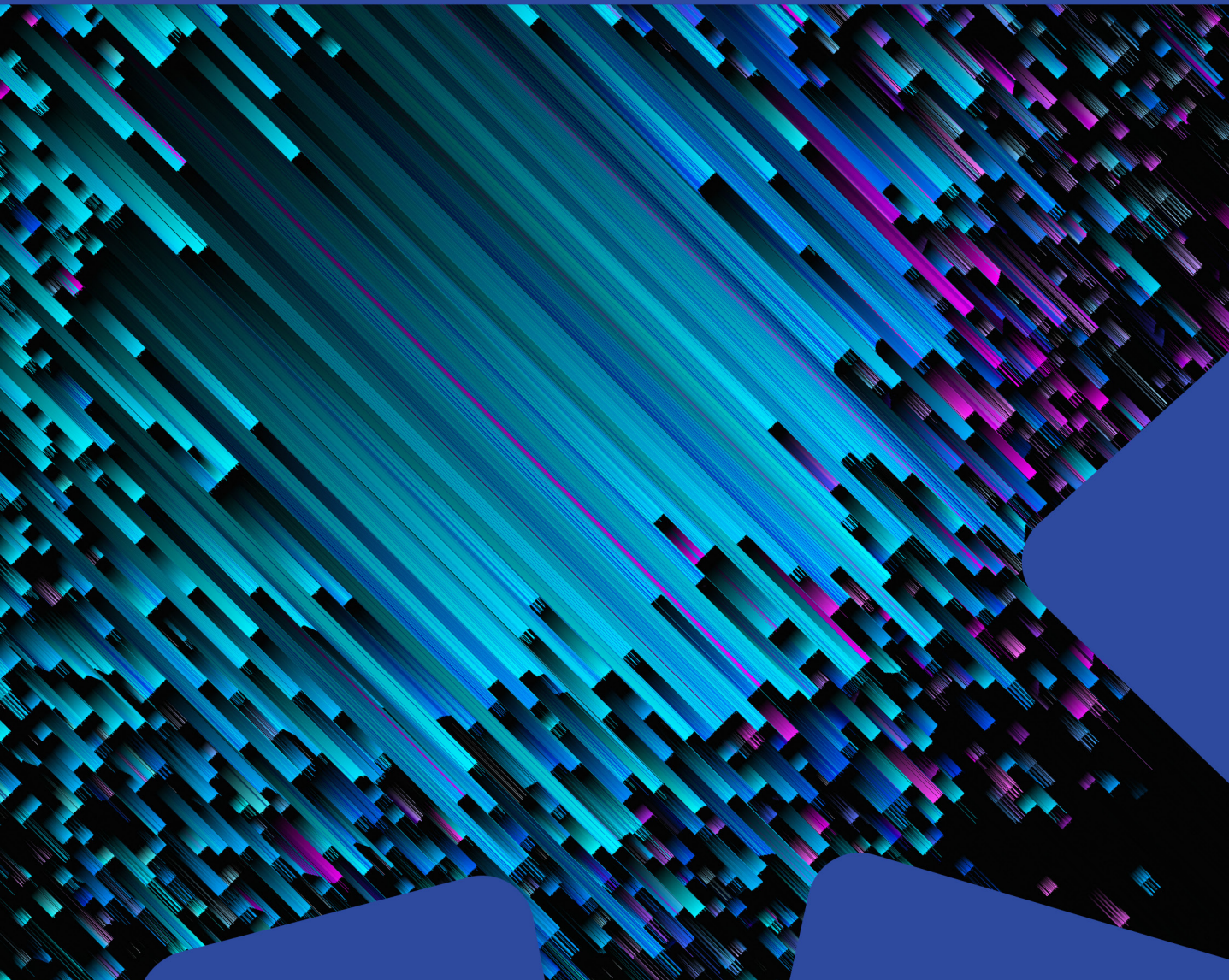


# Computing

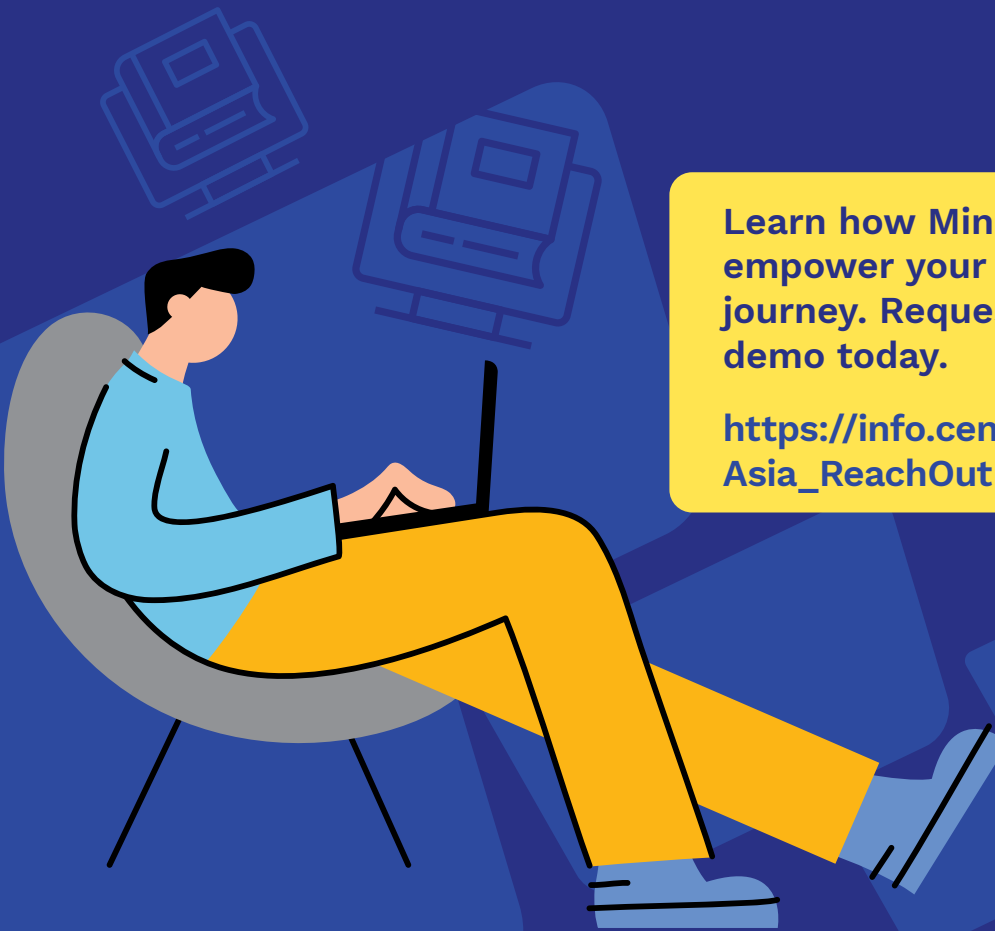




<https://www.cengage.com/mindtap/>

# Accelerate Student Progress with MindTap

The online learning platform that powers students from memorization to mastery. Giving instructors complete control of their courses – to provide engaging content, challenge every individual and build student confidence.

An illustration of a person with dark hair, wearing a light blue long-sleeved shirt and yellow pants, sitting in a grey armchair and using a laptop. The background is dark blue with faint, stylized outlines of computer monitors and books. A small potted plant with green leaves and a red and orange striped pot is in the bottom right corner.

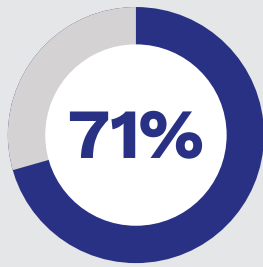
Learn how MindTap can empower your teaching journey. Request for a demo today.

[https://info.cengage.com/Asia\\_ReachOut](https://info.cengage.com/Asia_ReachOut)

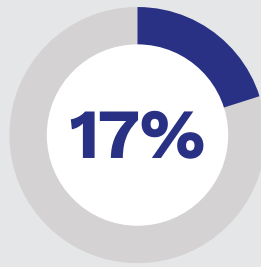
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## Student Reviews

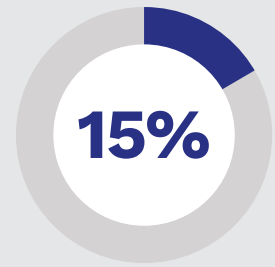
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**Were more motivated  
to learn with MindTap**



**Increase in  
homework scores  
with MindTap**



**Increase in GPA with  
MindTap**

### **Better Comprehension, Higher Grades**

Students achieve good grades when they comprehend key concepts through a learning experience that combines visual, verbal auditory, written and active instruction to foster meaningful learning.

### **Build Confidence & Aim Higher**

Personalized course content into learning paths can help students build connected learning experiences that are engaging.

### **Engaged Learners Succeed**

Students who use online learning platforms regularly are more inclined to attend classes and complete their assignments on the go through their devices.

### **LMS Integration**

Enhanced features help manage every aspect of your class in one place, from practice and graded assignments to quizzes and tests.

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Order form/pricelist is available upon request through Cengage Learning Consultant.

Special price requests for class adoption are subject to approval. Please contact your Cengage Learning Consultant for details.

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# ADOBE CREATIVE SUITE

ADOBE / MACROMEDIA  
PRODUCT SUITES

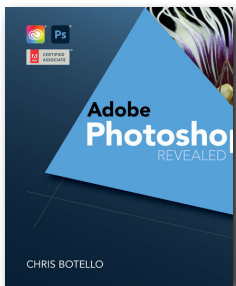
## NEW EDITION

### ADOBE® PHOTOSHOP CREATIVE CLOUD REVEALED, 2ND EDITION, 2E

*Chris Botello, Tabor Academy, Marion, Massachusetts; Chris Botello, Tabor Academy, Marion, Massachusetts*

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## MindTap eBook



Adobe® Photoshop Creative Cloud Revealed, 2nd Edition encourages students to creatively examine topics and themes to design meaningful projects that have impact. Photoshop introductory through advanced tools are used to find creative solutions and using imagery as a stepping stone to

bigger conversations. The REVEALED Series extends step-by-step software instruction to creative problem-solving for real-world impact with more projects than any other Adobe curriculum. Through our exclusive partnership with National Geographic, students create unique and meaningful projects inspired by National Geographic storytellers with a focus on how design principles create meaningful compositions, layouts, and infographics, all while meeting most recent Adobe Professional Certification requirements. This updated series includes professional examples of photographs, infographics, and visually impactful layouts from National Geographic® Magazine. Students will connect concepts with real-world projects with featured interviews National Geographic Explorers, Designers and Creatives for a revered, professional perspective. Flexible for a variety of digital devices, these texts include instruction for ipad users as well as desktop/mac machines.

## PHOTOSHOP

### NEW EDITION

### ADOBE® PHOTOSHOP CREATIVE CLOUD REVEALED, 2ND EDITION, 2E

*Chris Botello, Tabor Academy, Marion, Massachusetts; Chris Botello, Tabor Academy, Marion, Massachusetts*

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# COMPUTER CONCEPTS

## COMPUTER CONCEPTS

### NEW EDITION

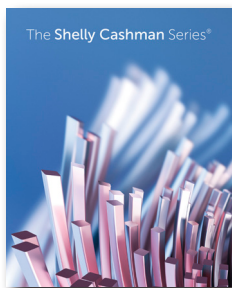
#### AE DISCOVERING COMPUTERS: DIGITAL TECHNOLOGY, DATA, AND DEVICES, 17TH EDITION, 17E

*Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Steven M. Freund, University of Central Florida; Mark Frydenberg, Bentley University*

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MindTap

AsiaTitle



DISCOVERING  
COMPUTERS: DIGITAL  
TECHNOLOGY, DATA, AND  
DEVICES, 17th edition,  
teaches you not only the basics  
of technology, but also how  
you will use it -- and the  
responsibilities that go along  
with being a digital citizen.  
Focusing on current

technology, the content addresses convergence of devices and platforms. Each module integrates practical how-to tips, ethics issues and security topics, while Consider This boxes woven throughout help you sharpen your critical-thinking skills. A variety of end-of-module activities -- checkpoint questions, small group activities and problem-solving exercises -- enable you to put what you learn into practice. MindTap digital learning solution is also available. Using an inviting approach that ensures understanding, DISCOVERING COMPUTERS equips you with the information you need for success at home, school and work.

### NEW EDITION

#### DISCOVERING COMPUTERS: DIGITAL TECHNOLOGY, DATA, AND DEVICES, 17TH EDITION, 17E

*Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens; Steven M. Freund, University of Central Florida*

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### eBook



DISCOVERING  
COMPUTERS: DIGITAL  
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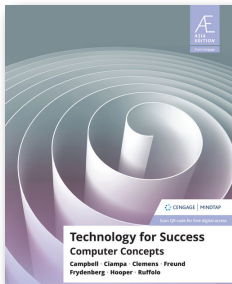
## AE TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens; Steven M. Freund, University of Central Florida

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Make today's ever-changing world of technology both relevant and manageable for your students with **TECHNOLOGY FOR SUCCESS: COMPUTER CONCEPTS**. Written by a team of best-selling technology authors, based on extensive research and

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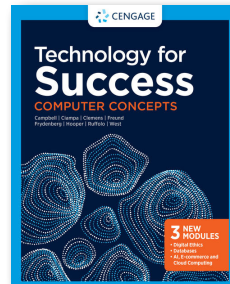
## TECHNOLOGY FOR SUCCESS

Computer Concepts

Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens; Steven M. Freund, University of Central Florida

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MindTap eBook



Gain a thorough understanding of today's sometimes daunting, ever-changing world of technology as you learn how to apply the latest technology to your academic, professional and personal life with **TECHNOLOGY FOR**

**SUCCESS: COMPUTER CONCEPTS**. Written by a team of best-selling technology authors and based on extensive research and feedback from students like you, this edition breaks each topic into brief, inviting lessons that address the "what, why and how" behind digital advancements to ensure deep understanding and application to today's real world. Optional online MindTap and SAM (Skills Assessment Manager) learning tools offer hands-on and step-by-step training, videos that cover the more difficult concepts and simulations that challenge you to solve problems in the actual world. You leave this course able to read the latest technology news and understand its impact on your daily life, the economy and society.

## NEW PERSPECTIVES ON COMPUTER CONCEPTS 2018, 20E

Comprehensive

*June Jamrich Parsons, MediaTechnics Corporation*

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### MindTap eBook



Technology impacts every aspect of life and choices are endless. As a college student, you need to know how to evaluate devices, choose apps, maintain a compelling online reputation, and lock down digital security. NEW PERSPECTIVES ON

COMPUTER CONCEPTS 2018, COMPREHENSIVE goes beyond the intuitive “how-to” of apps and social media to delve into the broad concepts that are guiding current technologies such as self-driving cars, virtual reality, file sharing torrents, encrypted communications, photo forensics, and the Internet of Things. Numerous illustrations and interactive features in this complete book make mastering technical topics a breeze with a learning path that is structured with you, today’s busy student, in mind. This edition offers an insightful overview of what every college student should know about using technology to complete your education, launch a successful career, and engage in issues that shape today’s world.

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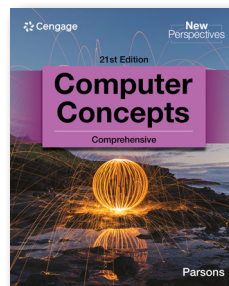
### NEW EDITION

## NEW PERSPECTIVES COMPUTER CONCEPTS COMPREHENSIVE, 21E

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### MindTap



Helping you understand the technological foundations for a wide range of digital devices, New Perspectives Computer Concepts Comprehensive, 21st edition, presents what every learner should know about using technology to complete your education,

launch a successful career and engage in issues that shape today’s world. The book’s proven learning path is structured with today’s busy reader in mind. Leading tech author June Parsons combines the latest on emerging technology with detailed illustrations and interactive activities that help you quickly understand technical topics. This edition provides updated information on current operating systems, digital rights management, the deep web and dark web, videoconferencing, the pandemic’s impact on tech jobs, work-at-home and more. A unique module provides a hands-on introduction to programming, while MindTap offers anywhere, anytime learning solutions.

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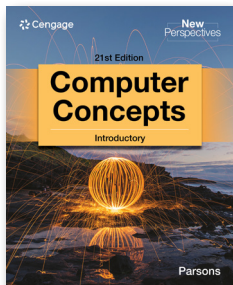
## NEW EDITION

# NEW PERSPECTIVES COMPUTER CONCEPTS INTRODUCTORY 21ST EDITION, 21E

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## MindTap



Technology impacts every aspect of life, and choices are endless. You need to know how to evaluate devices, choose apps, maintain a compelling online reputation and lock down digital security. Cengage's NEW PERSPECTIVES

COMPUTER CONCEPTS INTRODUCTORY 21st Edition goes beyond the intuitive "how-to" of apps and social media to delve into the broad concepts that are guiding current technologies, such as self-driving cars, virtual reality, file sharing torrents, encrypted communications, photo forensics and the Internet of Things. Detailed illustrations and interactive features help you quickly understand technical topics. Completely up to date, this edition offers an insightful overview of what every learner should know about using technology to complete your education, launch a successful career and engage in issues that shape today's world.

## CONCEPTS PLUS APPLICATIONS

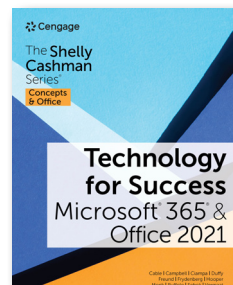
## NEW

TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021

Sandra Cable, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens

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## MindTap



Helping you quickly get up to speed, TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

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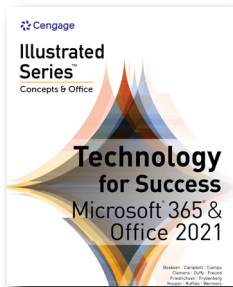
**NEW**

## TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021

*David Beskeen, NA; Jennifer T. Campbell, NA*

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**MindTap**



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Technology for Success and Illustrated Series® Collection, Microsoft® 365® & Office® 2021, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

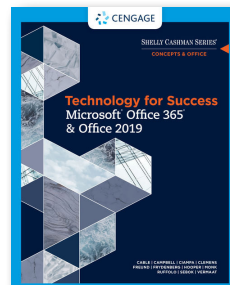
concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

## TECHNOLOGY FOR SUCCESS AND SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365 & OFFICE 2019

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**MindTap eBook**



Master the latest version of Microsoft® Office and take advantage of today's ever-changing world of technology with TECHNOLOGY FOR SUCCESS AND SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365® & OFFICE 2019. Part

of the highly acclaimed Shelly Cashman Series that has introduced computer skills to millions of students like you, this edition offers a proven approach that's effective, no matter what your learning style. Meaningful topics within manageable lessons demonstrate how to apply concepts to your academic, professional, and personal lives. A step-by-step, screen-by-screen approach guides you in expanding your understanding of Microsoft® Office 2019 through experimentation, critical thought and personalization. Updated activities, case scenarios and an emphasis on employability demonstrate the importance of what you're learning as you master the keys to using Microsoft® Office 2019 effectively and become a user of today's technology.

# COMPUTER SCIENCE

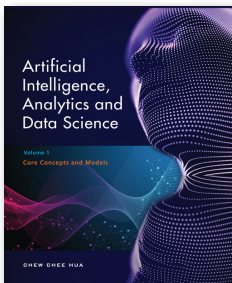
## ADVANCED TOPICS - CS

### ARTIFICIAL INTELLIGENCE, ANALYTICS AND DATA SCIENCE (VOL. 1)

*Chew Chee Hua*

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**AsiaTitle**



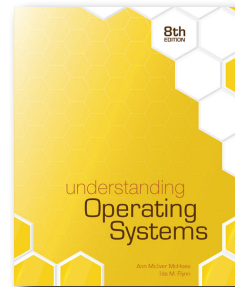
We are living in an exciting time in which artificial intelligence, analytics and data science are changing the world dramatically. This textbook enables students to gain a clear understanding of — and even lead — some of the changes in the next decade. Focusing on real data and real problems instead of purely mathematical constructs, *Artificial Intelligence, Analytics and Data Science* makes use of mathematics to solve real problems. The book concentrates on computations over mathematical proof, and on simplicity over complexity.

### UNDERSTANDING OPERATING SYSTEMS, 8E

*Ann McHoes, Duquesne University; Ida M. Flynn, University of Pittsburgh*

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**eBook**



Discover a clear, straightforward explanation of both current operating system theory and today's practices within *UNDERSTANDING OPERATING SYSTEMS, 8E*. This leading book's proven approach begins with a valuable discussion

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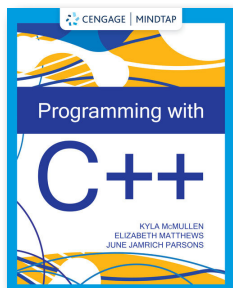
## CS1 INTRODUCTION TO PROGRAMMING

### READINGS FROM PROGRAMMING WITH C++

*June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University*

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Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

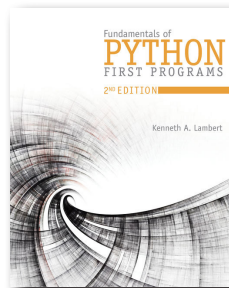
equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

### FUNDAMENTALS OF PYTHON, 2E First Programs

*Kenneth A. Lambert, Washington and Lee University*

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#### MindTap eBook



Master today's required computer science topics while preparing for further study with Lambert's FUNDAMENTALS OF PYTHON: FIRST PROGRAMS. This book's easygoing approach is ideal, no matter what your background. The approach

starts with simple algorithmic code and then scales into working with functions, objects, and classes as the problems become more complex and require new abstraction mechanisms. Rather than working only with numeric or text-based applications like other introductory texts, this edition presents graphics, image manipulation, GUIs, and simple networked client/server applications. The author uses Python's standard Turtle graphics module to introduce graphics and to provide open source frameworks for easy image processing and GUI application development.

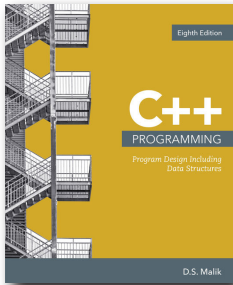


## C++ PROGRAMMING, 8E

Program Design Including Data Structures  
D.S. Malik, Creighton University

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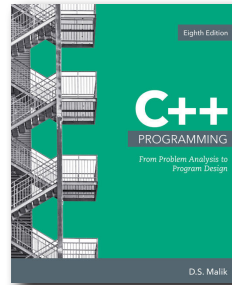
centered methodology incorporates a strong focus on problem-solving with full-code examples that vividly demonstrate the hows and whys of applying programming concepts and utilizing C++ to work through a problem. Thoroughly updated end-of-chapter exercises, more than 20 extensive new programming exercises, and numerous new examples drawn from Dr. Malik's experience further strengthen your understanding of problem solving and program design in this new edition. You review the important features of C++ 14 Standard with timely discussions that ensure this edition equips you to succeed in your CS1 course and beyond.

## C++ PROGRAMMING, 8E

From Problem Analysis to Program Design  
D.S. Malik, Creighton University

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Learn how to program with C++ using today's definitive choice for your first programming language experience -- C++ PROGRAMMING: FROM PROBLEM ANALYSIS TO PROGRAM DESIGN, 8E. D.S. Malik's time-tested, student-centered

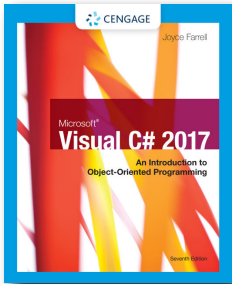
methodology incorporates a strong focus on problem-solving with full-code examples that vividly demonstrate the hows and whys of applying programming concepts and utilizing C++ to work through a problem. Thoroughly updated end-of-chapter exercises, more than 20 extensive new programming exercises, and numerous new examples drawn from Dr. Malik's experience further strengthen your understanding of problem solving and program design in this new edition. You review the important features of C++ 14 Standard with timely discussions that ensure this edition equips you to succeed in your CS1 course and beyond.

## MICROSOFT VISUAL C#: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E

Joyce Farrell

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MindTap eBook



Develop the strong programming skills you need for professional success with Farrell's MICROSOFT® VISUAL C# 2017: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E. Approachable examples and a clear, straightforward

style help you build a solid understanding of both structured and object-oriented programming concepts. You master critical principles and techniques that easily transfer to other programming languages. This new edition incorporates the most recent versions of both C# and Visual Studio 2017 to ensure you have the contemporary skills required in business today. Short "You Do It" hands-on features; video lessons for each chapter; and a variety of new debugging exercises, programming exercises, and running case studies help prepare you for success in today's programming environment. New MindTap online resource offers coding labs and additional assessment, in addition to a full eReader. Discover the tools and expertise you need for programming success.

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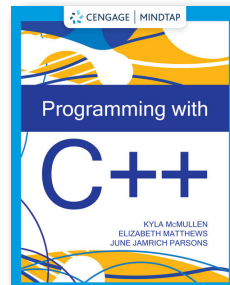
## CS2 DATA STRUCTURES

### READINGS FROM PROGRAMMING WITH C++

June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University

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MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

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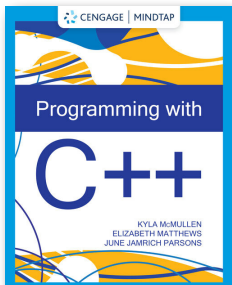
## DATA STRUCTURES (CS2)

### READINGS FROM PROGRAMMING WITH C++

*June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University*

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Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

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## INTRODUCTION TO COMPUTER SCIENCE (CSO)

### AE INVITATION TO COMPUTER SCIENCE, 8E

*G. Michael Schneider, Macalester College; Judith Gersting, Indiana University-Purdue University at Indianapolis*

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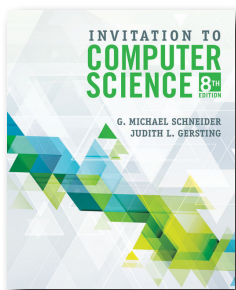
foundation in computing. Learning objectives and a clear hierarchy help introduce algorithms, hardware, virtual machines, software development, applications of computing, and social issues. Updated exercises and practice problems challenge students to analyze, evaluate, and approach problems creatively. Special interest boxes and timely content highlight topics such as privacy, drones, cloud computing, and net neutrality. Optional online modules for C++, Java, Python, C#, and Ada integrate seamlessly for the flexibility to teach a specific programming language. Optional MindTap® provides study tools and a digital Lab Manual and lab software with 20 laboratory projects.

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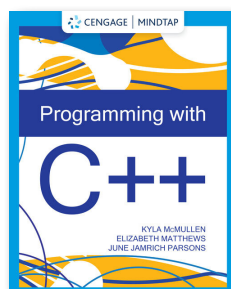
## INTRODUCTION TO PROGRAMMING (CSI)

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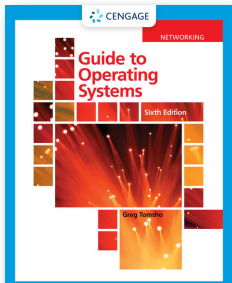
## OPERATING SYSTEMS

### GUIDE TO OPERATING SYSTEMS, 6E

Greg Tomsho, Yavapai College

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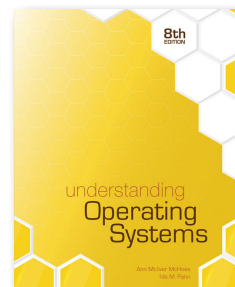
technical information as you work with today's most popular operating systems, including Windows, macOS and Linux platforms. You will learn how general operating systems are organized and function as well as gain hands-on experience with OS installation, upgrading and configuration. Processors, file systems, networking, virtualization, security, device management, storage, OS maintenance and troubleshooting are covered in detail. In addition, the MindTap digital learning solution gives you a wealth of anywhere, anytime learning resources.

### UNDERSTANDING OPERATING SYSTEMS, 8E

Ann McHoes, Duquesne University; Ida M. Flynn, University of Pittsburgh

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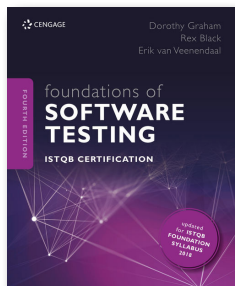
## SOFTWARE ENGINEERING

### FOUNDATIONS OF SOFTWARE TESTING, 4E ISTQB Certification

*Rex Black; Rex Black; Dorothy Graham*

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**eBook**



## WEB DESIGN AND PROGRAMMING

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Introductory

*Jennifer T. Campbell, NA*

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# DATABASES

## CONCEPTS

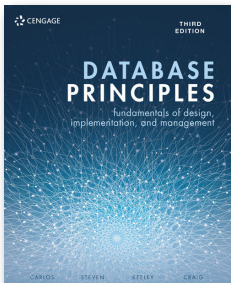
### DATABASE PRINCIPLES, 3E

Fundamentals of Design, Implementation, and Management

*Carlos Coronel, Middle Tennessee State University; Steven Morris, Middle Tennessee State University; Keeley Crockett, Manchester Metropolitan University; Craig Blewett, University of KwaZulu-Natal*

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**eBook**



## MICROSOFT ACCESS

### ILLUSTRATED MICROSOFT® OFFICE 365 & ACCESS® 2019 COMPREHENSIVE

*Lisa Friedrichsen, Johnson County Community College*

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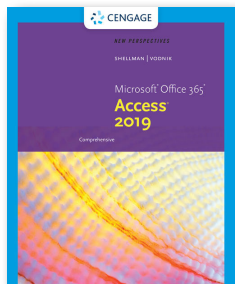
proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

## NEW PERSPECTIVES MICROSOFT® OFFICE 365 & ACCESS® 2019 COMPREHENSIVE

*Mark Shellman, Gaston College; Sasha Vodnik*

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Develop the Microsoft® Office 365 and Access 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in **NEW PERSPECTIVES MICROSOFT OFFICE 365**

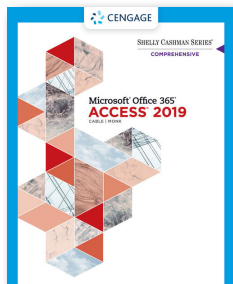
& **ACCESS 2019: COMPREHENSIVE**. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

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& **ACCESS® 2019: COMPREHENSIVE** continues the series' strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.



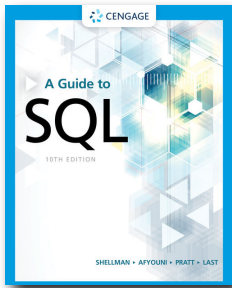
## MICROSOFT SQL SERVER

### A GUIDE TO SQL, 10E

Mark Shellman; Hassan Afyouni, e-con (Chief Information Officer); Philip J. Pratt, Grand Valley State University; Mary Z. Last

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Master today's SQL programming principles and learn how to most effectively apply your SQL skills with Shellman/Afyouni/Pratt/Last's A GUIDE TO SQL, Tenth Edition. This edition's leading approach combines straightforward instruction and extensive hands-on

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## DECISION SCIENCES & OPERATIONS MANAGEMENT

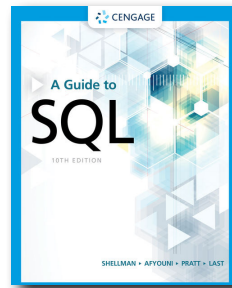
### MIS

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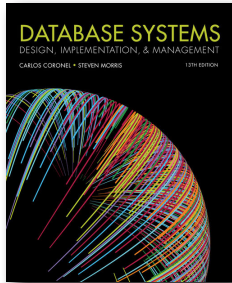
## DATABASE SYSTEMS, 13E

Design, Implementation, & Management

*Carlos Coronel, Middle Tennessee State University; Steven Morris, Middle Tennessee State University*

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Database skills are among the most in-demand IT skills today. Now you can gain a solid foundation in database design and implementation with the practical, easy-to-understand approach in the market-leading DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, AND

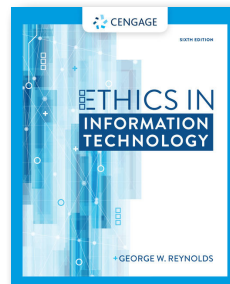
MANAGEMENT, 13E. Diagrams, illustrations, and tables clarify in-depth coverage of database design. You learn the key to successful database implementation as you study how to properly design databases to fit within the larger strategic data environment. Clear, straightforward writing supports an outstanding balance of theory and practice with hands-on skills today's employers want. Revised SQL coverage offers more SQL examples and simpler explanations that focus on the areas most important for a database career. More coverage of Big Data Analytics and NoSQL, including related Hadoop technologies, now provides a stronger hands-on approach.

## ETHICS IN INFORMATION TECHNOLOGY, 6E

*George Reynolds, Strayer University*

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Preparing for a future in IT? ETHICS IN INFORMATION TECHNOLOGY, 6E provides an understanding of the legal, ethical, and societal implications of information technology that you'll need as a successful IT professional. Examine ethical situations in IT and

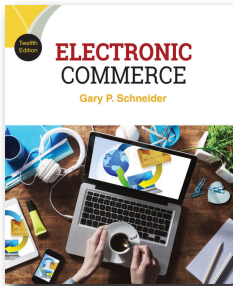
review practical advice for addressing common issues as you study professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. You also review Internet censorship, protection of intellectual property, ethical decisions in software systems, IT's impact on society, social networking, and ethics of IT corporations. This book provides a thorough foundation for addressing ethical issues in today's workplace. Business vignettes, Critical-Thinking exercises, thought-provoking Cases and decision-making features prepare you to make key business decisions.

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Gary Schneider

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## INFORMATION SECURITY

### HACKING AND COMPUTER PENETRATION TESTING

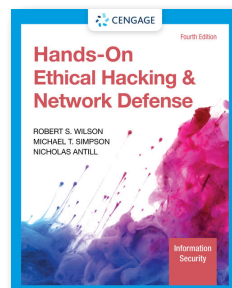
#### NEW EDITION

### HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4E

Nicholas Antill

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### MindTap eBook



Wilson/Simpson/Antill's **HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4th edition**, equips you with the knowledge and skills to protect networks using the tools and techniques of an ethical hacker. The authors explore the concept of

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# INTERNET

## MICROSOFT OUTLOOK

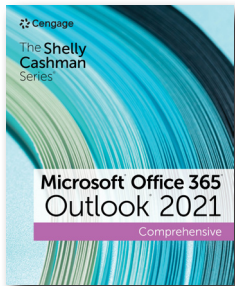
**NEW**

### THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OUTLOOK® 2021 COMPREHENSIVE

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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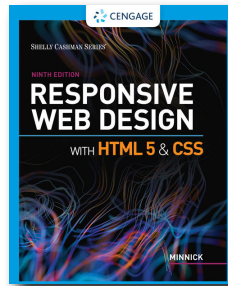
## WEB SITE CREATION

### RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9E

*Jessica Minnick, Pasco-Hernando Community College*

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Equipping you with the most up-to-date tools available, Minnick's RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9th edition, teaches you step by step how to design professional quality websites that attract and retain customers. Packed with best practices

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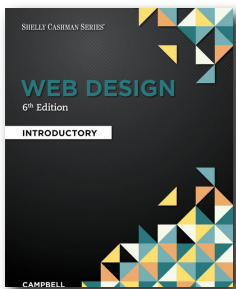
## WEB DESIGN, 6E

Introductory

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## MEDIA ARTS & DESIGN

**DESIGN CONCEPTS**

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## MIS

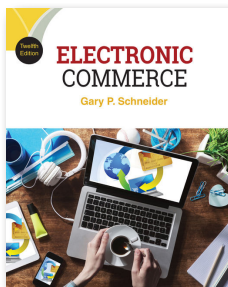
### E-COMMERCE

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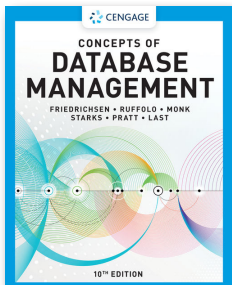
## ELECTIVES

### CONCEPTS OF DATABASE MANAGEMENT, 10E

*Philip J. Pratt, Grand Valley State University; Joseph J. Adamski, Grand Valley State University; Ellen Monk, University of Delaware; Joy L. Starks, Indiana University, Purdue University at Indianapolis*

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#### MindTap eBook



Strengthen your understanding of database management today with the thorough, hands-on presentation found in **CONCEPTS OF DATABASE MANAGEMENT**, 10th Edition. Real cases, practical examples, helpful

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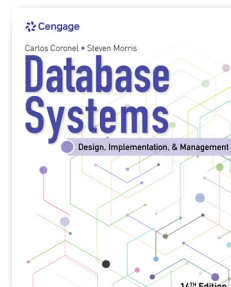
#### NEW EDITION

### DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, & MANAGEMENT, 14E

*Carlos Coronel, Middle Tennessee State University; Steven Morris, Middle Tennessee State University*

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Database skills are among the most in-demand IT skills. With its practical, accessible approach, Coronel/Morris' market-leading **DATABASE SYSTEMS: DESIGN, IMPLEMENTATION, & MANAGEMENT**, 14th edition, equips you with a

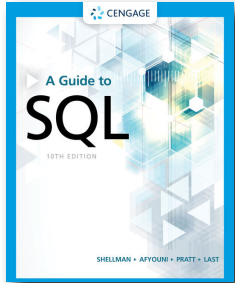
solid foundation in database design and implementation for today's market. The authors blend foundational theory, the latest real-world practices and the skills employers want. Straightforward writing and vivid illustrations make even complex concepts easy to understand. You'll learn the key to successful database implementation as you study how to properly design databases that fit within the larger strategic data environment. Expanded coverage includes big data analytics, NoSQL and data visualization technologies. In addition, the MindTap digital platform gives you real-world, hands-on practice to help you prepare for a successful career in database design and management.

## A GUIDE TO SQL, 10E

Mark Shellman; Hassan Afyouni, e-con (Chief Information Officer); Philip J. Pratt, Grand Valley State University; Mary Z. Last

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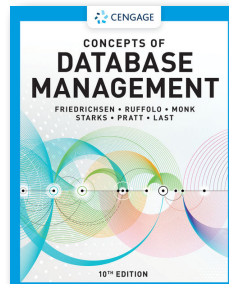
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## CONCEPTS OF DATABASE MANAGEMENT, 10E

Philip J. Pratt, Grand Valley State University; Joseph J. Adamski, Grand Valley State University; Ellen Monk, University of Delaware; Joy L. Starks, Indiana University, Purdue University at Indianapolis

© 2021, 432pp, Paperback, 9780357422083

MindTap eBook



Strengthen your understanding of database management today with the thorough, hands-on presentation found in CONCEPTS OF DATABASE MANAGEMENT, 10th Edition. Real cases, practical examples, helpful

screenshots and concise explanations help clarify concepts, such as database design, data integrity, normalization, concurrent updates, data security and big data. Completely updated content reflects Microsoft® Access 2019, Office 365 standards and SQL Server 2019, while exploring SQL in a database-neutral environment. Detailed coverage presents the relational model (including QBE and SQL), normalization and views as well as database administration and management. You also examine advanced topics, such as distributed databases, data warehouses, stored procedures, triggers, data macros and Web Apps. Completely redesigned MindTap digital resources provide step-by-step practice using Access 2019 with instant feedback. Trust this contemporary introduction to help you master today's database techniques to advance your career in any field.

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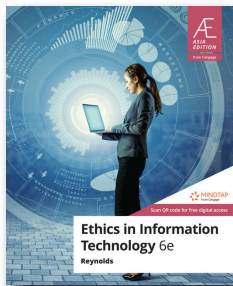
## AE ETHICS IN INFORMATION TECHNOLOGY, 6E

*George Reynolds, Strayer University*

© 2019, 464pp, Paperback, 9789814846363

**MindTap**

**AsiaTitle**



Give students an understanding of the legal, ethical, and societal implications of information technology with Reynolds' ETHICS IN INFORMATION TECHNOLOGY, 6E. Thorough coverage highlights notable technology developments

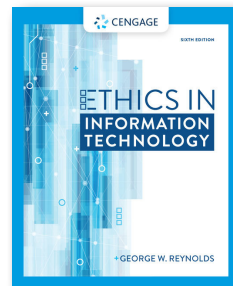
and their impact on business. Students examine professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. They also study Internet censorship, protection of intellectual property, quality software systems, IT's impact on society, social networking, and ethics of IT corporations. Unlike other introductory books with brief ethical coverage, this edition provides a thorough foundation for addressing ethical issues in the workplace. Business vignettes, new Critical-Thinking Exercises and Manager's Checklists help students examine ethical situations in IT and address relevant issues.

## ETHICS IN INFORMATION TECHNOLOGY, 6E

*George Reynolds, Strayer University*

© 2019, 480pp, Paperback, 9781337405874

**MindTap eBook**



Preparing for a future in IT? ETHICS IN INFORMATION TECHNOLOGY, 6E provides an understanding of the legal, ethical, and societal implications of information technology that you'll need as a successful IT professional. Examine ethical situations in IT and

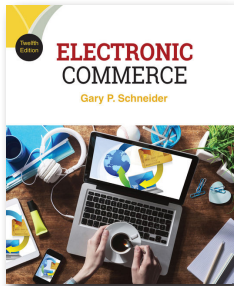
review practical advice for addressing common issues as you study professional codes of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, and freedom of expression. You also review Internet censorship, protection of intellectual property, ethical decisions in software systems, IT's impact on society, social networking, and ethics of IT corporations. This book provides a thorough foundation for addressing ethical issues in today's workplace. Business vignettes, Critical-Thinking exercises, thought-provoking Cases and decision-making features prepare you to make key business decisions.

## ELECTRONIC COMMERCE, 12E

Gary Schneider

© 2017, 624pp, Paperback, 9781305867819

### eBook



Examine the latest developments in online business with cutting-edge coverage, real examples, actual business cases, and hands-on applications found in the market-leading **ELECTRONIC COMMERCE, 12E**. With comprehensive coverage of

emerging strategies and today's most important technologies, this popular book equips you with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in the rapidly-developing economies of China, India, and Brazil. You also examine key topics, such as social media and online marketing strategies, technology-enabled outsourcing, and online payment processing systems. New intriguing "Learning From Failure" segments help you draw important lessons from the experiences of actual companies as you review real-world e-commerce practices in action.

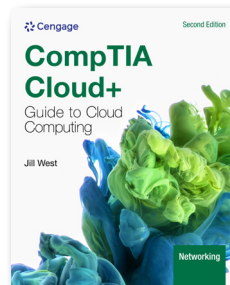
## INTRODUCTION TO IS/MIS/IT

### NEW EDITION

## COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING, 2E

Jill West, Georgia Northwestern Technical College

© 2023, 368pp, Hardback, 9780357883457



West's **COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING, 2nd Edition**, prepares you for certification exam and career success. Fully updated content maps to objectives of the CompTIA Cloud+ (CVO-003) exam, which now has less emphasis on physical host

configuration and more emphasis on cloud infrastructure, management and security. Each module in the second edition is packed with enriching features such as self-check questions, group activities and capstone projects that enable you to sharpen your new skills and knowledge through real design and deployment scenarios. You also can work with three popular cloud platforms: AWS (Amazon Web Services), Microsoft Azure and GCP (Google Cloud Platform). Live virtual machine labs, auto-graded quizzes, videos and hands-on projects in the MindTap digital learning platform provide additional preparation to maximize your success on the exam and well beyond.



## AE MIS (MANAGEMENT INFORMATION SYSTEMS), 10E

Hossein Bidgoli, *California State University, Bakersfield*

© 2021, 358pp, Paperback, 9789814896986

### AsiaTitle



Introduce your students to MIS today with the most practical and current title available: MIS 10. Updates throughout this edition present the latest developments in cloud computing, AR/VR, quantum computing and

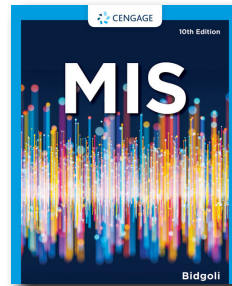
blockchain. New case studies and information boxes connect the principles your students are learning to the most current developments in technology and business today. Key concepts and skills within each case are now tagged to the corresponding AACSB standards to ensure your students are focused on the most important information for success.

## MIS, 10E

Hossein Bidgoli, *California State University, Bakersfield*

© 2021, 358pp, Paperback, 9780357418697

### MindTap eBook



Learn the principles of MIS as you explore the latest developments and industry trends with MIS 10. This practically focused approach helps you master foundational MIS concepts that will guide your career. You examine the latest topics, such as cloud

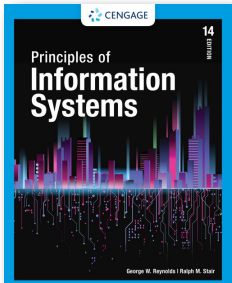
computing, AR/VR, quantum computing and blockchain, with the most current MIS title on the market. Have you ever wondered what you would have done as a company leader in a critical moment? With this edition's MindTap digital experience, you can strengthen your decision-making skills with "YouDecide" -- new interactive case studies that bridge technology and business strategy and position you as the decision maker. You can also examine possible career paths with new career connection videos. Delve deeper into key course concepts with new concept videos and foundational case studies. In addition, MindTap's RSS feeds alert you to the latest advancements and trends for a stronger focus on today's real business world.

## PRINCIPLES OF INFORMATION SYSTEMS, 14E

Ralph M. Stair, Professor Emeritus; George Reynolds, Strayer University

© 2021, 758pp, Hardback, 9780357112410

### MindTap eBook



Develop an understanding of the core principles of information systems (IS) and how these principles make a difference in today's business environment with Stair/Reynolds' **PRINCIPLES OF INFORMATION SYSTEMS, 14E**. Completely

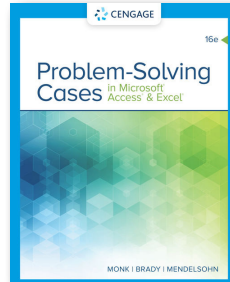
reorganized for clarity and focus, this fresh new edition provides engaging new chapter opening cases and a new chapter on AI and automation. You explore the challenges and risks of cybercrime, hacking, internet of things, and artificial intelligence as you examine the latest IS research and learn from memorable examples. You can even maximize your employability as you learn how to use IS to increase profits and reduce costs in organizations. You study the latest in big data, business intelligence, cloud computing, e-commerce, enterprise systems, mobile computing, strategic planning, and systems development. Powerful tools, such as new ConceptClip videos and You Make the Decision interactive cases in this edition's MindTap digital resources help you further your success.

## PROBLEM SOLVING CASES IN MICROSOFT ACCESS & EXCEL, 16E

Ellen Monk, University of Delaware; Joseph Brady, University of Delaware; Emilio Mendelsohn, University of Delaware

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### eBook



Learn how to analyze and successfully solve today's real business problems using the latest Microsoft® Office Access database management system and the most recent version of Excel spreadsheet tools. Packed with hands-on learning opportunities,

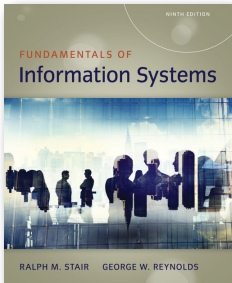
Monk/Brady/Mendelsohn's **PROBLEM-SOLVING CASES IN MICROSOFT® ACCESS AND EXCEL, 16E** features five individual tutorials designed to build your practical knowledge as you walk step-by-step through the capabilities of each software application. Twelve all-new case studies challenge you to use the software applications to resolve scenarios and problems you are likely to encounter on the job. In addition, a unique emphasis on skill-building integration demonstrates how to use Access and Excel together to resolve challenges within each case. Trust today's most up-to-date, practical guide for mastering critical Access and Excel skills in a business context.

## FUNDAMENTALS OF INFORMATION SYSTEMS, 9E

*Ralph M. Stair, Professor Emeritus; George Reynolds, Strayer University*

© 2018, 560pp, Paperback, 9781337097536

**MindTap eBook**



Gain an overview of the core principles of IS and how it is practiced today as the concise, nine-chapter **FUNDAMENTALS OF INFORMATION SYSTEMS**, 9th edition combines the latest research with the most current coverage available. The book

addresses analytics; big data; business intelligence; cloud computing; cybercrime and information system security; e-commerce; enterprise systems; ethical, legal, and social issues of information systems; mobile computing solutions; and systems acquisition and development. You learn how information systems can increase profits and reduce costs as you explore the latest information on artificial intelligence, change management, consumerization of information systems, data governance, energy and environmental concerns, global IS challenges, Internet of Everything, Internet censorship and net neutrality, IS careers, and virtual teams. Leading online MindTap help you further maximize success as an employee, decision maker, and business leader.

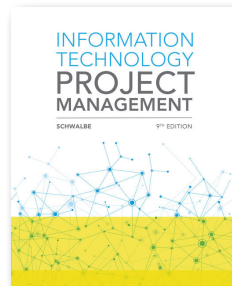
## PROJECT MANAGEMENT

### INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 9E

*Kathy Schwalbe, Augsburg College*

© 2019, 672pp, Paperback, 9781337101356

**MindTap eBook**



Develop a strong understanding of IT project management as you learn to apply today's most effective project management tools and techniques with the unique approach found in Schwalbe's **INFORMATION TECHNOLOGY PROJECT**

**MANAGEMENT**, 9E. Examine the latest developments and skills as you prepare for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. This edition reflects content from the latest PMBOK® Guide, 6E and the Agile Practice Guide while providing a meaningful context. Examples from familiar companies featured in today's news discussion, exercises and cases reinforce learning. Time-saving template files assist in completing tasks. Agile information, a guide to using Microsoft Project 2016 and MindTap online resources will help you master today's most marketable IT project management skills.

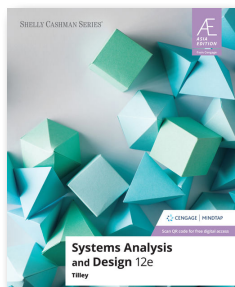
## SYSTEMS ANALYSIS AND DESIGN

### AE SYSTEMS ANALYSIS AND DESIGN, 12E

Scott Tilley, *Florida Institute of Technology*

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Introduce information systems development with today's latest practical and streamlined approach in Tilley's **SYSTEMS ANALYSIS AND DESIGN, 12E** and MindTap digital resources. Students learn even more about emerging technologies and

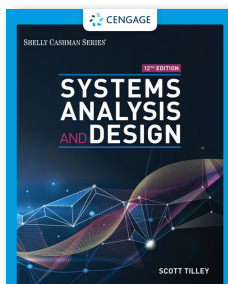
methodologies, including agile methods, cloud computing and mobile applications, as this edition provides an easy-to-understand approach to systems analysis and design. Meaningful projects, insightful assignments and end-of-chapter exercises -- within this edition and online -- work together to hone your students' skills. New MindTap ConceptClip videos and a new continuing case complement the book's wealth of real-world examples and work with proven online learning tools to help students master critical thinking and IT skills needed in today's dynamic, business-related environment. Detailed instructor support focuses on the most important skills and concepts to guide you in helping your students succeed in today's competitive business world.

### SYSTEMS ANALYSIS AND DESIGN, 12E

Scott Tilley, *Florida Institute of Technology*

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MindTap eBook



Discover a practical, streamlined approach to information systems development that focuses on the latest developments with Tilley's **SYSTEMS ANALYSIS AND DESIGN, 12E** and MindTap digital resources. Real examples clearly demonstrate both

traditional and emerging approaches to systems analysis and design, including object-oriented and agile methods. You also study cloud computing and mobile applications as this edition presents an easy-to-follow approach to systems analysis and design. Meaningful projects, insightful assignments and both online and printed exercises emphasize the critical thinking and IT skills that are most important in today's dynamic, business-related environment. New MindTap ConceptClip videos and a new online continuing case further demonstrate concepts for success in today's competitive and rapidly changing business world.

# NETWORKING

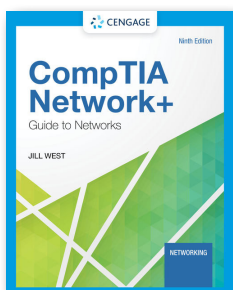
## COMPTIA

### COMPTIA NETWORK+ GUIDE TO NETWORKS, 9E

*Jill West, Georgia Northwestern Technical College*

© 2022, 880pp, Paperback, 9780357508138

#### MindTap



Master the technical skills and industry knowledge you need to begin an exciting career installing, configuring and troubleshooting computer networks with West's completely updated NETWORK+ GUIDE TO NETWORKS, 9E. This resource thoroughly

prepares you for success on the latest CompTIA's Network+ N10-008 certification exam as content corresponds to all exam objectives, including protocols, topologies, hardware, network design, security and troubleshooting. Detailed, step-by-step instructions as well as cloud, virtualization and simulation projects give you experience working with a variety of hardware, software and operating systems as well as device interactions. Stories from professionals on the job, insightful discussion prompts, hands-on activities, applications and projects all guide you in exploring key concepts in-depth. You gain the problem-solving tools for any computing environment. MindTap digital resources are also available for additional practice and certification prep.

## NETWORKING

### NEW EDITION

### DATA COMMUNICATION AND COMPUTER NETWORKS, 9E

A Business User's Approach

*Curt White, DePaul University*

© 2023, 456pp, Hardback, 9780357504406

#### eBook



Whether you are preparing for a career as a business manager, computer programmer or system designer, or you simply want to be an informed home computer user, West's DATA COMMUNICATIONS AND COMPUTER NETWORKS,

9th Edition provides an understanding of the essential features, operations and limitations of today's computer networks. You learn about systems both on premises and in the cloud as the author balances technical concepts with practical, everyday issues. Updates address the latest developments and practices in cloud business principles and security techniques, software-defined networking, 5G, the Internet of Things, data analytics and supporting remote workforces. This edition also covers the CompTIA's Cloud Essentials+ exam to help you prepare for this vendor-neutral, business-oriented cloud computing certification. Hands-on learning features and thought-provoking content also guide you through virtual networking technologies, industry convergence and wired and wireless LAN technologies.



# NETWORKING & SECURITY

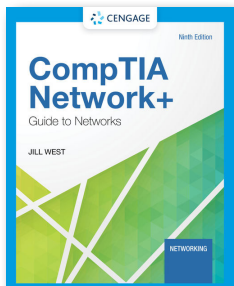
## INTRODUCTION TO NETWORKING

### COMPTIA NETWORK+ GUIDE TO NETWORKS, 9E

Jill West, Georgia Northwestern Technical College

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Master the technical skills and industry knowledge you need to begin an exciting career installing, configuring and troubleshooting computer networks with West's completely updated NETWORK+ GUIDE TO NETWORKS, 9E. This resource thoroughly

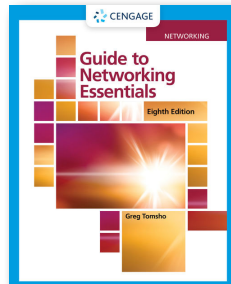
prepares you for success on the latest CompTIA's Network+ N10-008 certification exam as content corresponds to all exam objectives, including protocols, topologies, hardware, network design, security and troubleshooting. Detailed, step-by-step instructions as well as cloud, virtualization and simulation projects give you experience working with a variety of hardware, software and operating systems as well as device interactions. Stories from professionals on the job, insightful discussion prompts, hands-on activities, applications and projects all guide you in exploring key concepts in-depth. You gain the problem-solving tools for any computing environment. MindTap digital resources are also available for additional practice and certification prep.

### GUIDE TO NETWORKING ESSENTIALS, 8E

Greg Tomsho, Yavapai College

© 2020, 638pp, Paperback, 9780357118283

#### MindTap eBook



Packed with hands-on learning tools, Tomsho's GUIDE TO NETWORKING ESSENTIALS, Eighth Edition, equips you with the knowledge and skills to work with network infrastructure devices and network operating systems in a small to medium-size

network environment. Focusing on troubleshooting and computer networking technologies, it delivers a comprehensive introduction to network protocols and network devices, including wireless and cybersecurity technologies. It reflects the latest networking technologies and operating systems, covers new Ethernet standards, includes an Internet of Things (IoT) chapter and adds certification mapping to the Microsoft Technology Associate (MTA Exam 98-366) in Networking Fundamentals. Maximizing your success, virtual labs and the MindTap digital learning solution give you ample opportunities to put what you learn into practice and prep for the certification test.

## NETWORKING

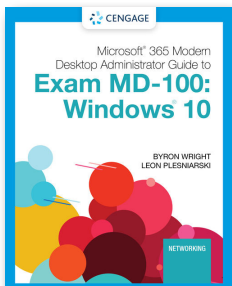
### MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR GUIDE TO EXAM MD-100

Windows 10

*Byron Wright; Leon Plesniarski*

© 2022, 592pp, Paperback, 9780357501757

### MindTap



Wright/Plesniarski's MICROSOFT® SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10 ensures you are well prepared for the Microsoft® exam as well as a successful career in system administration. Completely up to date, this student-

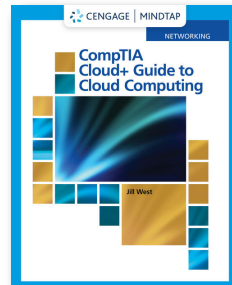
friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips that offer solutions to common problems. Review Questions help you prepare for the Microsoft® certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Also available: MindTap digital learning solution.

### COMPTIA CLOUD+ GUIDE TO CLOUD COMPUTING

*Jill West, Georgia Northwestern Technical College*

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## HANDS-ON MICROSOFT® WINDOWS SERVER 2019, 3E

Jason W. Eckert, triOS College

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### MindTap



Eckert's HANDS-ON MICROSOFT® WINDOWS® SERVER 2019 equips you with a solid foundation in basic server administration -- no prior experience required. It empowers you with the knowledge to manage servers on small to large networks and

maximize Windows® Server 2019 administration. Using a logical topic flow and step-by-step exercises, it delivers thorough coverage of core Windows® Server 2019 features. You will learn how to deploy Windows® Server 2019 in a variety of different environments -- including those that rely on virtualization and containers -- and how to configure and manage server storage, troubleshoot performance issues and work with common Windows® Server technologies and network services, such as Active Directory, DNS, DHCP, IPAM, file sharing, printing and remote access. Numerous hands-on projects and MindTap activities enable you to put what you learn into real-world practice.

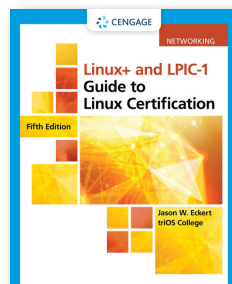
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## LINUX+ AND LPIC-1 GUIDE TO LINUX CERTIFICATION, 5E

Jason W. Eckert, triOS College

© 2020, 768pp, Paperback, 9781337569798

### MindTap eBook



Eckert's LINUX+ and LPIC-1 GUIDE TO LINUX CERTIFICATION, 5th Edition, empowers you with the knowledge and skills you need to succeed on CompTIA's Linux®+ (XKO-004) certification exam and the Linux Professional Institute LPIC-1 (101-500

and 102-500) certification exams, as well as in your network administration career. The book covers the latest Linux® distributions, virtualization, containerization and storage technologies. Comprehensive coverage also addresses key job-related networking and security services, including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, Squid, Postfix, SSH, VNC, Spice, RDP, GPG, PostgreSQL and iptables/firewalld. Hands-on projects give you practice using both modern Linux® distributions (Fedora™ 28 and Ubuntu® Server 18.04) and industry's legacy Linux distributions. And with MindTap's live virtual machine labs, you can explore various solutions in a safe, sandbox environment using real Cisco hardware and virtualized Linux operating systems.

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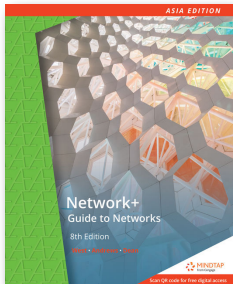
## AE NETWORK+ GUIDE TO NETWORKS, 8E

Jill West, Georgia Northwestern Technical College; Tamara Dean; Jean Andrews

© 2019, 880pp, Paperback, 9789814834643

MindTap

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Completely updated, West/Dean/Andrews' NETWORK+ GUIDE TO NETWORKS, 8th edition, equips your students with the skills and knowledge to begin an exciting career installing, configuring and troubleshooting computer networks. It thoroughly

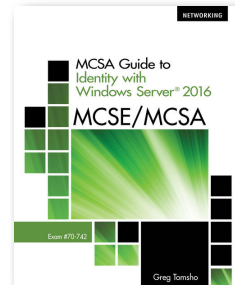
prepares students for success on CompTIA's Network+ N10-007 certification exam with fully mapped coverage of all objectives, including protocols, topologies, hardware, network design, security and troubleshooting. An all-new structure makes essential information easily accessible and helps students visualize high-level concepts. New virtualization-based projects give students experience working with a wider variety of hardware, software, operating systems and device interactions, while "On the Job" stories, Applying Concepts activities, and Hands-On and Capstone Projects help readers further explore chapter concepts. MindTap Networking is also available.

## MCSA GUIDE TO IDENTITY WITH WINDOWS SERVER® 2016, EXAM 70-742

Greg Tomsho, Yavapai College

© 2018, 448pp, Paperback, 9781337400893

MindTap eBook



Packed with a wealth of hands-on activities, MCSA GUIDE TO IDENTITY WITH WINDOWS SERVER® 2016, EXAM 70-742 empowers you to successfully pass the MCSE/MCSA certification exam while also equipping you to face the real-world

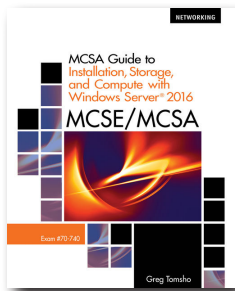
challenges of a Microsoft® networking professional. This engaging full-color presentation emphasizes the skills necessary to configure identity management with Windows Server® 2016. Comprehensive coverage highlights advanced Active Directory configuration and management, Group Policy, Certificate Services, Identity federation, Web Application Proxy and Active Directory Rights Management. Hands-on labs and skill-reinforcing case projects give you plenty of opportunity to apply what you learn to real-world practice.

## MCSA GUIDE TO INSTALLATION, STORAGE, AND COMPUTE WITH MICROSOFT® WINDOWS SERVER 2016, EXAM 70-740

Greg Tomsho, Yavapai College

© 2018, 624pp, Paperback, 9781337400664

### MindTap eBook



Packed with hands-on activities, MCSA GUIDE TO INSTALLATION, STORAGE, AND COMPUTE WITH MICROSOFT® WINDOWS SERVER® 2016, EXAM 70-740 equips you to pass the MCSE/MCSA certification exam while preparing you

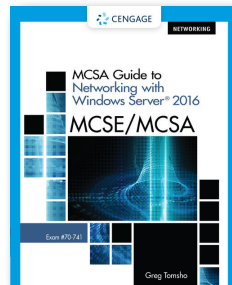
to become a successful Microsoft® networking professional. A clear presentation emphasizes the skills to manage a Windows Server 2016 system and focuses on installation, management, and configuration. Extensive coverage of all exam objectives introduces Windows Server 2016 and covers server installation, server configuration and management, storage and file systems, Hyper-V virtualization, high availability, and server maintenance and monitoring. A full chapter highlights new Nano Server and Windows Containers. Unlike many certification books, this edition goes beyond the certification objectives to provide an understanding of the core technologies built into Windows Server. Hands-on activities focus on virtualization and can be performed in a classroom or within MindTap.

## MCSA GUIDE TO NETWORKING WITH WINDOWS SERVER® 2016, EXAM 70-741

Greg Tomsho, Yavapai College

© 2018, 496pp, Paperback, 9781337400787

### MindTap eBook



Packed with a wealth of hands-on activities, NETWORKING WITH WINDOWS SERVER® 2016, EXAM 70-741 empowers you to successfully pass the MCSE/MCSA certification exam while also equipping you to successfully face the

real challenges that you will encounter as a Microsoft® networking professional. This engaging, full-color presentation emphasizes the key skills necessary to manage and configure a Windows Server 2016 network. Comprehensive coverage addresses TCP/IP configuration, including IPv6, DNS configuration, DHCP implementation and management, deploying remote access, configuring distributed network file services, and high performance network solutions. In addition, hands-on labs and meaningful case projects offer extensive opportunities for you to apply what you've learned in real practice.

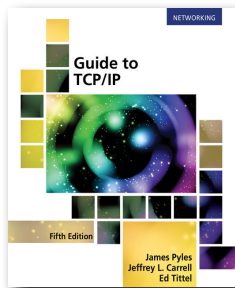


## GUIDE TO TCP/IP, 5E IPv6 and IPv4

*James Pyles; Jeffrey L. Carrell; Ed Tittel*

© 2017, 768pp, Paperback, 9781305946958

### MindTap eBook



Guide to TCP/IP: IPv6 and IPv4 introduces students to the concepts, terminology, protocols, and services that the Transmission Control Protocol/Internet Protocol (TCP/IP) suite uses to make the Internet work. This text stimulates hands-on skills development by not only

describing TCP/IP capabilities, but also by encouraging students to interact with protocols. It provides the troubleshooting knowledge and tools that network administrators and analysts need to keep their systems running smoothly. Guide to TCP/IP covers topics ranging from traffic analysis and characterization, to error detection, security analysis and more. Both IPv6 and IPv4 are covered in detail.

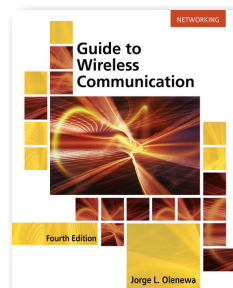
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## GUIDE TO WIRELESS COMMUNICATIONS, 4E

*Jorge Olenewa, George Brown College*

© 2017, 528pp, Paperback, 9781305958531

### eBook



Learn about the most popular wireless data communications technologies in use today as GUIDE TO WIRELESS COMMUNICATIONS, 4E examines Bluetooth, ZigBee, Wi-Fi, cellular and satellite communications while providing a broad

industry perspective. You develop a solid base of knowledge in Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs) to help you better understand the most popular wireless communications available today. This book's comprehensive approach to wireless communication technology provides the solid background you need to prepare you for a future career in today's information and communications technology field.

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## SECURITY

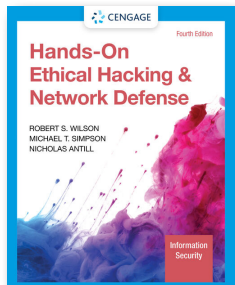
### NEW EDITION

## HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4E

Nicholas Antill

© 2023, 448pp, Paperback, 9780357509753

### MindTap eBook



Wilson/Simpson/Antill's HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 4th edition, equips you with the knowledge and skills to protect networks using the tools and techniques of an ethical hacker. The authors

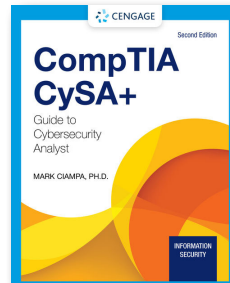
explore the concept of ethical hacking and its practitioners -- explaining their importance in protecting corporate and government data -- and then deliver an in-depth guide to performing security testing. Thoroughly updated, the text covers new security resources, emerging vulnerabilities and innovative methods to protect networks, mobile security considerations, computer crime laws and penalties for illegal computer hacking. A final project brings concepts together in a penetration testing exercise and report, while virtual machine labs, auto-graded quizzes and interactive activities in the online learning platform help further prepare you for your role as a network security professional.

## COMPTIA CYSA+ GUIDE TO CYBERSECURITY ANALYST (CS0-002), 2E

Mark Ciampa, Western Kentucky University

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Develop the advanced cybersecurity knowledge and skills for success on the latest CompTIA Cybersecurity Analyst certification exam (CySA+ CS0-002) with Ciampa's COMPTIA CYSA+ GUIDE TO CYBERSECURITY ANALYST (CS0-002), 2nd

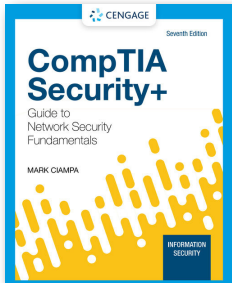
Edition. Updated, "stair-stepped" content builds on material you've previously mastered as you learn to analyze and interpret threat intelligence data, identify and address both external and internal vulnerabilities and respond effectively to cyber incidents. Each module opens with an actual, recent cybersecurity event that provides context for the information that follows. Quick review questions help test your understanding as you progress through content that completely maps to the latest CySA+ CS0-002 certification. MindTap digital resources offer additional tools to boost understanding and performance. Each module culminates with hands-on Live Virtual Machine Labs that allow you to troubleshoot, practice, explore and try different solutions in a safe, sandbox environment.

## COMPTIA SECURITY+ GUIDE TO NETWORK SECURITY FUNDAMENTALS, 7E

Mark Ciampa, Western Kentucky University

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MindTap eBook



Reflecting the latest developments and emerging trends from the field, COMPTIA SECURITY+ GUIDE TO NETWORK SECURITY FUNDAMENTALS, Seventh Edition, helps you prepare for professional certification -- and career success. The

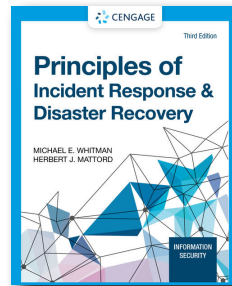
text fully maps to the new CompTIA Security+ SY0-601 Certification Exam, providing thorough coverage of all domain objectives. In addition to its comprehensive coverage of the fundamental essentials of network and computer security, the seventh edition includes expanded coverage of security evaluations, embedded device and Internet of Things (IoT) security, and cloud and virtualization security. Practical, Hands-On Projects, case activities and online virtual labs help you put what you learn into real-world practice, while the innovative Information Security Community Site connects you to up-to-the-minute news and insights from the information security field.

## PRINCIPLES OF INCIDENT RESPONSE & DISASTER RECOVERY, 3E

Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University

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Learn how to identify vulnerabilities within computer networks and implement countermeasures that mitigate risks and damage with Whitman/Mattord's PRINCIPLES OF INCIDENT RESPONSE & DISASTER RECOVERY, 3rd Edition.

This edition offers the knowledge you need to help organizations prepare for and avert system interruptions and natural disasters. Comprehensive coverage addresses information security and IT in contingency planning today. Updated content focuses on incident response and disaster recovery. You examine the complexities of organizational readiness from an IT and business perspective with emphasis on management practices and policy requirements. You review industry's best practices for minimizing downtime in emergencies and curbing losses during and after system service interruptions. This edition includes the latest NIST knowledge, expanded coverage of security information and event management (SIEM) and unified threat management, and more explanations of cloud-based systems and Web-accessible tools to prepare you for success.

## PRINCIPLES OF INFORMATION SECURITY, 7E

*Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University*

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Discover the latest trends, developments and technology in information security with Whitman/Mattord's market-leading **PRINCIPLES OF INFORMATION SECURITY**, 7th Edition. Designed specifically to meet the needs of

information systems students like you, this edition's balanced focus addresses all aspects of information security, rather than simply offering a technical control perspective. This overview explores important terms and examines what is needed to manage an effective information security program. A new module details incident response and detection strategies. In addition, current, relevant updates highlight the latest practices in security operations as well as legislative issues, information management toolsets, digital forensics and the most recent policies and guidelines that correspond to federal and international standards. MindTap digital resources offer interactive content to further strength your success as a business decision-maker.

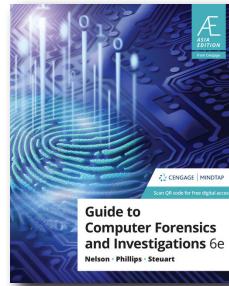
## AE GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS, 6E

*Bill Nelson; Amelia Phillips, Highline Community College; Christopher Steuart*

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### MindTap

### AsiaTitle



Providing authoritative information, powerful instructor resources and real-world student applications, Nelson/Phillips/Steuart's **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS**, Sixth Edition delivers the most

comprehensive forensics resource available. This proven author team's wide-ranging areas of expertise mirror the breadth of coverage in the text, which focuses on techniques and practices for gathering and analyzing evidence used to solve crimes involving computers and other digital devices. Providing clear instruction on the tools and techniques of the trade, it introduces readers to every step of the computer forensics investigation—from lab setup to testifying in court. It also details how to use current forensics software and provides free demo downloads of popular tools like FTK Imager for use with Case Projects and Hands-On Projects. MindTap Computing is also available.

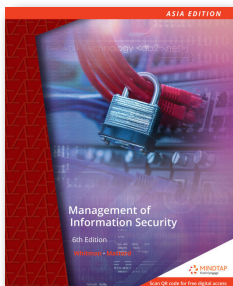
## AE MANAGEMENT OF INFORMATION SECURITY, 6E

*Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University*

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Equip your students with a management-focused overview of information security as well as the tools to effectively administer it with Whitman/Mattord's **MANAGEMENT OF INFORMATION SECURITY**, Sixth Edition.

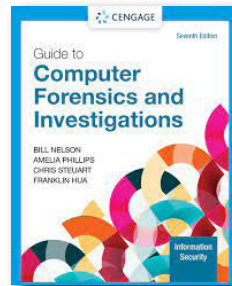
More than ever, we need to prepare information security management students to build and staff security programs capable of securing systems and networks to meet the challenges in a world where continuously emerging threats, ever-present attacks and the success of criminals illustrate weaknesses in current information technologies. This text offers an exceptional blend of skills and experiences to administer and manage the more secure computing environments that organizations need. Reflecting the latest developments from the field, it includes updated coverage of NIST, ISO and security governance along with emerging concerns like Ransomware, Cloud Computing and the Internet of Things.

## GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS, 7E

*Bill Nelson, IT Forensics, Inc.; Amelia Phillips, Highline Community College; Christopher Steuart, ITForensics, Inc. and University of Washington*

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Master the skills you need to conduct a successful digital investigation with Nelson/Phillips/Steuart/Hua's **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS**, 7th Edition. Combining the latest advances in computer forensics with all-

encompassing topic coverage, authoritative information from seasoned experts and real-world applications, you get the most comprehensive forensics resource available. While other resources offer an overview of the field, the hands-on learning in **GUIDE TO COMPUTER FORENSICS AND INVESTIGATIONS** teaches you the tools and techniques of the trade, introducing you to every step of the digital forensics investigation process, from lab setup to testifying in court. Designed to provide the most modern approach to the ins and outs of the profession of digital forensics investigation, it is appropriate for learners new to the field and an excellent refresher and technology update for current law enforcement, investigations or information security professionals.

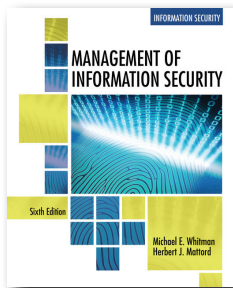


## MANAGEMENT OF INFORMATION SECURITY, 6E

*Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University*

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MANAGEMENT OF INFORMATION SECURITY, Sixth Edition prepares you to become an information security management practitioner able to secure systems and networks in a world where continuously emerging threats, ever-present

attacks and the success of criminals illustrate the weaknesses in current information technologies. You'll develop both the information security skills and practical experience that organizations are looking for as they strive to ensure more secure computing environments. The text focuses on key executive and managerial aspects of information security. It also integrates coverage of CISSP and CISM throughout to effectively prepare you for certification. Reflecting the most recent developments in the field, it includes the latest information on NIST, ISO and security governance as well as emerging concerns like Ransomware, Cloud Computing and the Internet of Things.

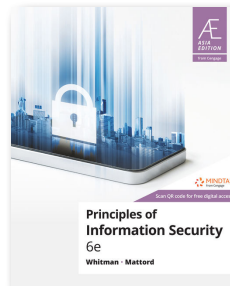
## AE PRINCIPLES OF INFORMATION SECURITY, 6E

*Michael E. Whitman - Ph. D., CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University; Herbert J. Mattord - MBA, CISM, CISSP, Michael J. Coles College of Business, Kennesaw State University*

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Introduce the latest technology and developments with the book specifically oriented to the needs of information systems students: PRINCIPLES OF INFORMATION SECURITY, 6E. Taking a managerial approach, this

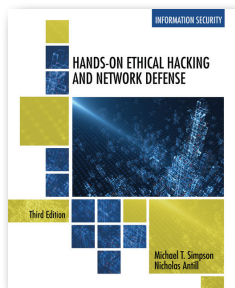
market-leading introductory book emphasizes all the aspects of information security -- not just the technical control perspective. Students gain a broad overview of the entire field of information security and related elements with the detail to ensure understanding. Students review terms used in the field, a history of the discipline, and an overview of how to manage an information security program. Current and relevant, this edition highlights the latest practices with fresh examples that explore the impact of emerging technologies, such as the Internet of Things, Cloud Computing, and DevOps. Updates address technical security controls, emerging legislative issues, digital forensics, and ethical issues in IS security, making it ideal for business decision-makers.

## HANDS-ON ETHICAL HACKING AND NETWORK DEFENSE, 3E

Michael T. Simpson; Nicholas Antill

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Cyber-terrorism and corporate espionage are increasingly common and devastating threats, making trained network security professionals more important than ever. This timely text helps you gain the knowledge and skills to protect networks using the

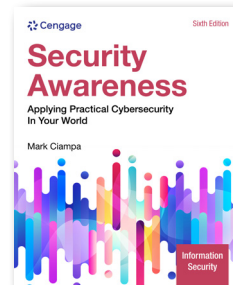
tools and techniques of an ethical hacker. The authors begin by exploring the concept of ethical hacking and its practitioners, explaining their importance in protecting corporate and government data from cyber attacks. The text then provides an in-depth guide to performing security testing against computer networks, covering current tools and penetration testing methodologies. Updated for today's cyber security environment, the Third Edition of this trusted text features new computer security resources, coverage of emerging vulnerabilities and innovative methods to protect networks, a new discussion of mobile security, and information on current federal and state computer crime laws, including penalties for illegal computer hacking.

## SECURITY AWARENESS: APPLYING PRACTICAL CYBERSECURITY IN YOUR WORLD, 6E

Mark Ciampa, Western Kentucky University

© 2024, 192pp, Paperback, 9780357883761

eBook



Designed to provide you with the knowledge and skills needed to protect your technology devices from increasingly sophisticated cyberattacks, SECURITY AWARENESS: APPLYING PRACTICAL CYBERSECURITY IN YOUR WORLD, 6th

EDITION continues to present the same practical information that has made previous editions so popular. For most students, practical cybersecurity poses daunting challenges: Do I need antivirus software? How can I manage all my passwords? Can I prevent a ransomware attack? Is there a way to make my Web browser secure? What are patches? This text is designed to help you understand the answers to these questions and to protect your devices and even Wi-Fi networks from cyberattacks. In addition, hands-on projects and case studies give you the opportunity to test your knowledge and apply what you have learned.

# OFFICE SUITES

## OFFICE SUITES & APPLICATIONS

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Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® 365® & Office® 2021 Advanced, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its concise, student-

friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

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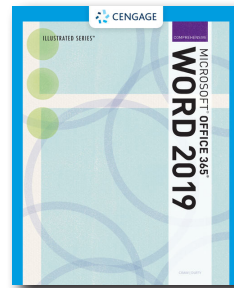
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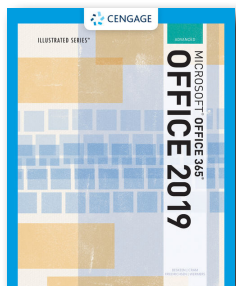
proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

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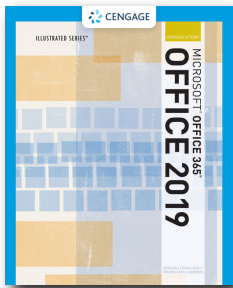


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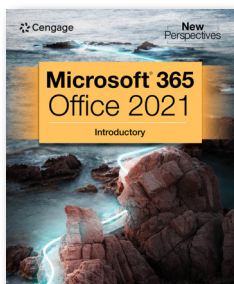
**NEW**

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Develop the Microsoft® Office 365 and Office 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

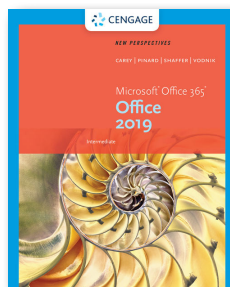
& OFFICE 2019 ADVANCED. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 ADVANCED demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

## NEW PERSPECTIVES MICROSOFT® OFFICE 365 & OFFICE 2019 INTERMEDIATE

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& OFFICE 2019 INTERMEDIATE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & OFFICE 2019 INTERMEDIATE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

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## NEW

## TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES® COLLECTION, MICROSOFT® 365® & OFFICE® 2021

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### MindTap



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Technology for Success and Illustrated Series® Collection, Microsoft® 365® & Office® 2021, 1st edition, helps you quickly master the nuances of Microsoft® Office. Its

concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

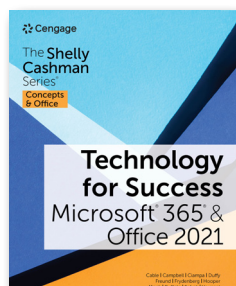
## NEW

### TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021

*Sandra Cable, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens*

© 2023, 992pp, Paperback, 9780357676929

## MindTap



Helping you quickly get up to speed, **TECHNOLOGY FOR SUCCESS AND THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021**, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

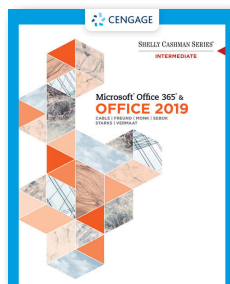
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

### SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365 & OFFICE 2019 INTERMEDIATE

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

© 2020, 976pp, Paperback, 9780357359969

## MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's **MICROSOFT® Office 365® & OFFICE 2019:**

**INTERMEDIATE.** Part of the acclaimed Shelly Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

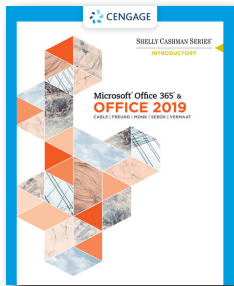


## SHELLY CASHMAN SERIES MICROSOFT® OFFICE 365 & OFFICE 2019 INTRODUCTORY

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in Cable/Freund/Monk/Sebok/Starks/Vermaat's MICROSOFT® Office 365® & OFFICE 2019

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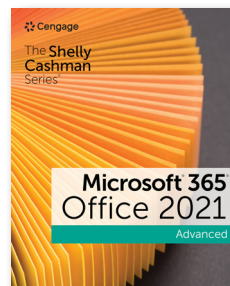
**NEW**

## THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 ADVANCED

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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MindTap



Helping you quickly get up to speed, Cengage's SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 ADVANCED, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

## NEW

### THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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## MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTERMEDIATE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

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## NEW

### THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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## MindTap eBook



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® 365® & OFFICE® 2021 INTRODUCTORY, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

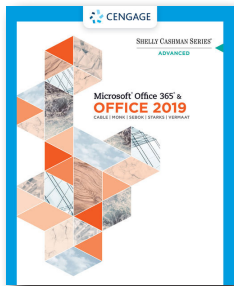
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## SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & OFFICE 2019 ADVANCED

*Sandra Cable, NA; Steven M. Freund, University of Central Florida; Ellen Monk, University of Delaware; Susan L. Sebok, NA*

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### MindTap eBook



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ADVANCED. Part of the acclaimed Shelly Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Office. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

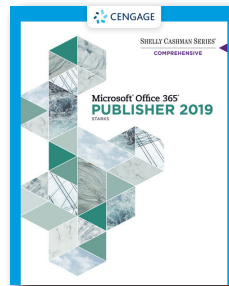
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## SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & PUBLISHER 2019® COMPREHENSIVE

*Joy L. Starks, Indiana University, Purdue University at Indianapolis; Misty E. Vermaat, Purdue University Calumet*

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### MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® OFFICE 365® & PUBLISHER 2019: COMPREHENSIVE. Part of the acclaimed Shelly

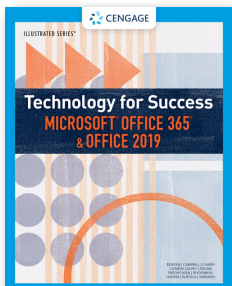
Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Publisher. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers.

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## TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES™ MICROSOFT® OFFICE 365® & OFFICE 2019

David Beskeen, NA; Jennifer T. Campbell, NA; Mark Ciampa, Western Kentucky University; Barbara Clemens

© 2020, 736pp, Paperback, 9780357025680



Whether you're a computer "rookie" looking for a user-friendly presentation or a computer "hotshot" who wants to advance through lessons quickly, you can effectively master Microsoft® Office 2019 and today's computer concepts with

TECHNOLOGY FOR SUCCESS AND ILLUSTRATED SERIES MICROSOFT® OFFICE 365 and OFFICE 2019. Using the popular Illustrated Series' proven approach, this edition breaks topics into manageable lessons that place concepts into context for success in your academic, professional and personal lives. An easy-to-follow presentation of Microsoft® Office 2019 provides an overview of essential skills and introduces a case study for further application. The proven two-page layout guides you with large, full-color screen images that reflect exactly what you should see on your own computer. MindTap and SAM help you further focus your study for results now and success later on the job.

## OPERATING SYSTEMS

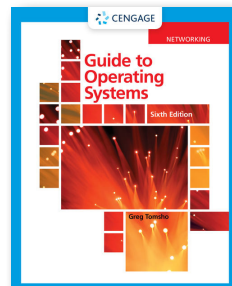
### CONCEPTS

### GUIDE TO OPERATING SYSTEMS, 6E

Greg Tomsho, Yavapai College

© 2021, 608pp, Paperback, 9780357433836

### MindTap



Master the fundamental concepts of computer operating systems with Tomsho's GUIDE TO OPERATING SYSTEMS, 6th Edition. An excellent resource for training across different operating systems, this practical text equips you with key theory and

technical information as you work with today's most popular operating systems, including Windows, macOS and Linux platforms. You will learn how general operating systems are organized and function as well as gain hands-on experience with OS installation, upgrading and configuration. Processors, file systems, networking, virtualization, security, device management, storage, OS maintenance and troubleshooting are covered in detail. In addition, the MindTap digital learning solution gives you a wealth of anywhere, anytime learning resources.

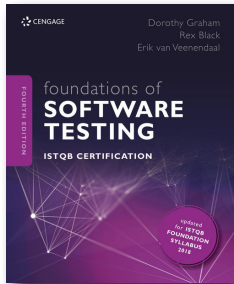
## FOUNDATIONS OF SOFTWARE TESTING, 4E

ISTQB Certification

Rex Black; Rex Black; Dorothy Graham

© 2020, 288pp, Paperback, 9781473764798

**eBook**

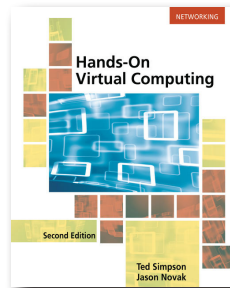


## HANDS ON VIRTUAL COMPUTING, 2E

Ted Simpson, *University of Wisconsin Colleges – Barron County Center*; Jason Novak, *Wisconsin Indianhead Technical College*

© 2018, 480pp, Paperback, 9781337101936

**MindTap eBook**



Prepare for today's dramatically changing IT world with the insights and timely instruction in HANDS-ON VIRTUAL COMPUTING, 2E. This unique book combines current theory and emerging concepts with practical hands-on activities and projects to help you

master virtualization and learn to apply those skills in real world scenarios. You gain experience working with the latest virtualization technology and learn the differences between the two major leaders in virtualization products -- VMware and Microsoft. Specific chapters address Oracle VirtualBox, VMware Workstation, Microsoft Hyper-V, VMware vSphere, and virtualization in software-defined data centers. You develop the solid understanding of virtualization concepts and products that you need to advance within your IT career.



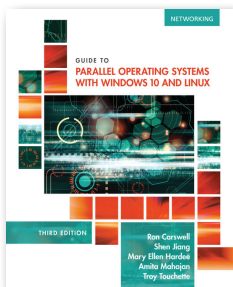
## LINUX

### GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS® 10 AND LINUX, 3E

Ron Carswell, *San Antonio College, San Antonio, Texas, Professor Emeritus*; Shen Jiang, *San Antonio College, Assistant Professor*; Mary Ellen Hardee, *San Antonio College, Adjunct Professor*; Amita Mahajan, *San Antonio College, Adjunct Professor*

© 2017, 640pp, Paperback, 9781305107120

#### eBook



Examine two of the most prominent operating systems -- Windows 10 and Linux CentOS7 -- in parallel with the unique approach found only in **GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS 10 AND LINUX, 3E**. Rather than using a

compare and contrast model, the book presents each topic conceptually before demonstrating it simultaneously on both operating systems. You are able to switch instantly between Windows 10 and Linux CentOS 7 to complete the myriad of hands-on activities that reinforce the similarities between the two operating systems for each conceptual task. The text's virtualization approach provides flexibility that enables you to use Microsoft® Hyper-V Client, Oracle® VirtualBox, or VMWare Workstation. This comprehensive guide helps you develop the competencies you need in Windows 10 and Linux to maximize success in today's classroom as well as in tomorrow's business environment.

## MICROSOFT WINDOWS

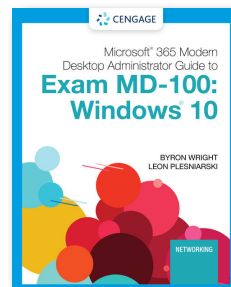
### MICROSOFT 365 MODERN DESKTOP ADMINISTRATOR GUIDE TO EXAM MD-100

Windows 10

Byron Wright; Leon Plesniarski

© 2022, 592pp, Paperback, 9780357501757

#### MindTap



Wright/Plesniarski's **MICROSOFT® SPECIALIST GUIDE TO MICROSOFT EXAM MD-100: WINDOWS 10** ensures you are well prepared for the Microsoft® exam as well as a successful career in system administration. Completely up to date, this student-

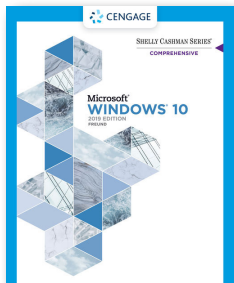
friendly guide walks you step by step through all aspects of installing, configuring and maintaining Windows 10 as a client operating system. Engaging exercises throughout enable you to experience the processes involved in Windows 10 configuration and management -- with plenty of troubleshooting tips that offer solutions to common problems. Review Questions help you prepare for the Microsoft® certification exam, while Case Projects provide practice in situations that must be managed in a live networking environment. Giving you added flexibility, labs can be completed on physical or virtual machines. Also available: MindTap digital learning solution.

## SHELLY CASHMAN SERIES® MICROSOFT® / WINDOWS® 10 COMPREHENSIVE 2019

Steven M. Freund, *University of Central Florida*

© 2020, 530pp, Paperback, 9780357123867

MindTap **eBook**



Introduce your students to the important new features that the latest version of Microsoft® Office has to offer with the focused approach found in MICROSOFT® Office 365® & WINDOWS 2019: COMPREHENSIVE. Part of the acclaimed Shelly

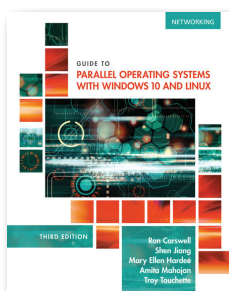
Cashman Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® Windows. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

## GUIDE TO PARALLEL OPERATING SYSTEMS WITH WINDOWS® 10 AND LINUX, 3E

Ron Carswell, *San Antonio College, San Antonio, Texas, Professor Emeritus*; Shen Jiang, *San Antonio College, Assistant Professor*; Mary Ellen Hardee, *San Antonio College, Adjunct Professor*; Amita Mahajan, *San Antonio College, Adjunct Professor*

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**eBook**



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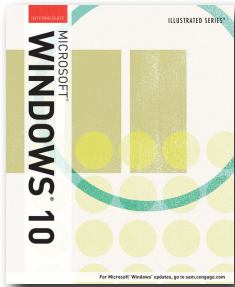
## ILLUSTRATED MICROSOFT®WINDOWS 10

Intermediate

*Barbara Clemens*

© 2017, 185pp, Paperback, 9781305656581

**MindTap eBook**



No matter what your level of experience, ILLUSTRATED MICROSOFT® WINDOWS® 10: INTERMEDIATE equips you with the skills to master Microsoft® Windows® 10. This book's practical, user-friendly format allows you to work through one entire lesson without turning a

page. The streamlined text gets you up and running right away as you work with the latest features of Windows® 10. You learn to utilize the new user interface, work with the Charms bar, start an app, work with multiple windows, managing files, and more.

## NEW PERSPECTIVES MICROSOFT® WINDOWS® 10

Intermediate

*Lisa Ruffolo*

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Discover a unique, critical-thinking approach to mastering Microsoft® Windows 10 concepts and skills with NEW PERSPECTIVES MICROSOFT® WINDOWS 10 INTERMEDIATE. Using in-depth coverage, this book highlights the most

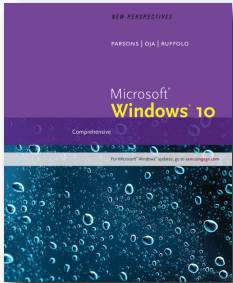
important new features in the Windows 10 Operating System, including Cortana, the new Edge browser, and new search functions. As part of the acclaimed New Perspectives Series, this intermediate edition offers proven learning features to help you retain and apply information, no matter what your learning style. A dynamic Visual Overview at the beginning of each module graphically overviews the content and serves as a study guide for later use. ProSkills Boxes provide information about professional skills that relate to the module's content. Troubleshoot Exercises let you apply your skills in a critical-thinking setting.

## NEW PERSPECTIVES MICROSOFT®WINDOWS 10 Comprehensive

*Lisa Ruffolo*

© 2017, 608pp, Paperback, 9781305579385

### MindTap eBook



Discover a unique, critical-thinking approach to mastering Windows® 10 concepts and skills with NEW PERSPECTIVES MICROSOFT® WINDOWS® 10: COMPREHENSIVE. In addition to in-depth coverage of essential topics, this book highlights

some of the coolest new features in the Windows® 10 Operating System, including Cortana, the new Edge browser, and new search functions. As part of the acclaimed New Perspectives Series, this complete edition offers proven learning features to help you absorb key information, no matter what your learning style. A dynamic Visual Overview at the beginning of each module gives you a graphic preview of content and serves as a study guide for later use. ProSkills Boxes provide you with information about professional skills that relate to the module's content. Troubleshoot Exercises let you apply your skills in a critical-thinking setting. Trust NEW PERSPECTIVES MICROSOFT® WINDOWS® 10: COMPREHENSIVE for all of the MS Windows® skills you need.

## PC REPAIR/A+

### PC REPAIR/A+

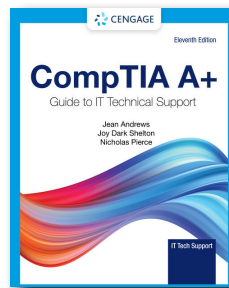
#### NEW EDITION

## COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 11E

*Jean Andrews; Joy Dark; Jill West, Georgia Northwestern  
Technical College*

© 2023, 1164pp, Hardback, 9780357674161

### MindTap



Using a step-by-step, highly visual approach, Andrews/Dark Shelton/Pierce's bestselling COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 11th edition, teaches you how to work with users as well as install, maintain, troubleshoot and network computer hardware

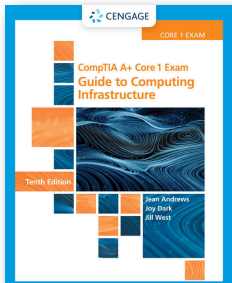
and software. Ensuring you are well prepared for 220-1101 and 220-1102 certification exams, each module covers core and advanced topics while emphasizing practical application of the most current technology, techniques and industry standards. You will study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices, Windows 10, macOS and Linux. Digital lab manuals, live virtual machine labs, simulations, auto-graded quizzes and interactive activities provide additional preparation for the certification exam -- and your role as an IT support technician or administrator.

## COMPTIA A+ CORE 1 EXAM, 10E Guide to Computing Infrastructure

*Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College*

© 2020, 608pp, Hardback, 9780357108376

### MindTap eBook



Master the details of IT technical support as best-selling authors Andrews, West and Dark explain how to work effectively with users as well as how to install, maintain and troubleshoot computer hardware and networks in the leading COMPTIA A+

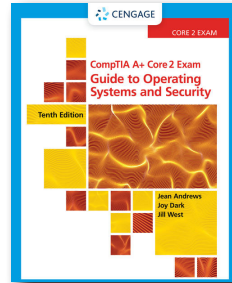
**CORE 1 EXAM: GUIDE TO COMPUTING INFRASTRUCTURE, 10E.** This step-by-step, highly visual approach uses CompTIA A+ Exam objectives as a framework to prepare you for the 220-1001 certification exam. Each chapter covers core and advanced topics while emphasizing practical applications of the most current technology, techniques and industry standards in IT today. You learn by doing with this edition's expanded coverage of the latest hardware, security, mobile device support, cloud computing and virtualization. Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide additional certification test prep and interactive activities to prepare you for a role as a professional IT support technician

## COMPTIA A+ CORE 2 EXAM, 10E Guide to Operating Systems and Security

*Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College*

© 2020, 688pp, Hardback, 9780357108505

### MindTap eBook



Introduce IT technical support as best-selling authors and educators Andrews, West and Dark explain how to work with users as well as install, maintain, secure and troubleshoot software in COMPTIA A+ CORE 2

**EXAM: GUIDE TO OPERATING SYSTEMS AND SECURITY, 10E.** This step-by-step, highly visual approach uses CompTIA A+ Exam objectives as a framework to prepare students for the 220-1002 certification exam. Extensive updates reflect the most current technology, techniques and industry standards in IT support. Each chapter covers core and advanced topics with an emphasis on practical application and learning by doing. Additional coverage explores the latest developments in security, Active Directory, operational procedures, the basics of scripting, mobile operating systems, virtualization, remote support and Windows 10. In addition, Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide certification test prep and interactive activities to prepare future IT support technicians.

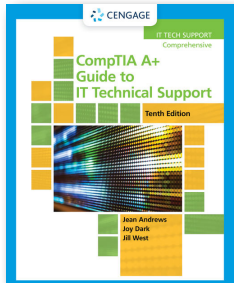


## COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E

Jean Andrews; Joy Dark; Jill West, Georgia Northwestern Technical College

© 2020, 1164pp, Hardback, 9780357108291

### MindTap eBook



Master the details of IT technical support as Andrews/Dark/West's comprehensive COMPTIA A+ GUIDE TO IT TECHNICAL SUPPORT, 10E explains how to work with users as well as install, maintain, troubleshoot and network computer hardware

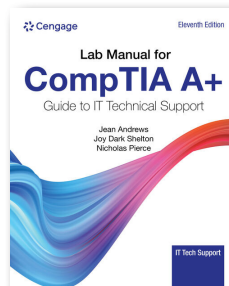
and software. This step-by-step, highly visual, best-selling approach uses CompTIA A+ Exam objectives as a framework to prepare you for 220-1001 and 220-1002 certification exams. Each chapter covers core and advanced topics while emphasizing practical application of the most current technology, techniques and industry standards. You study the latest hardware, security, Active Directory, operational procedures, basics of scripting, virtualization, cloud computing, mobile devices and Windows 10. Lab Manuals, CourseNotes, online labs and optional MindTap online resources provide additional certification test preparation and interactive activities to prepare you for a role as an IT support technician or administrator.

### NEW EDITION

## LAB MANUAL FOR COMPTIA A+ GUIDE TO INFORMATION TECHNOLOGY TECHNICAL SUPPORT, 11E

Jean Andrews; Joy Dark; Nicholas Pierce, Virginia Peninsula Community College

© 2023, Paperback, 9780357674567



The Laboratory Manual is a valuable tool designed to enhance your lab experience. Lab activities, objectives, materials lists, step-by-step procedures, illustrations, and review questions are commonly found in a Lab Manual.

# PRESENTATION TOOLS

## MICROSOFT POWERPOINT

**NEW**

### ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & POWERPOINT® 2021 COMPREHENSIVE

*David Beskeen, NA*

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**MindTap**



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® Office 365® & PowerPoint® 2021 Comprehensive, 2nd edition, helps you quickly master the nuances of

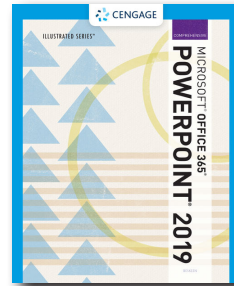
Microsoft® Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

### ILLUSTRATED MICROSOFT®OFFICE 365 & POWERPOINT® 2019 COMPREHENSIVE

*David Beskeen, NA*

© 2020, 248pp, Paperback, 9780357025710

**MindTap eBook**

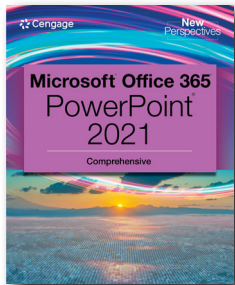


Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & POWERPOINT 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

**NEW****NEW PERSPECTIVES COLLECTION,  
MICROSOFT® 365® & POWERPOINT®  
2021 COMPREHENSIVE***Cengage Learning*

© 2023, 464pp, Paperback, 9780357672259

**MindTap**

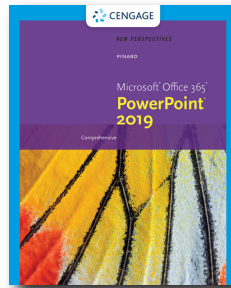
Using a unique in-depth, case-based approach, Cengage's MICROSOFT® 365® & POWERPOINT® 2021 COMPREHENSIVE helps you prepare for the Microsoft® Office® Specialist (MOS ) certification exam and success in your future career. As you apply

Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft® 365® features and enhanced support for Mac users are also included. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

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**NEW PERSPECTIVES  
MICROSOFT® OFFICE 365  
& POWERPOINT® 2019  
COMPREHENSIVE***Katherine T. Pinard*

© 2020, 464pp, Paperback, 9780357026168

**MindTap eBook**

Develop the Microsoft® Office 365 and PowerPoint 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

& POWERPOINT 2019: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

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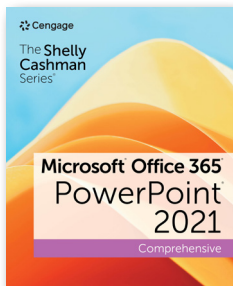
**NEW**

## THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® 2021 COMPREHENSIVE

*Susan L. Sebok, NA*

© 2023, 560pp, Paperback, 9780357677056

### MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® 2021 COMPREHENSIVE includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

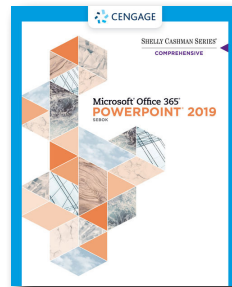
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

## SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & POWERPOINT® 2019 COMPREHENSIVE

*Susan L. Sebok, NA*

© 2020, 976pp, Paperback, 9780357026410

### MindTap eBook



Introduce your students to the important new features that the latest version of Microsoft® PowerPoint has to offer with the focused approach found in Microsoft® Office 365® & PowerPoint® 2019 Comprehensive. Part of the acclaimed Shelly Cashman

Series®, this edition continues the series' strong history of innovation with an enhanced learning approach designed to engage students, improve retention and prepare learners for success with Microsoft® PowerPoint®. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought and personalization while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

# PROGRAMMING

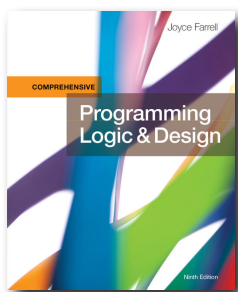
## CONCEPTS

### PROGRAMMING LOGIC & DESIGN, COMPREHENSIVE, 9E

Joyce Farrell

© 2018, 656pp, Paperback, 9781337102070

#### MindTap eBook



Prepare for programming success as you learn the fundamental principles of developing structured program logic with Farrell's fully revised **PROGRAMMING LOGIC AND DESIGN, COMPREHENSIVE, 9E**.

Ideal for mastering

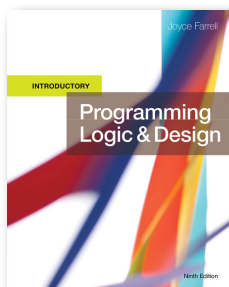
foundational programming, this popular book takes a unique, language-independent approach to programming with a distinctive emphasis on modern conventions. Noted for its clear writing style and complete coverage, the book eliminates highly technical jargon while introducing you to universal programming concepts and encouraging a strong programming style and logical thinking. Frequent side notes and Quick Reference boxes provide concise explanations of important programming concepts. Each chapter also contains learning objectives, a concise summary, and a helpful list of key terms. End-of-chapter material ensures your comprehension with multiple-choice review, programming and debugging exercises, and a maintenance exercise that encourages you to improve working logic.

### PROGRAMMING LOGIC AND DESIGN, INTRODUCTORY, 9E

Joyce Farrell

© 2018, 384pp, Paperback, 9781337109635

#### MindTap eBook



Prepare for programming success by learning the fundamental principles of developing structured program logic with Farrell's **PROGRAMMING LOGIC AND DESIGN: INTRODUCTORY, 9E**. Widely used in foundational programming courses, this

popular book takes a unique, language-independent approach to programming with a distinctive emphasis on modern conventions. Noted for its clear, concise writing style, the book eliminates highly technical jargon while introducing universal programming concepts and encouraging a strong programming style and logical thinking. Frequent side notes and Quick Reference boxes provide concise explanations of important programming concepts. Each chapter also begins with a list of objectives and provides a concise summary and a list of key terms. End-of-chapter practice offers multiple-choice review questions, programming and gaming exercises, debugging exercises, and a maintenance exercise that challenges you to improve the working logic presented.



## MICROSOFT VISUAL BASIC

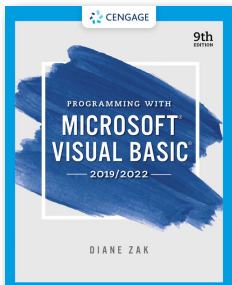
### NEW EDITION

## PROGRAMMING WITH MICROSOFT VISUAL BASIC 2019/2022, 9E

*Diane Zak, N/A*

© 2023, 960pp, Paperback, 9780357674000

### MindTap



With **PROGRAMMING WITH MICROSOFT VISUAL BASIC 2019/2022** by bestselling technology author Diane Zak, even readers with no prior programming experience can quickly learn how to effectively plan and create interactive Visual Basic

2019/2022 applications. A dynamic visual presentation, timely examples, step-by-step tutorials and practical exercises addressing a variety of learning styles make this the ideal introduction to programming. Through hands-on applications in a real-world setting, you will master the fundamentals of effective programming while working through Visual Basic 2019/2022's latest features. In addition to planning and creating your own Windows applications, you will learn about graphical user interface design skills, object-oriented programming concepts and planning tools such as Planning Charts, pseudocode and flowcharts. Also available: MindTap online learning platform.

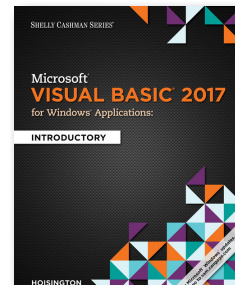
## MICROSOFT VISUAL BASIC 2017 FOR WINDOWS APPLICATIONS

Introductory

*Corinne Hoisington, N/A*

© 2018, 520pp, Paperback, 9781337279208

### MindTap



Prepare for the number one job in today's tech sector -- app development -- as you learn the essentials of Microsoft® Visual Basic. The step-by-step, visual approach and professional programming opportunities in **MICROSOFT® VISUAL BASIC® 2017 FOR**

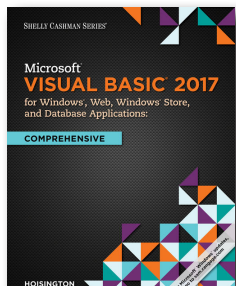
**WINDOWS® APPLICATIONS: INTRODUCTORY** lay the initial groundwork for a successful degree in IT programming. You gain a fundamental understanding of Windows® programming for 2017. This edition's innovative approach blends visual demonstrations of professional-quality programs with in-depth discussions of today's most effective programming concepts and techniques. You practice what you've learned with numerous real programming assignments in each chapter that equip you to program independently at your best.

## MICROSOFT VISUAL BASIC 2017 FOR WINDOWS, WEB, AND DATABASE APPLICATIONS: COMPREHENSIVE

Corinne Hoisington, N/A

© 2018, 752pp, Paperback, 9781337102117

### MindTap eBook



Prepare for the number one job in today's tech sector -- app development -- as you learn the essentials of Microsoft® Visual Basic. The step-by-step, visual approach and professional programming opportunities in MICROSOFT® VISUAL BASIC® 2017 FOR

WINDOWS® APPLICATIONS: INTRODUCTORY lay the initial groundwork for a successful degree in IT programming. You gain a fundamental understanding of Windows® programming for 2017. This edition's innovative approach blends visual demonstrations of professional-quality programs with in-depth discussions of today's most effective programming concepts and techniques. You practice what you've learned with numerous real programming assignments in each chapter that equip you to program independently at your best.

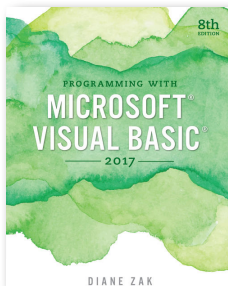
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## PROGRAMMING WITH MICROSOFT VISUAL BASIC 2017, 8E

Diane Zak, N/A

© 2018, 912pp, Paperback, 9781337102124

### MindTap eBook



Learn to master the fundamentals of effective programming as you work through Visual Basic 2017's latest features with the wealth of hands-on applications in this book's engaging real-world setting. PROGRAMMING WITH MICROSOFT® VISUAL

BASIC® 2017, 8E by best-selling technology author Diane Zak offers you an ideal introduction to programming with a dynamic visual presentation, step-by-step tutorials, and strategically placed activity boxes. New hands-on applications, timely examples, and practical exercises address a variety of learning preferences. Even if you have no prior programming experience, you will learn how to effectively plan and create interactive Visual Basic 2017 applications. To ensure your success, this edition is available with MindTap, the digital learning solution that powers students from memorization to mastery. It gives you complete control of your course—to provide engaging content, to challenge every individual, and to build their programming confidence. Empower students to accelerate their progress with MindTap with an interactive eBook, auto-graded quizzing, study tools, and helpful videos created and narrated by the author.

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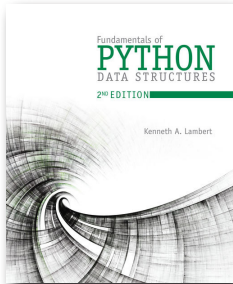
## OPEN SOURCE

### FUNDAMENTALS OF PYTHON, 2E Data Structures

*Kenneth Lambert, Washington and Lee University*

© 2019, 448pp, Paperback, 9780357122754

**MindTap eBook**



Whether you are a computer programming student, hobbyist or professional, Lambert's **FUNDAMENTALS OF PYTHON™: DATA STRUCTURES, 2E** offers the perfect introduction to object-oriented design and data structures using the

popular Python™ programming language. The level of instruction is ideal if you've had at least one semester of programming experience in an object-oriented language, such as Java™, C++ or Python™. Step-by-step explanations and focused exercises clearly explain the design of collection classes with polymorphism and inheritance and multiple implementations of collection interfaces. This edition also addresses the analysis of the space/time tradeoffs of different collection implementations and, specifically, array-based implementations and link-based implementations. You learn to work with collections, including sets, lists, stacks, queues, trees, dictionaries and graphs. Prepare for success with **FUNDAMENTALS OF PYTHON™: DATA STRUCTURES, 2E**.

## PROGRAMMING LANGUAGES

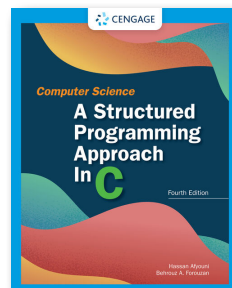
**NEW EDITION**

### COMPUTER SCIENCE: A STRUCTURED PROGRAMMING APPROACH IN C, 4E

A Structured Programming Approach in C  
*Cengage Learning*

© 2023, 1184pp, Paperback, 9780357506134

**eBook**



Ideal for a first course in the C programming language, Afyouni/Forouzan's **COMPUTER SCIENCE: A STRUCTURED PROGRAMMING APPROACH IN C, 4th edition**, introduces you to both computer science theory and C-language

syntax using a principle-before-implementation approach. Combining a clear organizational structure with easy-to-follow figures, charts and tables, the text helps you sharpen your logic, problem-solving skills and understanding of fundamental CS concepts and software engineering through hands-on programming assignments and applications. In addition, two all-new chapters are devoted to Pointers and Recursion.

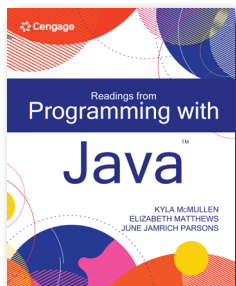
**NEW**

## READINGS FROM PROGRAMMING WITH JAVA

*Cengage Learning; Elizabeth Matthews, Washington and Lee University; June Jamrich Parsons, MediaTechnics Corporation*

© 2023, 608pp, Paperback, 9780357637906

**MindTap eBook**



Ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH JAVA uses a beginner's approach that combines conceptual content with rich examples and hands-on learning activities.

Straightforward and student friendly, it emphasizes fundamental computer concepts from a Java programming approach in a clear presentation with little technical jargon. Modules introduce key computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures ensure you have a thorough understanding of today's computing concepts. As you build on your computer science knowledge, you will also strengthen your critical-thinking and problem-solving skills -- and confidence.

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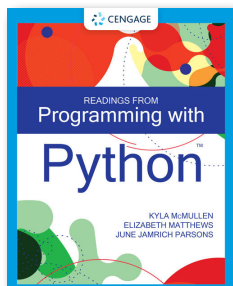
**NEW**

## READINGS FROM PROGRAMMING WITH PYTHON

*Cengage Learning; Elizabeth Matthews, Washington and Lee University; June Jamrich Parsons, MediaTechnics Corporation*

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**MindTap eBook**



Ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH PYTHON uses a beginner's approach that combines conceptual content with rich examples and hands-on learning

activities. Straightforward and student friendly, it emphasizes fundamental computer concepts from a Python programming perspective using a clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments, while real-world examples, streamlined code and descriptive figures help you better understand today's computing concepts. As you strengthen your computer science knowledge, you will also sharpen critical-thinking and problem-solving skills -- and build confidence.

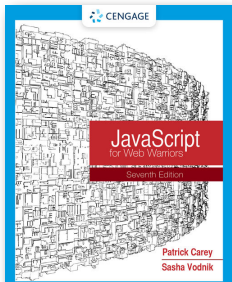
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## JAVASCRIPT FOR WEB WARRIORS, 7E

*Cengage Learning; Sasha Vodnik*

© 2022, 736pp, Paperback, 9780357638002

### MindTap



Learn to use JavaScript, the popular scripting language that allows web page authors to develop interactive web pages and sites. Carey/Vodnik's JAVASCRIPT FOR WEB WARRIORS, Seventh Edition introduces a variety of techniques that focus on

what you need to know to begin using JavaScript right away. Step-by-step tasks within each chapter highlight particular techniques essential for building actual JavaScript programs. Guided activities reinforce skills and build in complexity as you progress. You also study debugging techniques. Using accompanying MindTap digital resources, you read and immediately practice with embedded JavaScript coding exercises in an authentic integrated development environment (IDE). Learning objectives, summaries, review and key terms highlight major concepts while reinforcement exercises let you further practice new techniques. After completing your course, you will be able to use JavaScript to build professional quality web applications.

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### NEW EDITION

## JAVA PROGRAMMING, 10E

*Joyce Farrell*

© 2023, 896pp, Paperback, 9780357673423

### MindTap eBook



Discover the power of Java for developing applications today with the engaging, hands-on approach in Farrell's JAVA PROGRAMMING, 10th edition. Even if you're a first-time programmer, JAVA PROGRAMMING can show you step-by-step how

to quickly start developing useful programs, all while mastering the basic principles of structured and object-oriented programming. Up-to-date, reader-friendly explanations and meaningful programming and collaboration exercises emphasize business applications, while useful debugging exercises and contemporary case problems further expand your understanding. Offering anywhere, anytime learning, MindTap equips you with an additional online learning platform, interactive learning tools and auto-graded coding labs for practicing and expanding your skills.

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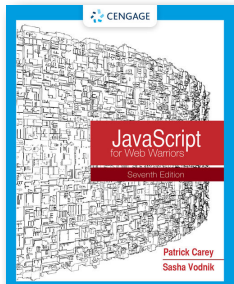


## JAVASCRIPT FOR WEB WARRIORS, 7E

*Cengage Learning; Sasha Vodnik*

© 2022, 736pp, Paperback, 9780357638002

### MindTap



Learn to use JavaScript, the popular scripting language that allows web page authors to develop interactive web pages and sites. Carey/Vodnik's JAVASCRIPT FOR WEB WARRIORS, Seventh Edition introduces a variety of techniques that focus on

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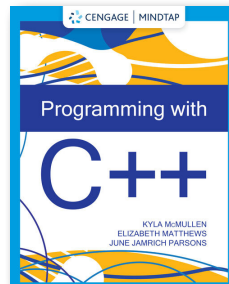
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## READINGS FROM PROGRAMMING WITH C++

*June Jamrich Parsons, MediaTechnics Corporation; Elizabeth Matthews, Washington and Lee University; Elizabeth Matthews, Washington and Lee University*

© 2022, 400pp, Paperback, 9780357637753

### MindTap



Using a beginner's approach that's ideal for anyone who has never programmed, McMullen/Matthews/Parsons' READINGS FROM PROGRAMMING WITH C++ helps you develop a useful understanding of computer science while

equipping you with the skills to use C++ programming language. This interesting, straightforward approach to programming emphasizes fundamental computer concepts using a programming language-independent approach and clear presentation with little technical jargon. Modules introduce important computer science concepts, procedural programming and object-oriented programming in short segments. Relevant real-world examples, streamlined code and descriptive figures help you better understanding today's computing concepts. You can tackle the learning modules in any order, interspersing conceptual modules with hands-on programming modules. You even refine critical-thinking and problem-solving skills as you strengthen computer science skills and build your confidence.

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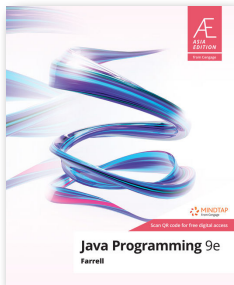
## AE JAVA PROGRAMMING, 9E

Joyce Farrell

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MindTap

AsiaTitle



Introduce your beginning programmers to the power of Java™ for developing applications with the engaging, hands-on approach in Farrell's JAVA PROGRAMMING, 9E. With this dynamic text, even first-time programmers can quickly develop useful

programs while mastering the basic principles of structured and object-oriented programming. This edition presents reader-friendly explanations and meaningful programming exercises that highlight today's business applications, game creation, debugging exercises, and case problems. You'll find additional resources to equip new Java programmers with digital tools within MindTap, including interactive teaching and learning tools and coding IDE (Integrated Development Environment) labs.

## JAVA PROGRAMMING, 9E

Joyce Farrell

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MindTap eBook



Discover the power of Java™ for developing applications today when you trust the engaging, hands-on approach in Farrell's JAVA PROGRAMMING, 9E. Even if you're a first-time programmer, JAVA PROGRAMMING can show

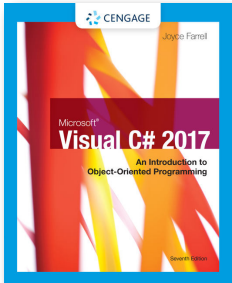
you how to quickly start developing useful programs, all while still mastering the basic principles of structured and object-oriented programming. Unique, reader-friendly explanations and meaningful programming exercises emphasize business applications and game creation while useful debugging exercises and contemporary case problems further expand your understanding. Additional digital learning resources within MindTap provide interactive learning tools as well as coding IDE (Integrated Development Environment) labs for practicing and expanding your skills.

## MICROSOFT VISUAL C#: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E

Joyce Farrell

© 2018, 784pp, Paperback, 9781337102100

### MindTap eBook



Develop the strong programming skills you need for professional success with Farrell's MICROSOFT® VISUAL C# 2017: AN INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING, 7E. Approachable examples and a clear, straightforward

style help you build a solid understanding of both structured and object-oriented programming concepts. You master critical principles and techniques that easily transfer to other programming languages. This new edition incorporates the most recent versions of both C# and Visual Studio 2017 to ensure you have the contemporary skills required in business today. Short “You Do It” hands-on features; video lessons for each chapter; and a variety of new debugging exercises, programming exercises, and running case studies help prepare you for success in today’s programming environment. New MindTap online resource offers coding labs and additional assessment, in addition to a full eReader. Discover the tools and expertise you need for programming success.

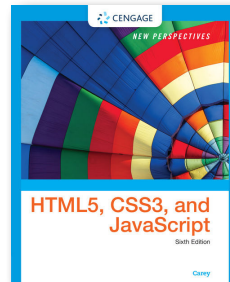
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## NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E

Patrick M. Carey, University of Wisconsin

© 2018, 1336pp, Paperback, 9781305503922

### MindTap eBook



Discover the thorough instruction you need to build dynamic, interactive Web sites from scratch with NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E. This user-friendly book provides comprehensive coverage of HTML, CSS, and JavaScript

with an inviting approach that starts with the basics and does not require any prior knowledge on the subject. Detailed explanations of key concepts and skills make even the most challenging topics clear and accessible. Case scenarios and case problems place the most complex concepts within an understandable and practical context. You develop important problem solving skills as you work through realistic exercises. Proven applications and an interesting approach help you retain the material and apply what you’ve learned in a professional environment.

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# SOFT SKILLS

## SOFT SKILLS

### NEW PERSPECTIVES PORTFOLIO PROJECTS FOR SOFT SKILLS, 2E

*Beverly Amer, Northern Arizona University*

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#### eBook



NEW PERSPECTIVES PORTFOLIO PROJECTS FOR SOFT SKILLS, 2E helps your students develop the critical soft skills that they need to thrive in academic pursuits, land a dream job, and flourish in the workplace.

### ILLUSTRATED COURSE GUIDES : PROBLEM SOLVING AND DECISION MAKING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Problem Solving and Decision Making - Soft Skills for a Digital Workplace

*Jeff Butterfield, Western Kentucky University*

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#### MindTap eBook



Give your students a 360-degree education and career advantage with ILLUSTRATED COURSE GUIDES: PROBLEM-SOLVING AND DECISION MAKING - SOFT SKILLS FOR A DIGITAL WORKPLACE. Part of the Illustrated Series Soft Skills,

this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Timeless information highlights marketable skills that students need for success in the technological workplace. This book addresses 40 critical skills that equip your students with extensive knowledge they can bring with them into today's real world.

## ILLUSTRATED COURSE GUIDES : PROFESSIONALISM - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E, 2E

Professionalism - Soft Skills for a Digital Workplace

*Jeff Butterfield, Western Kentucky University*

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**MindTap eBook**



Give your students the professional skills needed for success throughout their education and career with ILLUSTRATED COURSE GUIDES : PROFESSIONALISM - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E. Part of the acclaimed

ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Each book addresses 40 critical skills, providing your students with extensive knowledge they can bring with them into the professional world.

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## ILLUSTRATED COURSE GUIDES : TEAMWORK & TEAM BUILDING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E, 2E

Teamwork & Team Building - Soft Skills for a Digital Workplace

*Jeff Butterfield, Western Kentucky University*

© 2017, 142pp, Paperback, 9781337119276

**MindTap eBook**



Give your students the teamwork skills needed for success throughout their education and career with ILLUSTRATED COURSE GUIDES: TEAMWORK AND TEAM BUILDING - SOFT SKILLS FOR A DIGITAL WORKPLACE, 2E. Part of the acclaimed

ILLUSTRATED SOFT SKILLS SERIES, this book makes it easy to teach students the essential team building and other soft skills necessary to succeed in today's competitive workplace. Each book addresses 40 critical skills, providing your students with extensive knowledge they can bring with them into the real world.

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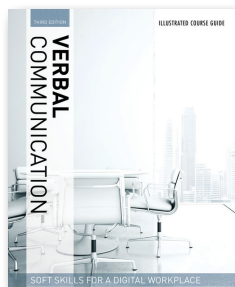
## ILLUSTRATED COURSE GUIDES : VERBAL COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Verbal Communication - Soft Skills for a Digital Workplace

*Jeff Butterfield, Western Kentucky University*

© 2017, 136pp, Paperback, 9781337119283

**MindTap eBook**



Give your students the professional communication skills needed for success throughout their education and careers with ILLUSTRATED COURSE GUIDES: VERBAL COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E. Part of

the acclaimed ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series, makes it easy to teach students the essential soft skills necessary to succeed in today's competitive workplace. Timeless information highlights marketable verbal skills that students need for success in today's technological business world. This text delves into the importance of effective, professional, and polite verbal communication -- from speaking with clients to everyday dialogue with colleagues.

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## ILLUSTRATED COURSE GUIDES : WRITTEN COMMUNICATION - SOFT SKILLS FOR A DIGITAL WORKPLACE, 3E

Written Communication - Soft Skills for a Digital Workplace

*Jeff Butterfield, Western Kentucky University*

© 2017, 136pp, Paperback, 9781337119290

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the acclaimed ILLUSTRATED SOFT SKILLS SERIES, this book, like all others in the series makes it easy to teach students the written communication and other essential soft skills necessary to succeed in today's competitive workplace. This text delves into the importance of effective and professional written communication -- from creating professional documentation to E-mail correspondence.

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# SPREADSHEETS

## MICROSOFT EXCEL

**NEW**

### ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & EXCEL® 2021 COMPREHENSIVE

*Lynn Wermers, NA*

© 2023, 304pp, Paperback, 9780357675106

**MindTap eBook**



Including the latest Microsoft 365 features and enhanced support for Mac users, Cengage's Illustrated Series® Collection, Microsoft® Office 365® & Excel® 2021 Comprehensive, 1st edition, helps you quickly master the nuances of Microsoft®

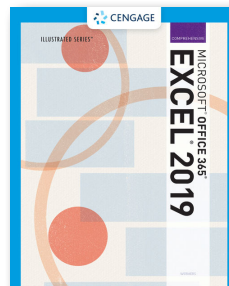
Office. Its concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

### ILLUSTRATED MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

*Lynn Wermers, NA*

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**MindTap eBook**



Now students can master the nuances of Microsoft® Office quickly with ILLUSTRATED MICROSOFT® OFFICE 365 & EXCEL 2019 COMPREHENSIVE, part of today's popular Illustrated Series. This focused, user-friendly approach uses a

proven two-page layout that allows students to work through an entire task without turning the page. Clear Learning Outcomes outline the skills for each lesson, while large full-color screen images reflect exactly what students see on their own computers. Each module begins with a brief overview of the principles covered in the lesson and introduces a real-world case scenario to engage students and reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

**NEW**

## NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & EXCEL® 2021 COMPREHENSIVE

Cengage Learning

© 2023, 912pp, Paperback, 9780357672228

**MindTap eBook**



Using a unique in-depth, case-based approach, Cengage's MICROSOFT® 365® & EXCEL® 2021 COMPREHENSIVE helps you prepare for the Microsoft® Office® Specialist (MOS ) certification exam -- and success in your future career. As you apply

Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. The text also offers updated coverage of Microsoft® 365® features as well as enhanced support for Mac users. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

## NEW PERSPECTIVES MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

Patrick Carey, Westminster Kingsway College

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Develop the Microsoft® Office 365 and Excel 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365

& EXCEL 2019 COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2019 COMPREHENSIVE demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

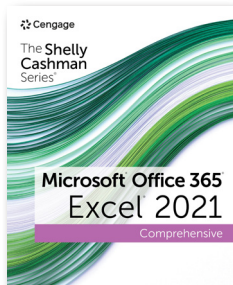
**NEW**

## THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2021 COMPREHENSIVE

*Steven M. Freund, University of Central Florida; Joy L. Starks,  
Indiana University, Purdue University at Indianapolis*

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### MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

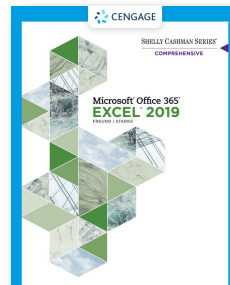
users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

## SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & EXCEL® 2019 COMPREHENSIVE

*Steven M. Freund, University of Central Florida; Joy L. Starks,  
Indiana University, Purdue University at Indianapolis*

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Introduce your students to the latest advancements that Microsoft® Office and Excel® have to offer with MICROSOFT® OFFICE 365 & EXCEL 2019 -- new to the acclaimed Shelly Cashman Series®. MICROSOFT® OFFICE 365 & EXCEL 2019 continues the series'

strong history of innovation with a hallmark learning approach enhanced to address the varied learning styles of today's students. A trademark step-by-step, screen-by-screen approach encourages students to expand their understanding of the software through experimentation, critical thought, and personalization. This new edition and accompanying resources are designed to engage readers and improve retention while also engaging them in real-world scenarios to reinforce critical skills to make them successful in their educational and professional careers. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

# WEB DESIGN & DEVELOPMENT

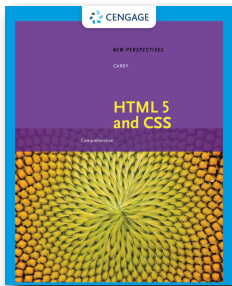
## INTERACTIVE MEDIA DESIGN

### NEW PERSPECTIVES ON HTML 5 AND CSS: COMPREHENSIVE, 8E

Comprehensive  
Patrick M. Carey, University of Wisconsin

© 2021, 936pp, Paperback, 9780357107140

### MindTap eBook



Develop the skills you need to compete successfully in today's high-tech workforce with Carey's NEW PERSPECTIVES ON HTML5 AND CSS3: COMPREHENSIVE, 8E and MindTap digital resources. You learn fundamental design

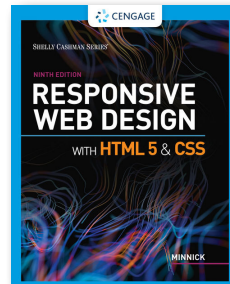
concepts as you build websites based on real-world case scenarios. Specially designed activities help you strengthen your logic, design, troubleshooting and creativity. The projects you complete can even become part of your professional portfolio. You progress from hands-on labs focused on code snippets and debugging to completing assessments and a capstone project. Short Coding Challenges check your understanding of key concepts, while Debugging Challenges teach you how to fix syntax errors in an existing web page. In addition, MindTap's educational integrated development environment (IDE) provides immediate feedback with tutorials, based on realistic case problems, that help you refine problem-solving skills as you develop websites in a professional environment.

### RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9E

Jessica Minnick, Pasco-Hernando Community College

© 2021, 640pp, Paperback, 9780357423837

### MindTap eBook



Equipping you with the most up-to-date tools available, Minnick's RESPONSIVE WEB DESIGN WITH HTML 5 & CSS, 9th edition, teaches you step by step how to design professional quality websites that attract and retain customers.

Packed with best practices and tips from the pros, the text gives you a solid foundation in HTML, CSS and responsive web design. It shows you how to create one website that automatically adapts to mobile, tablet, laptop and desktop devices as well as large monitors. You will learn how to code a webpage to make a phone call from a mobile device, embed a map, use custom fonts, create shortcut navigation menus, integrate social media to promote a business and more. In addition, you will use popular web framework Bootstrap to create a webpage. Also available: MindTap digital learning solution.

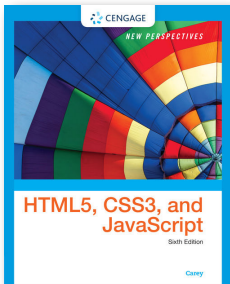


## NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E

Patrick M. Carey, University of Wisconsin

© 2018, 1336pp, Paperback, 9781305503922

### MindTap eBook



Discover the thorough instruction you need to build dynamic, interactive Web sites from scratch with **NEW PERSPECTIVES ON HTML5, CSS3, AND JAVASCRIPT, 6E**. This user-friendly book provides comprehensive coverage of HTML, CSS, and JavaScript

with an inviting approach that starts with the basics and does not require any prior knowledge on the subject. Detailed explanations of key concepts and skills make even the most challenging topics clear and accessible. Case scenarios and case problems place the most complex concepts within an understandable and practical context. You develop important problem solving skills as you work through realistic exercises. Proven applications and an interesting approach help you retain the material and apply what you've learned in a professional environment.

## WORD PROCESSING

### MICROSOFT WORD

#### NEW

### ILLUSTRATED SERIES® COLLECTION, MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE

Jennifer Duffy, NA; Carol M. Cram, Capilano College

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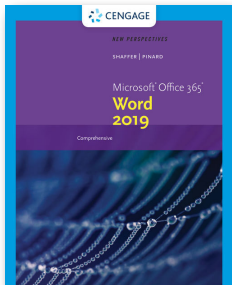
concise, student-friendly approach uses a proven two-page layout that allows you to work through an entire task without turning the page. Each module begins with a brief overview of the principles covered while large, full-color screen images illustrate what you see on your computer. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, and module scenarios are based on Burning Glass market insights data -- helping you sharpen the critical skills you need for real-world success. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

## NEW PERSPECTIVES MICROSOFT® OFFICE 365 & WORD® 2019 COMPREHENSIVE

*Ann Shaffer; Katherine T. Pinard*

© 2020, 688pp, Paperback, 9780357026182

**MindTap eBook**



Develop the Microsoft® Office 365 and Word 2019 skills students need to be successful in college and beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in **NEW PERSPECTIVES MICROSOFT OFFICE 365**

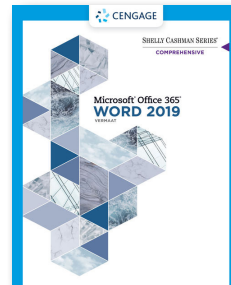
**& WORD 2019 COMPREHENSIVE**. Updated with all-new case scenarios, this edition clearly applies the skills students are learning to real-world situations to make concepts even more relevant across the applications and reinforces critical skills to make them successful in their educational and professional careers. **NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2019 COMPREHENSIVE** demonstrates the importance of what students are learning while strengthening your skills and helping students transfer those skills to other applications and disciplines for further success. In addition, MindTap and updated SAM (Skills Assessment Manager) online resources are available to guide additional study and ensure successful results.

## SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD 2019 COMPREHENSIVE

*Misty E. Vermaat, Purdue University Calumet*

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**MindTap eBook**



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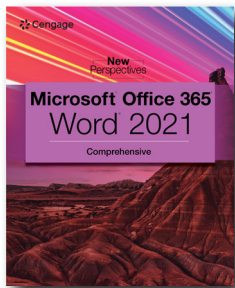
## NEW

### NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & WORD® 2021 COMPREHENSIVE

*Cengage Learning*

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## MindTap



Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT® 365® & WORD® 2021 COMPREHENSIVE thoroughly prepares you for the Microsoft® Office®

Specialist (MOS) certification exam and success in your future career. As you apply Microsoft® Office® skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional skills, tips and insights incorporated throughout provide context and relevancy to real-world practice. The text also offers updated coverage of Microsoft® 365® features as well as enhanced support for Mac users. In addition, MindTap and up-to-date SAM (Skills Assessment Manager) online resources provide interactive study tools to help maximize your study time -- and results.

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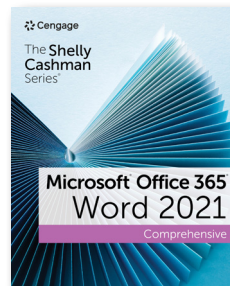
## NEW

### THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE

*Misty E. Vermaat, Purdue University Calumet; Jennifer Duffy, NA*

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## MindTap



Helping you quickly get up to speed, THE SHELLY CASHMAN SERIES® MICROSOFT® OFFICE 365® & WORD® 2021 COMPREHENSIVE, 1st edition, includes the latest on Microsoft 365 and Office 2021 features along with enhanced support for Mac

users. Its trademark step-by-step, screen-by-screen, project-based approach enables you to expand your understanding of Office applications through hands-on experimentation and critical thinking. Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives, reinforcing the critical skills needed for college and career success. Other Ways boxes reveal alternate click paths to achieve a step, while BTW call-outs offer helpful hints as you work through your projects so you can make the most of Microsoft Office tools. In addition, MindTap and SAM (Skills Assessment Manager) online resources help maximize your study time -- and results.

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# Notes

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# Notes



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