sandler Enterprise Selling: Winning, Growing, and Retaining Major Accounts**
David Mattson

**Summary**

Sandler Training’s comprehensive six-stage system that sales professionals and selling teams need to successfully sell to and serve enterprise accounts

For salespeople seeking to overcome the unique challenges of long, complicated sales cycles and other complexities of the enterprise arena, this book reveals the highly successful program developed by today’s leading B2B sales firm Sandler Training.

*Sandler Enterprise Selling* shows how to integrate intuitive, sales-oriented tools to streamline highly complicated processes and facilitate easy collaboration and clear communication throughout selling organizations. It takes readers through a practical process consisting of six stages: territory and account planning, opportunity identification, qualification, solution development, proposing and advancement, and service delivery. It offers 13 powerful tools to add acceleration to selling teams and help achieve unprecedented sales success in the enterprise marketplace. *Sandler Enterprise Selling* is the book serious sales professionals and selling organizations have been waiting for.

* Mattson is one of today’s best-known and respected sales authors and practitioners
* The book has the full backing of Sandler Training, which has 240 franchise training companies around the world and trains 20,000 sales professionals annually; the company has been ranked as a leading sales organization by *Entrepreneur Magazine* for several years running
* Sandler’s clients include AmEx, AT&T, Bank of America, Cellular One, HP, Minolta, Oracle, Prudential, and Spirit

**Contributor Bio**

*David H. Mattson* is the CEO and President of Sandler Training. He is also a bestselling author, keynote speaker, sales and management thought leader, and global provider for sales training seminars around the world. Mattson first met the famous founder of Sandler Training, David H. Sandler, in 1986, went to work for him in 1988, and was eventually chosen to lead the company.

*Brian W. Sullivan* is Vice President of Sandler Enterprise Selling at Sandler Training. He has extensive enterprise sales, sales management and P&L management experience including sales training and sales process development from his years with The Cap Gemini Group and Xerox Corp. and through his work as an adjunct professor at Loyola University Maryland.
Insider Secrets of International Speaking
Thomas Murrell, Debbie Allen, John Stanley

Summary

How do you deliver a powerful message in any market? Gain tips and specific strategies from the combined expertise of three of the globe’s busiest international speakers, Thomas A.C. Murrell, Debbie Allen and John Stanley. All have different approaches, areas of expertise and business models. Yet what unites them is a desire to share their wisdom to help others gain the same success. Collectively they have covered the majority of the globe speaking, inspiring and training culturally diverse audiences for decades.

Readers will discover how to prepare for a speech before they arrive and how to make their presentation work in any foreign language, including how to work effectively with an interpreter. This book sets the stage for both corporate executive and professional speakers to make an instant impact worldwide.

Contributor Bio

Thomas Murrell, MBA, CSP, is an international business speaker, author and advisor who is recognized as an authority on investor and financial relations as well as public speaking.

Debbie Allen, CSP, has achieved the honour of CSP by the National Speakers Association and National Speakers Federation, making her one of the top professional women speakers worldwide. She has been a professional business speaker for more than 20 years and has presented before thousands of people in 28 countries around the world.

John Stanley has more than 30 years of conference speaking experience. He is a CSP and one of the top-ten per cent of speakers in the world today. John has a vibrant style that lifts audiences and traps their attention, engaging them fully in his presentations. His passion is contagious and delegates at workshops and conferences leave enthused to implement John’s ideas.
Leader's Daily Role in Talent Management
Chee Rothwell

Summary

Many organizations have taken steps to address the perceived talent shortages stemming from the pending wave of baby-boomers' retirements, to meeting talent needs stemming from the explosive growth of human resource. But few organizations have been successful in making the transition from strategic-level talent reviews to integrating talent management successfully into the daily work of corporate leaders. The challenge today is pushing talent management beyond just a buzzword, to become a key effort to be managed on a daily basis and at all levels of organizations. This book is intended to help meet that need and that challenge.

This book is a powerful resource which serves as a manual, blueprint, guide book and toolkit for leaders to achieve sustainable results and growth through people. There is great emphasis on high potential talents and the best performers that contribute the most to the success of the organization. It goes beyond thinking strategically on talent management. It is a tactical and practical resource that enables leaders to be effective in recruiting, developing, motivating and retaining the best people and to embed this work in their daily agenda in order to become truly effective leaders with the rights habits.

Many books have been written, about talent management and related subjects such as succession planning, succession management, workforce planning, and human capital management. These books usually focus on the strategic side of talent management and are intended for readers dealing in human resource management. This book, however, focuses on the practical side that is, the day-to-day work and what leaders should do as a seamless part of their daily work to attract, retain, develop and manage talented people. A key notable feature is that the authors will feature stories and cases of famous leaders including those in the Human Resource field.

This book is about a leader’s daily responsibilities and the role he/she plays as a leader in talent management. Its focus is on the tactical issues of talent management having to do with what happens every day rather than strategic issues about talent management. It also describes how a leader should groom his/her replacement and how to recognize the potential for future greatness when people have not shown it yet. Included in the book are practical recruiting and selection techniques that a leader can use to support talent management.

Contributor Bio

William J. Rothwell, PhD., SPHR, RODC, CPLP Fellow is the President of Rothwell and Associates, Inc. He is also Professor of Human Resource Development at the University Park campus of the Pennsylvania State University. He heads the #1-ranked graduate program in human resources development in the United States of America.

Dr. Peter Chee is the President and CEO of ITD World (The Institute of Training and Development), a leading multinational corporation for Human Resource Development. With Dr. Chee's leadership contribution of more than 27 years, ITD World has established itself as a global learning solutions expert.
New Deal of Employee Engagement

Summary

The book is at the crossroad of many disciplines business performance, organizational efficiency, leadership development, human resources management, individual psychology, "body and mind"; approaches, and somatic and spiritual approaches. Because engaging means engaging one’s physical, intellectual, emotional, spiritual resources through an ecosystem involving the individual and his environment.

Pure "carrots-and-incentives" visions of engagement have proven to fail in most contexts. The proposed model suggests another approach, a "whole self" vision, based on the view that people have a potential of engagement based on the 4 dimensions of their "Self", and by acknowledging the diversity of human drivers through 8 engagement profiles.

This book is a journey through personal experience and research, forming a "Sustainable Body-and-Mind Model" (SBME) deep diving into the mechanisms and individual dimensions of the "Self", illustrated through eight concrete profiles covering the full scope of disengagement, engagement and over-engagement.

This innovative and holistic modelization leads to the MOST strategic engagement framework, whereby "engaging" Managers and Organizations develop and sustain "engaged" Selves and Teams over time.

Contributor Bio

Mr. Bernard Coulaty holds a Bachelor's degree in European Business from Nottingham University (UK), a Master's degree from Toulouse Business School (France) and a Post-Graduate degree in Human Resources Management from IAE Aix-en-Provence (France).

He has dedicated 25 years of professional life so far to the Human Resources function in various contexts 10 years with Danone Group in various generalist Human Resources positions in France, 2 years in the IT industry and the last 15 years with Pernod Ricard Group, first as Human Resources Director in France, then as Human Resources Director for the EMEA Region, and since 2009 in Hong Kong as Vice President Human Resources for the Asia Region.
Measure of Man
Bob Aubrey

Summary

Measure of Man starts with a debate that goes back to ancient philosophy when Protagoras claimed that Man is the measure of all things. Today that debate is about the extraordinary leap in development that humanity is experiencing and what business leaders need to know and do to develop people effectively. Bob Aubrey takes us into the future where Man takes responsibility for developing the future of the species and the planet. The book is for leaders whose job is to develop people but also for all people whose work includes self-development. Bob Aubrey demonstrates why the Measure of Man is missed in today’s performance management measures and he introduces a new tool, Key Development Indicators or KDIs, to help leaders to link business strategy, organizational effectiveness and individual development. Bob Aubrey’s personal experiences on his quest for the Measure of Man are woven into a story that spans half a century and stretches across the globe.

Contributor Bio

Entrepreneur, author, business school professor, leadership mentor and consultant, Dr. Bob Aubrey has had a varied career as a human development practitioner and expert. His work has taken him on assignments to more than 20 countries on 6 continents. As a writer, he has published seven books on the theme of human development, work, learning and leadership. He is Senior Advisor for Asia at the European Foundation of Management Development, Chairman of the HR Committee of the European Chamber of Commerce in Singapore and Managing Partner of Bob Aubrey Associates.
The 10 Laws of Trust
Building the Bonds That Make a Business Great
Joe Peterson, David A. Kaplan

Summary
In The 10 Laws of Trust, JetBlue chairman Joel Peterson explores how a culture of trust gives companies an edge. Consider this: What does it feel like to work for a firm where leaders and colleagues trust one another? Freed from micro-management and rivalry, every employee contributes his or her best. Risk-taking and innovation become the norm. And, as Peterson notes, “When a company has a reputation for fair dealing, its costs drop: trust cuts the time spent second-guessing and lawyering.” In clear, engaging prose, highlighted by compelling examples, Peterson details how to establish and maintain a culture of trust. With this book in hand, you’ll be able to plant the seeds of trust - and reap the rewards of reputation, profits, and success.

Contributor Bio
JOEL PETERSON is the Chairman of JetBlue and a consulting professor at the Stanford Graduate School of Business. Formerly the Managing Partner of Trammel Crow, one of the nation’s leading real estate developers, he is chairman of the investment firm he founded in 1995. DAVID A. KAPLAN worked for 25 years at Newsweek and Fortune. A New York Times bestselling author, he is now a media consultant and teaches journalism and law at NYU.
When the Pressure’s On
The Secret to Winning When You Can’t Afford to Lose
Louis S. Csoka

Summary
At the highest level of any pursuit, the difference between the two top performers in a contest is always mental. One holds it together—while the other falls apart. The same is true in business. Whether you are confronting a crisis, making a pitch, negotiating a deal, or facing a deadline, your mindset can give you the edge. When the Pressure’s On brings peak performance principles to the boardroom, revealing five core mental skills that enable professionals to excel while under duress. By learning to harness the power of your mind, you’ll achieve extraordinary results when it matters most.

Contributor Bio

LOUIS S. CSOKA, PH.D. has specialized in teaching performance under pressure for more than 30 years. He is President of Apex Performance, which trains clients ranging from Fortune 500 companies to professional athletes. As a Professor of Psychology & Leadership at West Point, he adapted sports psychology to the demands of the military and founded the school’s pioneering Center for Enhanced Performance.
Get Scrappy
Smarter Digital Marketing for Businesses Big and Small
Nick Westergaard

Summary
It's exciting time to be in marketing: the Internet, social media, and content marketing are powerful equalizers, resetting the playing field for businesses large and small. Yet it's also a challenging time, with much work to do and an ever-changing array of platforms, features, and networks to master—all on a tighter budget than before. Don't get discouraged, get scrappy! Shattering the myth that only big brands with big budgets can do big things, Get Scrappy will help you: demystify digital marketing in a way that makes sense for your business, do more with less, build a strong brand with something to say, and more. The result is a reliable, repeatable system for reinventing your marketing as marketing reinvents itself.

Contributor Bio

NICK WESTERGAARD is Chief Brand Strategist at Brand Driven Digital; host of the popular On Brand podcast; and producer and host of the Social Brand Forum, the Midwest's premier digital marketing event. An in-demand speaker, he also teaches branding and marketing at the University of Iowa.
Summary
Program manager—it's one of the most challenging jobs you can have. Overseeing and coordinating multiple project teams and thousands of activities may seem a herculean task, but it's easier with the right tools in hand. Complete with diagrams, graphs, and real-life examples, *How to Manage Complex Programs* explains the ins and outs of program management and provides concrete and effective techniques for structuring deliverables, workflow, and staffing. Yes, program management *is* challenging. But with these proven strategies, it can also be highly rewarding— for you and for your organization.

Contributor Bio

TOM KENDRICK, PMP, has nearly 40 years’ experience practicing and teaching project and program management, including senior positions with Hewlett-Packard and Visa. He is the author of *Identifying and Managing Project Risk* and other popular titles.
McGraw-Hill Education LSAT 2017
Russ Falconer

Summary
This comprehensive study guide offers the specific strategies and practice students need in order to achieve the scores they want on the LSAT.

McGraw-Hill Education: LSAT provides up-to-date information on the format of the latest LSAT, including a review of each section, the types of questions asked, and common tricks and traps found on the test. Written by an attorney and experienced LSAT instructor, the book introduces a specific approach for each section of the exam and emphasizes the reasoning and analytical skills necessary to succeed on the test.

More than 100,000 students sit for the LSAT every year. With this book they will find:

- 5 full-length sample LSAT tests with answer explanations, including on the mobile app
- A diagnostic test to help test-takers assess their strengths and weaknesses
- Casebook-style instruction similar to what students will encounter in law school classes
- Specific guidance for approaching the LSAT Logic Games--widely considered to be the most challenging part of the LSAT
- Detailed description of all question types found throughout the Logical Reasoning and Reading Comprehension sections of the test
- A thorough explanation of the format of the latest LSAT
- The Premium Practice Test App, which allows students to take full practice tests on their tablets and/or smartphones (This new edition contains 20 instructional videos that show students how to solve key problems)
- Access to the McGraw-Hill Test Planner App--a tool that helps students organize their time and set their own study schedules
- Answer keys that provide comprehensive explanations and identify and explain common errors
McGraw-Hill Education LSAT 2017 Cross-Platform Prep Course
Russ Falconer

Summary
The all-in-one LSAT Prep Course that lets students take LSAT practice tests across all platforms book, online, and mobile

This guide is a fully immersive book, online, and mobile program designed to help students assess their strengths and weaknesses and create a specific study plan to achieve the LSAT score they want. Written by an attorney and LSAT instructor, this course introduces a specific approach for each section of the exam and emphasizes the reasoning and analytical skills necessary to succeed on the test.

McGraw-Hill Education: LSAT 2017, Cross-Platform Prep Course covers the foundations of each essential concept, introduces strategies and includes review exercises to help students increase their test-taking confidence. More than 100,000 students take the LSAT every year.

- 7 interactive practice tests for exam readiness
- A diagnostic test to help test-takers assess their strengths and weaknesses
- Casebook-style instruction similar to what students will encounter in law school classes
- Specific guidance for approaching the LSAT Logic Games—widely considered to be the most challenging part of the LSAT
- Detailed description of all question types found throughout the Logical Reasoning and Reading Comprehension sections of the test
- A thorough explanation of the format of the latest LSAT
- All instructional content available in both print and interactive formats
- New: An 8-page insert in the front of the book that illustrates the advantages of this unique learning platform
- A personalized study plan with daily goals
- Powerful analytics to chart students' progress
- Answer keys that provide comprehensive explanations and identify and explain common errors

About the Authors
Russ Falconer, JD (Dallas, TX), is an attorney in private practice in Dallas, Texas, and is an experienced LSAT instructor who has worked

Steven Dulan

Summary

The essential go-to study guide from the most trusted name in education now revised and updated with 6 full-length practice tests for 2017

Divided into four separate achievement tests English, reading, math, and science the ACT is the entrance exam of choice at colleges and universities nationwide. This practical 4-in-1 study guide from the experts at McGraw-Hill Education provides a complete test-prep program for all four exams using simple, classroom-tested techniques to help students raise their scores across the board even in the optional writing test.

The updated 2017 edition includes 6 full-length practice tests, an 8-week ACT training schedule and study planner, 50 top strategies for test day, 40 problem-solving video links, and a last-minute Emergency Plan.

McGraw-Hill’s classic ACT prep guide, updated with new features for 2017, includes:

* 6 full-length practice tests that reflect the most recently-administered ACTs, including the new types of comparative passages questions in the Writing section
* More practice in Statistics and Probability for the new Math section
* Information on recent scoring changes, including the new STEM score, which isolates Science and Math scores from the rest
* 50 test-day strategies
* Both an 8-week training schedule and a last-minute emergency plan to help students on any study schedule

The ACT is divided into 4 tests, administered in all 50 states, taken by nearly 2 million high school students in the U.S., as well as 92 other countries

Contributor Bio

Steven W. Dulan is the founder and president of Advantage Education, Inc., which offers live test-prep classes at high schools and colleges as well as distance-learning programs over the Internet. Dulan has personally prepared thousands of students for success on standardized exams.
Summary

The all-in-one ACT Prep Course that lets students take ACT practice tests across all platforms book, online, and mobile

Divided into four separate achievement tests English, reading, math, and science the ACT is the entrance exam of choice at colleges and universities nationwide. This practical 4-in-1 study guide from the experts at McGraw-Hill Education provides a complete test-prep program for all four exams using simple, classroom-tested techniques to help students raise their scores across the board even in the optional writing test.

A complete all-in-one prep-test guide to the ACT’s four achievement exams English, reading, math, and science this special cross-platform edition of McGraw-Hill Education’s perennial bestseller takes its proven test-training program to the next level. With exclusive access to mobile and online resources, students can sharpen their testing skills and raise their scores across the board even on the optional writing test.

The updated 2017 edition includes:

* 8 full-length practice tests that reflect the most recently-administered ACTs, including the new types of comparative passages questions in the Writing section
* More practice in Statistics and Probability for the new Math section
* Information on recent scoring changes, including the new STEM score, which isolates Science and Math scores from the rest
* A customizable study planner, test-to-lesson links, digital flashcards, peer support, game center, and other cross-platform tools.

It’s like having a virtual study coach to help students achieve their personal best.

Contributor Bio

Steven W. Dulan is the founder and president of Advantage Education, Inc., which offers live test-prep classes at high schools and colleges as well as distance-learning programs over the Internet. Dulan has personally prepared thousands of students for success on standardized exams.
McGraw-Hill Education Preparation for the GRE Test
2017 3rd Edition
Erfun Geula

Summary
This comprehensive study guide offers the specific strategies and
practice students need in order to achieve the scores they want on
the GRE.

McGraw-Hill Education: Preparation for the GRE Test provides
up-to-date information on the format of the section-adaptive GRE, including a
review of each section, the types of questions asked, and common tricks and
traps found on the test. Written by an educator who achieved a perfect score
on the GRE, the book introduces a specific approach for each section of the
exam and emphasizes the reasoning and analytical skills necessary to
succeed on the test.

More than 500,000 students sit for the GRE every year. With this book they will
find:

- 6 full-length sample GRE tests with answer explanations,
  including on the mobile app
- A diagnostic test to help test-takers assess their strengths and
  weaknesses
- Specific guidance for responding to both Analytical Writing tasks
  (Analyzing an Issue and Analyzing an Argument)
- Detailed description of all question types found throughout the
  Quantitative and Verbal portions of the exam
- An explanation on the section-adaptive format of the latest GRE The
  Premium Practice Test App, which allows students to take full practice
tests on their tablets and/or smartphones (This new edition contains 20
instructional videos that show students how to solve key problems)
- Access to the McGraw-Hill Test Planner App â€“ a tool that helps
  students organize their time and set their own study schedules Answer
  keys that provide comprehensive explanations and identify and explain
  common errors

Contributor Bio
Erfun Geula (Brooklyn, NY) is the founder of GRE Compass, a tutoring firm
specializing in GRE Preparation. A perfect scorer on the GRE, he has more
than 7,000 hours of experience in helping students maximize their own test
scores.
Erfun Geula

Summary
The all-in-one GRE Prep Course that lets students take GRE practice tests across all platforms book, online, and mobile.

This guide is a fully immersive print, online, and mobile program designed to help students assess their strengths and weaknesses and create a specific study plan to achieve the GRE score they want.

Written by an educator who received a perfect score on the GRE, this course introduces a specific approach for each section of the exam and emphasizes the reasoning and analytical skills necessary to succeed on the test.

McGraw-Hill Education: Preparation for the GRE Test 2017, Cross-Platform Prep Course covers the foundations of each essential concept, introduces strategies and includes review exercises to help students increase their test-taking confidence. More than 500,000 students take the GRE every year.

- 8 interactive practice tests for exam readiness
- A diagnostic test to help test-takers assess their strengths and weaknesses
- An explanation of the section-adaptive format of the most recent GRE
- All instructional content available in both print and interactive formats
- **New**: An 8-page insert in the front of the book that illustrates the advantages of this unique learning platform
- A personalized study plan with daily goals
- Powerful analytics to chart students’ progress
- Answer keys that provide comprehensive explanations and identify and explain common errors

Contributor Bio
Erfun Geula (Brooklyn, NY) is the founder of GRE Compass, a tutoring firm specializing in GRE Preparation. A perfect scorer on the GRE, he has more than 7,000 hours of experience in helping students maximize their own test scores.
Mike Meyers

Summary
This bestselling on-the-job reference and test preparation guide has been fully revised for the new 2015 exam objectives

Written by the leading authority on CompTIA A+ certification and training, this self-study book and CD has been thoroughly updated to cover 100% of the exam objectives on the new 2015 exams. New topics include managing and maintaining cellular devices, including tablets; configuring operating systems, including Windows 8, Android, and iOS; and enhanced, mobile-centered security and troubleshooting procedures.

CompTIA A+® Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) enables readers to take the test with complete confidence. It also serves as a practical reference for IT support and technical personnel. The bonus CD-ROM includes practice exams with hundreds of simulated questions, Mike Meyers training videos, performance based simulations, free PC tools, and a PDF copy of the book.

- Written with the “in the trenches“ voice and clarity Mike Meyers is known for
- Features pre-assessment tests, exam tips, and ‘Try This!’ section to reinforce difficult topics
- Includes a coupon for 10% off of the exam fee, a $37 value

Contributor Bio
Michael Meyers, A+, Network+ (Houston, TX) is the industry's leading authority on A+ certification. He is the president and founder of Total Seminars, LLC, a major provider of PC and network repair seminars for organizations and government agencies throughout the world, including the FBI, FAA, and the United Nations. He is author of Mike Meyers' A+ Guide to Managing and Troubleshooting PCs and Mike Meyers' Network+ Guide to Managing and Troubleshooting Networks.
CompTIA Network+ Certification All-in-One Exam Guide
6th Edition
Mike Meyers

Summary
Read watch practice! The premium edition of Mike Meyers’ bestselling CompTIA Network+; All-in-One Exam Guide includes 7 hours of video training and 150 lab simulations online. CompTIA Network+ Certification All-in-One Exam Guide (Exam N10-006) Premium Sixth Edition with Online Performance-Based Simulations and Video Training expands the original bestseller to include 40 episodes of video training featuring Mike Meyers and 150 CompTIA Network+ simulations including command line simulations drag-and-drop simulations and other performance-based formats. The Premium Edition also includes an updated question database with hundreds of practice questions that allows users to customize exams by chapter or by exam domain in addition to generating a complete practice exam. The lab simulations cover the new performance-based items now included in the CompTIA Network+ exam
Includes bonus Performance-Based Exam Item Review and Mike’s favorite shareware and freeware networking tools and utilities
CAQC Authorized (CompTIA Approved Quality Curriculum) McGraw-Hill Education is a Platinum Level CAPP Partner and the book displays the CAPP logo

Contributor Bio
Mike Meyers (Houston TX) CompTIA A+ CompTIA Network+ CompTIA Security+ MCP is the industry’s leading authority on CompTIA A+ certification and the bestselling author of eight editions of CompTIA A+ Certification All-in-One Exam Guide.
Mike Meyers

Summary
Bestselling CompTIA A+ author Mike Meyers provides a comprehensive update to this hands-on lab manual

Fully revised to cover all 2015 revisions to the CompTIA A+ exams “220-901 and 220-902” this practical guide contains more than 40 labs that challenge readers to solve real-world problems using key concepts. Clear, measurable lab objectives map to certification exam objectives, ensuring direct correspondence to the Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, Fifth Edition.

Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting Hardware Lab Manual, Fifth Edition, features step-by-step lab scenarios that require students to think critically. Hint and Warning icons guide readers through potentially tricky situations. Post-lab observation questions measure understanding of results and the Key Terms quiz helps students to build vocabulary. New topics include managing and maintaining mobile devices, including tablets; configuring operating systems, including Windows 8, Android, and iOS; and mobile security and troubleshooting procedures.

- Each scenario features materials lists and lab setup instructions
- Includes a coupon for 10% off the exam a $37 value
- Written by the industry’s leading authority on A+ certification

Contributor Bio
Mike Meyers, A+, Network+ (Houston, TX), is the president and founder of Total Seminars, LLC, a major provider of PC and network repair seminars for organizations and government agencies throughout the world, including the FBI, FAA, and the United Nations. He is author of Mike Meyers' A+ Guide to Managing and Troubleshooting PCs and Mike Meyers' Network+ Guide to Managing and Troubleshooting Networks.

Faithe Wempen, M.A., CompTIA A+ (Noblesville, IN), has been teaching PC hardware and software architecture at Purdue University for over a decade. She has written over 140 retail, trade, and academic books, including A+ Certification Workbook for Dummies, PC Maintenance: Preparing for A+ Certification, and CompTIA Strata Study Guide Authorized Courseware. She is also a Microsoft Office Master Instructor and the author of many popular Microsoft Office books including Word 2016 In Depth, PowerPoint 2013 Official Academic Course, and Office 2016 for Dummies At Work. Her online courses
CISSP All-in-One Exam Guide, Seventh Edition
Shon Harris

Summary

Completely revised and updated for the 2015 CISSP body of knowledge this new edition by Fernando Maymi continues Shon Harris’s bestselling legacy providing a comprehensive overhaul of the content that is the leading chosen resource for CISSP exam success and has made Harris the #1 name in IT security certification. This bestselling self-study guide fully prepares candidates for the challenging Certified Information Systems Security Professional exam and offers 100% coverage of all eight exam domains. This edition has been thoroughly revised to cover the new CISSP 2015 Common Body of Knowledge including new hot spot and drag and drop question formats and more. Each chapter features learning objectives exam tips practice questions and in-depth explanations. Beyond exam prep the guide also serves as an ideal on-the-job reference for IT security professionals. CISSP All-in-One Exam Guide Seventh Edition provides real-world insights and cautions that call out potentially harmful situations. Fully updated to cover the 8 new domains in the 2015 CISSP body of knowledge.
Written by leading experts in IT security certification and training. Features new hot spot and drag-and-drop question formats CD-ROM includes 1400+ updated practice exam questions and a PDF eBook.

Contributor Bio
Shon Harris CISSP was the founder and CEO of Logical Security LLC an information security instructor and the author of several international bestselling books on information security which have sold over a million copies and have been translated into six languages.
Fernando Maymi Ph.D. CISSP is a security practitioner with over 25 years’ experience in the field. He currently leads a multidisciplinary team charged with developing disruptive innovations for cyberspace operations as well as impactful public-private partnerships aimed at better securing cyberspace. Fernando has served as a consultant for both government and private sector organizations in the US and abroad. He has authored and taught dozens of courses and workshops in cyber security for academic government and professional audiences in the United States and Latin America. Fernando is the author of over a dozen publications and holds three patents. His awards include the U.S. Department of the Army Research and Development Achievement Award and he was recognized as a HENAAC Luminary. He worked closely with Shon Harris advising her on a multitude of projects including the Sixth Edition of CISSP All-in-One. Fernando is also a volunteer puppy raiser for Guiding Eyes for the Blind and has raised two guide dogs, Trinket and Virgo.
Implementing Oracle Fusion General Ledger and Oracle Fusion Accounting Hub
Anil Passi, Nivas Ramanathan, Vladimir Ajvaz

Summary
This start-to-finish manual shows how to implement key modules of Oracle Fusion Financials General Ledger and Financials Accounting Hub—covering both the functional and technical aspects of this complete financial management solution.

Implementing Oracle Fusion Applications General Ledger & Financials Accounting Hub covers the core Oracle Financials products and components. All Oracle Financials products use Financials Accounting Hub ‘under the hood’, and this topic is featured in detail. The author team uses a sample deployment to illustrate the best practices and common pain-points an internal staff or outside consultant would experience. They show multiple ways of leveraging this complex suite of products within the heterogeneous data environment of real-world companies. The team explains and demonstrates the key concepts at the right level to reach the broadest audience.

Oracle Fusion Financials is offers a complete financial management solution for enterprises and features a broad suite of capabilities including General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, and Cash Management. It also includes expense and collections management that all sit on top of a 100% open, standards-based platform to help customers increase business agility and standardize business processes.

- The first book to be published covering Oracle Fusion General Ledger and Accounting Hub
- Oracle documentation for this product is limited
- All existing Oracle Financials customers will have to eventually upgrade to the new system and vast majority will upgrade to Fusion Financials
- Explains how Oracle Fusion implementation will meet the needs and expectations of technical decision-makers and senior management
- Authors have years of practical experience with custom development on Oracle Fusion technology and teaching those skills to others

Contributor Bio
Vladimir Ajvaz is an Oracle expert and has been working with the Oracle E-Business Suite and, more recently, Oracle Fusion Applications for the past 15+ years. He worked at Oracle Corporation for many years, and was fortunate enough to work on some of Oracle’s best teams across the globe where he gained in-depth knowledge of Oracle technologies. The practical experiences from numerous projects in a wide range of industries inspired Vladimir to coauthor Oracle E-Business Suite Development & Extensibility Handbook, which was his first book published by McGraw-Hill Education (Oracle Press). Today, he provides independent advice and consulting services to companies around the globe but also inspires and participates in the development of new enterprise-class products and services.

Anil Passi, Oracle ACE, has worked with Oracle EBS, Oracle Fusion Middleware, Identity Access Management, OFSAA, and Hyperion. He has worked as a solution architect and technical consultant with various financial services firms in Europe. Anil is a popular speaker for Oracle user group events and is a coauthor of Oracle Fusion Applications Development and Extensibility Handbook.

Nivas Ramanathan is an independent Oracle Consultant
Raspberry Pi Electronics Projects for the Evil Genius
Donald Norris

Summary
Ten brand new, hands-on DIY projects for the Raspberry Pi!

This fully illustrated guide shows how to create all kinds of entertaining and practical gadgets with the Raspberry Pi. Raspberry Pi Electronics Projects for the Evil Genius features ten fun DIY projects that showcase the RasPi’s applications in computing, communications, robotics, photography, and video.

Each Evil Genius project includes a detailed list of materials, sources for parts, schematics, and clear, step-by-step assembly and programming instructions. Readers will get up and running right away by learning how to program a touchscreen, interface with an Arduino processor, build a fully working cell phone, even build a super computer using a cluster of RasPis! Advanced projects include a Software Defined Radio, BrickPi robot controller, robotic arm, point-and-shoot camera, and a complete infrared surveillance system.

- Covers all RasPi models, including the latest A+, B+ and B model 2 units
- Features C, Java, and Python programming techniques
- Software downloads available through mhprofessional.com

Contributor Bio
Donald Norris is an experienced engineer and adjunct professor at Southern New Hampshire University. He is the author of Programming the Intel Edison: Getting Started with Processing and Python, Raspberry Pi Projects for the Evil Genius, Build Your Own Quadcopter: Power Up Your Designs with the Parallax Elev-8, and The Internet of Things: Do-It-Yourself at Home Projects for Arduino, Raspberry Pi and BeagleBone Black.
Juran's Quality Handbook 7th Edition
Joseph DeFeo

Summary
A thorough revision of the bestselling handbook that has defined quality management and operational excellence for more than 50 years

This compendium of knowledge for the science of quality control and management has been updated to meet the needs of today's business and quality professionals. Featuring the latest methods, research, and tools, this authoritative resource shows how to apply universal methods for delivering superior results and excellence in any organization, industry, country, or process.

Juran's Quality Handbook, Seventh Edition, provides readers with a roadmap to developing the discipline to know where they are in the process and what they need to do to get to the next level. The book offers complete coverage from key concepts, methods, and tools to practical applications on the job. All regulations and regulatory coverage has been revised, and all out-of-date information has been cut.

- New information on risk and quality
- Case studies throughout demonstrate how to apply the methods and tools covered
- Features new statistical tables, charts, and data
- New coverage of pharmaceutical quality by design and healthcare risks and regulations

Contributor Bio
Joseph A. DeFeo is a leading quality management practitioner and successor to Dr. Juran as Chairman and CEO of Juran Global, Inc. He is recognized worldwide for his expertise in enabling organizations to achieve organizational excellence.

Joseph M. Juran was the international thought leader in the quality management field for more than 70 years and continues to be considered the father of modern day quality management. He helped to create the U.S. Malcolm Baldrige National Quality Award and was the founder of Juran Institute, Inc. and author of more than 20 books.
The SBE Broadcast Engineering Handbook: A Hands-on Guide to Station Design and Maintenance
Jerry Whitaker

Summary
Detailed, practical information on video, audio, and broadcast transmission systems from dozens of the field's foremost experts

Featuring everything from basic principles and formulae to the latest technologies and engineering trends, this hands-on resource offers practical and up-to-date coverage of all major broadcast technologies for radio, TV, and related fields.
The SBE Broadcast Engineering Handbook covers regulatory issues, radio and television transmission systems, digital television transport, information technology systems, production systems, broadcast facility issues, and management techniques. The book also includes an extensive annex of reference data, tables, and other hard to find information.

The SBE Broadcast Engineering Handbook features:
- In-depth tutorials that stress key topics throughout
- Complete coverage of radio and television technologies
- Written from the perspective of the broadcast engineer

The SBE Broadcast Engineering Handbook is the hands-on guide to broadcast station design and maintenance.

Contributor Bio
Jerry Whitaker, Editor in Chief, is Vice President of Standards Development for the Advanced Television Systems Committee (ATSC) in Washington, D.C. He is the author or editor of more than 40 technical books, including The DTV Handbook, The Standard Handbook of Video and Television Engineering, The Standard Handbook of Audio and Radio Engineering, and Communications Receivers. Mr. Whitaker is a Fellow of the Society of Broadcast Engineers.

The Society of Broadcast Engineers (SBE) is the only organization devoted to the advancement of all levels and types of broadcast engineering. With more than 5,100 members and 114 local chapters, the SBE provides a forum for the exchange of ideas and the sharing of information to help members keep pace with a rapidly changing industry. The SBE amplifies the voices of broadcast engineers by validating their skills with professional certification, by offering educational opportunities to maintain and expand those skills, and by speaking out on technical regulatory issues that affect how members work.
Kim Peyton

Summary
This fully updated, practical reference features comprehensive, easy-to-find solutions for fuel-related problems

This third edition of the Nalco Champion Fuel Field Manual is a concise collection of organized facts and information that can be used to identify and solve common fuel issues, including contamination, additive, and operational problems. This completely revised new edition focuses directly on issues specific to gasoline, kerosene, jet fuel, diesel fuel, heating oil, and residual fuel oil performance.

Updated chapters present new technical information and fix out-of-date discussions, graphics, and tables. Useful to a wide range of technical personnel within the petroleum industry, this new edition examines the wide range of problems encountered during refining, testing, storage, transportation, delivery, and combustion of fuel. Nalco Champion Fuel Field Manual, Third Edition offers quick answers to difficult questions, taking the reader easily from problem to solution.

- Provides troubleshooting tactics and safety and hazard management techniques
- Offers detailed sketches of fuel refining units, pumps, and ASTM testing equipment
- Features fully up-to-date, time-saving charts describing fuel specification

Kim B. Peyton is the research group leader for Nalco Champion.

Contributor Bio
Kim B. Peyton (from Sugar Land, TX) is the Research Group Leader for Nalco/Exxon Energy Chemicals.
Electromagnetic Composites Handbook, 2nd Edition
Rick Moore

Summary
Theoretical, computational, and experimental electromagnetic modeling and characterization

This engineering and scientific handbook offers extensive coverage of electromagnetic modeling and characterization of composite materials from the theoretical, computational, and experimental points of view. Readers will get unique data for non-conducting dielectrics, semiconducting, conducting, and magnetic materials and composites composed of two or more molecularly distinct compounds.

The goal of the book is to contribute to current and visionary electromagnetic composite applications and extend the existing database for composites. Electromagnetic Composites Handbook: Models, Measurement, and Characterization is presented in a clear, hierarchical style, progressing from basic concepts through simple and more complex models, and finally to data verifying the models.

- Provides a large collection of tabulated data for more than 300 complex composite materials
- Information presented will aid in the development of multifunctional material designs
- The book is a direct extension from Arthur Von Hippel's landmark Dielectric Materials and Application

Contributor Bio
Rick Moore received his PhD in Physics in 1978 and has performed and coordinated research, development, and engineering at the Georgia Institute of Technology Research Institute. His work is documented in approximately 150 articles, presentations, patents, and reports.
Francis Vanek

Summary

A definitive guide to energy systems engineering thoroughly updated for the latest technologies

This fully revised book features comprehensive coverage of all types of energy systems, from fossil fuels and nuclear energy to solar, wind, biofuels, and energy systems for transportation. Throughout, new and expanded examples and end-of-chapter problems help to provide a practical understanding of each topic.

Written by a team of energy experts, Energy Systems Engineering Evaluation and Implementation, Third Edition, clearly explains how each technology works and discusses benefits and liabilities. Readers will get up-to-date information on global emission trends, the volatile price and supply of natural gas and oil, and the accelerated growth of alternative energy sources. Detailed methods to assess environmental impact, project scope, cost, energy consumption, and efficiency are provided.

- Offers a technology-neutral, portfolio approach to energy system options and policy tools
- Includes new and expanded discussions of small scale nuclear fusion, wind turbine design for lower average wind speed, and electric vehicles
- Explains how to project future output from nonconventional oil and gas
- Covers waste-to-energy conversion and waste water energy recovery
- Features high-quality illustrations and tables

Contributor Bio

Francis M. Vanek, Ph.D. is a lecturer and research assistant at Cornell University, where he specializes in energy efficiency, alternative energy, and energy for transportation. He is a consultant with Taitem Engineering.

Louis D. Albright, Ph.D. is a professor of Biological and Environmental Engineering at Cornell University. He is a fellow of the American Society of Agricultural and Biological Engineers.

Largus T. Angenent, Ph.D. is an associated professor at Cornell University. He specializes in converting organic biomass and waste materials into bio-energy.
Energy-Efficient Industrial Systems: Evaluation and Implementation
Lal Jayamaha

Summary
Proven strategies and solutions for reducing energy consumption in large-scale industrial systems

This state-of-the-art productivity resource offers complete coverage of the tools and techniques required to maximize energy efficiency in the full range of industrial systems. Readers will get step-by-step instruction on optimizing performance in common industrial systems, from motors, drives, pumps, and fans to boilers, cooling, compressed air, and combined heat and power systems and more.

Designed to help reduce energy costs and meet environmental standards, Energy-Efficient Industrial Systems: Evaluation and Implementation contains fully illustrated, real-world examples of successful projects that have achieved significant, energy-saving results. Readers will acquire the data, calculations, tools, and tips they need to make the systems across their industrial plants highly energy efficient.

- Case studies throughout are drawn from the author’s broad-based experience
- Features instruction on evaluating feasibility and estimating savings
- Includes the steps necessary to complete a financial analysis and calculate ROI for system upgrades

Contributor Bio
Lal Jayamaha has more than 25 years of industrial and academic experience in energy efficiency and is the Founder and CEO of LJ Energy Pte, Ltd. He holds a BSc from the University of London and a PhD in Mechanical Engineering from the National University of Singapore. Dr. Jayamaha has published numerous papers and has spoken at energy efficiency seminars.
Despite the growing number of stepfamilies and the recognition that they experience unique difficulties related to their complex family dynamics there is very little support available to them. In this practical evidence-based guide Lisa Doodson offers a valuable resource for professionals working with stepfamilies giving insight into their unique nature and guidance on how to provide more effective support and advice. In addition to the wealth of research and knowledge that the book shares there are a range of case studies which illustrate issues that the different types of stepfamilies frequently face. Each chapter also contains practical tools and exercises that professionals can use with their clients to help facilitate change in the family unit as well as interventions including mediation and group workshops and more traditional counselling techniques. Understanding Stepfamilies is a must have resource for counsellors and therapists social workers local authorities charities and teaching professionals working with stepfamilies.
Logixpro PLC Lab Manual for Programmable Logic Controllers
Frank Petruzella

The fifth edition of Programmable Logic Controllers continues to provide an up to date introduction to all aspects of PLC programming installation and maintaining procedures. Improvements have been made to every chapter. The content applied programming examples available instructor and student resources including lesson PowerPoint presentations (with simulated PLC program videos) Test Generator LogixPro Lab Manual and Activities Manual leaves little to be desired by the student or instructor. With the fifth edition students and instructors have access to McGraw's digital products Connect and SmartBook for the first time. Connect is the only integrated learning system that empowers students by continuously adapting to deliver precisely what they need when they need it how they need it so that your class time is more engaging and effective.
Christopher Black

Summary
The new annual edition of McGraw-Hill’s popular guide to America’s leading college entrance exam, completely revised and updated to match the NEW SAT.

An entirely new revision of new SAT exam, taken by approximately 1.6 million students annually, will be administered in the Spring of 2016. McGraw-Hill Education SAT 2016 is the most comprehensive solution for students to prepare for the new exam.

McGraw-Hill’s SAT guide is a complete SAT coaching program that focuses on building students skills. This program offers students skill-building techniques and strategies developed by professional SAT instructors who know the ins-and-outs of the new test in both print and digital formats.

This Cross-Platform Prep Course features:
- 3 full-length practice SATs reflective of the 2016 exam
- A personalized study plan built around a student's strengths and weaknesses
- Hundreds of practice questions and answer explanations
- Thorough coverage of all the new question types
- Strategies specifically geared to the new format
- A new 16-page insert section featuring the top 40 strategies for test day
- Access to a free customizable test planner app
- Daily Progress Reports
- Flashcards, Games, and More
- Social Discussion for Help, Tips, etc.

An interactive SAT prep program from the name you trust -- McGraw-Hill Education.

Contributor Bio
Christopher Black, MA is the founder of College Hill Coaching and author of McGraw-Hill's SAT.

Mark Anestis, MA is coauthor of McGraw-Hill's SAT, and author of 5 Steps to a 5 on the AP Biology Exam.
College Hill Coaching is one of the foremost providers of individualized tutoring services in the United States.
Summary
This comprehensive study guide offers the specific strategies and practice students need in order to achieve the scores they want on the GMAT.

*McGraw-Hill Education: GMAT* provides up-to-date information on the format of the GMAT, including a review of each section, the types of questions asked, and common tricks and traps found on the test. Written by a team of experienced educators, the book introduces a specific approach for each section of the exam and emphasizes the reasoning and analytical skills necessary to succeed on the test.

More than 200,000 students sit for the GMAT every year. With this book they will find:

- 8 full-length sample GMAT tests with answer explanations, including 6 on the mobile app
- A diagnostic test to help test-takers assess their strengths and weaknesses
- Specific guidance for navigating the Integrated Reasoning section, in addition to the full coverage of the Quantitative and Verbal portions of the exam
- The Premium Practice Test App, which allows students to take full practice tests on their tablets and/or smartphones (This new edition contains 20 instructional videos that show students how to solve key problems)
- Access to the McGraw-Hill Test Planner App—a tool that helps students organize their time and set their own study schedules
- Answer keys that provide comprehensive explanations and identify and explain common errors

Contributor Bio
Sandra Luna McCune, PhD, *(Dripping Springs, Texas)* is a former Regents Professor at Stephen F. Austin State University in Nacogdoches, Texas, where she received the Distinguished Professor Award. Dr. McCune has served as a statistical expert witness in both state and federal court. She is now a full-time author and consultant.
Sandra Luna McCune

Summary
The all-in-one GMAT Prep Course that lets students take GMAT practice tests across all platform book, online, and mobile.

This guide is a fully immersive print, online, and mobile program designed to help students assess their strengths and weaknesses and create a specific study plan to achieve the GMAT score they want. Written by a team of experienced educators, this course introduces a specific approach for each section of the exam and emphasizes the reasoning and analytical skills necessary to succeed on the test.

McGraw-Hill Education: GMAT 2017, Cross-Platform Edition covers the foundations of each essential concept, introduces strategies and includes review exercises to help students increase their test-taking confidence. More than 200,000 students take the GMAT every year.

- 10 interactive practice tests for exam readiness
- A diagnostic test to help test-takers assess their strengths and weaknesses
- All instructional content is available in both print and interactive formats
- New: An 8-page insert in the front of the book that illustrates the advantages of this unique learning platform A personalized study plan with daily goals Powerful Analytics to Chart Your Progress
- Answer keys that provide comprehensive explanations and identify and explain common errors

Contributor Bio
Sandra Luna McCune, PhD, (Dripping Springs, Texas) is a former Regents Professor at Stephen F. Austin State