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Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language.Any test prep guide is only as good as its practice questions and answer explanations, and that's another area where our guide stands out. The Mometrix test prep team has provided plenty of AFOQT practice test questions to prepare you for what to expect on the actual exam. Each answer is explained in depth, in order to make the principles and reasoning behind it crystal clear.Test Prep Books' aPHR Certification Study Guide: aPHR Study Guide & Practice Exam Questions for the Associate Professional in Human Resources Exam Made by Test Prep Books experts for test takers trying to achieve a great score on the PHR exam. This comprehensive study guide includes: -Quick Overview Find out what's inside this guide! -Test-Taking Strategies Learn the best tips to help overcome your exam! -Introduction Get a thorough breakdown of what the test is and what's on it! -HR Operations -Compensation and Benefits -Human Resource Development and Retention -Employee Relations -Health, Safety, and Security -Practice Questions Practice makes perfect! -Detailed Answer Explanations Figure out where you went wrong and how to improve! Studying can be hard. We understand. That's why we created this guide. Each section of the test has a comprehensive review created by Test Prep Books. These reviews go into detail to cover all of the PHR certification test. The Test Prep Books PHR practice test questions are followed by answer explanations. If you miss a question, it's important to understand why. That way, you can avoid missing it again in the future. The answer explanations will help you learn from your mistakes. Knowing the latest test-taking strategies is essential for the exam. A test taker has to understand the material that is being covered. They also must be familiar with test strategies. These strategies are necessary to properly use the time provided. They also help test takers complete the test without making any errors. Test Prep Books has provided the top test-taking tips. Anyone planning to take this exam should take advantage of this Test Prep Books study guide. Purchase it today to receive access to: -PHR study guide & review materials -Practice test questions -Test-taking strategiesManhattan Prep's 5 lb. Book of ACT Practice Problems is an essential resource for any student taking the ACT. Packed with over 1,800 practice problems covering all topics tested on the exam, this book helps students build fundamental skills through targeted practice. Developed by our expert instructors, the problems in this book are sensibly grouped into practice sets and mirror those found on the actual ACT in content, form, and style. Covering every topic within English, Math, Reading, Science, and Writing, the problems are accompanied by thorough explanations and provide in-depth guidance to students for review. In addition, progress trackers and topical grading sheets enable students to stay motivated and zero in on weaknesses. This fully up-to-date guide reflects both recent and upcoming enhancements to the ACT. Purchase of this book includes access to additional online resources.This is a self-study guide with over 300 practice questions to help you prepare for both Scrum.org's Professional Scrum Master certification exam (PSM I) and the Project Management Institute's Agile Certified Practitioner exam (PMI-ACP). The first 80 questions are focused on Scrum which will prepare you for both the Professional Scrum Master certification (PSM I) from Scrum.org and the Agile Certified Practitioner exam (PMI-ACP) from PMI.org. The remaining questions will prepare you for the PMI-ACP exam. In addition, there is a comprehensive Agile glossary and web resources listing to provide you with additional background when studying for either exam. If you are interested in our online practice exams, please visit Capa Project Management, Inc. on the web or contact us at info@bostonagiletraining.com.***Includes Practice Test Questions*** CCHT Exam Secrets helps you ace the Certified Clinical Hemodialysis Technician Exam without weeks and months of endless studying. Our comprehensive CCHT Exam Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. CCHT Exam Secrets includes: The 5 Secret Keys to

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CCHT Exam Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive Content review including: Molecule, Electrolyte, Atomic Weight, Isotope, Osmosis, Intracellular Fluid, Nephron, Renal Corpuscle, Urea, Azotemia, Acid-Base Balance, Creatinine, Hyperkalemia, Renin-Angiotensin System, Hypomagnesemia, Atrial Natriuretic Hormone, Chronic Kidney Disease, End-Stage Renal Disease, Glomerular Disease, Glomerulonephritis, Nephrosclerosis, Pyelonephritis, Acute Tubular Necrosis, Hypertension, Myocardial Dysfunction, Pericarditis, Osteodystrophy, Calciphylaxis, Amyloidosis, Carpal Tunnel Syndrome, Insomnia, Pseudogout, Dialysis Dementia, Restless Leg Syndrome, Uremic Neuropathy, Lipid Metabolism, Albumin, C-Reactive Protein, Serum Potassium, Aluminum Toxicity, Magnesium, Hypokalemia, Parathyroid Hormone, Hemoglobin, and much more! An all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam, this kit provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; hundreds of flash cards to help with memorization of key points; a laminated quick reference guide; a six-month online subscription to the PMP course in InSite (the top PMP e-learning site); and five audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence. An essential reference for HR professionals *A Guide to the HR Body of Knowledge (HRBoK™)* from HR Certification Institute (HRCI®) is an essential reference book for HR professionals and a must-have guide for those who wish to further their expertise and career in the HR field. This book will help HR professionals align their organizations with essential practices while also covering the Core Knowledge Requirements for all exams administered by HRCI. Filled with authoritative insights into the six areas of HR functional expertise: Business Management and Strategy; Workforce Planning and Employment; Human Resource Development; Compensation and Benefits; Employee and Labor Relations; and Risk Management, this volume also covers information on exam eligibility, and prep tips. Contributions from dozens of HR subject matter experts cover the skills, knowledge, and methods that define the profession's best practices. Whether used as a desk reference, or as a self-assessment, this book allows you to: Assess your skill set and your organization's practices against the HRCI standard Get the latest information on strategies HR professionals can use to help their organizations and their profession Gain insight into the body of knowledge that forms the basis for all HRCI certification exams As the HR field becomes more diverse and complex, HR professionals need an informational "home base" for periodic check-ins and authoritative reference. As a certifying body for over four decades, HRCI has drawn upon its collective expertise to codify a standard body of knowledge for the field. The HRBoK is the definitive resource that will be your go-to HR reference for years to come. *Test Prep Book's CEN Review Book: Study Guide & Practice Test Questions for the Certified Emergency Nurse Exam* Developed by Test Prep Books for test takers trying to achieve a passing score on the CEN exam, this comprehensive study guide includes: -Quick Overview -Test-Taking Strategies -Introduction -Cardiovascular Emergencies -Respiratory Emergencies -Neurological Emergencies -Gastrointestinal Emergencies -Psychosocial & Medical Emergencies -Maxillofacial, Ocular, Orthopedic, & Wound Emergencies -Environmental & Toxicology Emergencies & Communicable Diseases -Professional Issues -Practice Questions -Detailed Answer Explanations Disclaimer: CEN(R) is a registered trademark of the Board of Certification for Emergency Nursing "BCEN", who does not endorse, nor is affiliated in any way with the owner or any content of this product. Each section of the test has a comprehensive review created by Test Prep Books that goes into detail to cover all of the content likely to appear on the CEN test. The Test Prep Books CEN practice test questions are each followed by detailed answer explanations. If you miss a question, it's important that you are able to understand the nature of your mistake and how to avoid making it again in the future. The answer explanations will help you to learn from your mistakes and overcome them. Understanding the latest test-taking strategies is essential to preparing you for what you will expect on the exam. A test taker has to not only understand the material that is being covered on the test, but also must be familiar with the strategies that are necessary to properly utilize the time provided and get through the test without making any avoidable errors. Test Prep Books has drilled down the top test-taking tips for you to know. Anyone planning to take this exam should take advantage of the CEN study guide review material, practice test questions, and test-taking strategies contained in this Test Prep Books study guide. Cisco has announced big changes to its certification program. As of February 24, 2020, all current certifications will be retired, and Cisco will begin offering new certification programs. The good news is if you're working toward any current CCNA certification, keep going. You have until February 24, 2020 to complete your current CCNA. This means if you already have CCENT/ICND1 certification and would like to earn CCNA, you have until February 23, 2020 to complete your CCNA certification in the current program. Likewise, if you're thinking of completing the current CCENT/ICND1, ICND2, or CCNA Routing and Switching certification, you can still complete them between now and February 23, 2020. Tight, focused CCNA review covering all three exams The CCNA Routing and Switching Complete Review Guide offers clear, concise review for Exams 100-105, 200-105, and 200-125. Written by best-selling certification author and Cisco guru Todd Lammle, this guide is your ideal resource for quick review and reinforcement of key topic areas. This second edition has been updated to align with the latest versions of the exams, and works alongside the Sybex CCNA Routing and Switching Complete Study Guide, 2nd Edition. Coverage includes LAN switching technologies, IP routing, IP services, IPv4 and IPv6 addressing, network device security, WAN technologies, and troubleshooting—providing 100% coverage of all objectives for the CCNA ICND1, ICND2, and Composite exams. The Sybex online learning environment gives you access to additional study tools, including practice exams and flashcards to give you additional review before exam day. Prepare thoroughly for the ICND1, ICND2, and the CCNA Composite exams Master all objective domains, mapped directly to the exams Clarify complex topics with guidance from the leading Cisco expert Access practice exams, electronic flashcards, and more Each chapter focuses on a specific exam domain, so you can read from beginning to end or just skip what you know and get right to the information you need. This Review Guide is designed to work hand-in-hand with any learning tool, or use it as a stand-alone review to gauge your level of understanding. The CCNA Routing and Switching Complete Review Guide, 2nd Edition gives you the confidence you need to succeed on exam day. Patient safety and quality are an ever-increasing concern to consumers, payers, providers, organizations, and governments. However, high reliability methods and science that can provide efficient and effective care have still not been totally implemented into our healthcare culture. Nurses, representing the majority of healthcare workers, are on the front line of the delivery and provision of safe and effective care and are ideally situated to drive the mission to achieve high reliability in healthcare. *High Reliability Organizations: A Healthcare Handbook for Patient Safety & Quality* presents practical examples of HRO principles in order to establish a system that detects and prevents errors from happening even in the most difficult, high risk conditions. Authors Cynthia Oster and Jane Braaten provide healthcare professionals with tools and best practices that will improve and enhance patient safety and quality outcomes. This book provides: An overview of HRO science as an organizing framework for quality and patient safety, practical applications of HRO science, focusing on quality and patient safety, knowledge and tools that can be applied to current quality and safety practices and real-world examples of HRO principles employed in a variety of patient care areas. CPHQ Exam Practice Questions are the simplest way to prepare for the CPHQ test. Practice is an essential part of preparing for a test and improving a test taker's chance of success. The best way to practice taking a test is by going through lots of practice test questions. Taking lots of practice tests helps ensure that you are not surprised or disappointed on your test day. Our CPHQ Exam Practice Questions give you the opportunity to test your knowledge on a set of questions. You can know everything that is going to be covered on the test and it will not do you any good on test day if you have not had a chance to practice. Repetition is a key to success and using practice test questions allows you to reinforce your strengths and improve your weaknesses. Detailed answer explanations are also included for each question. It may sound obvious, but you have to know which questions you missed (and more importantly why you missed them) to be able to avoid making the same mistakes again when you take the real test. That's why our CPHQ Exam Practice Questions include answer keys with detailed answer explanations. These in-depth answer explanations will allow you to better understand any questions that were difficult for you or that you needed more help to understand. Acquire the knowledge and skills you need to succeed in class and on the job with this popular, hands-on introduction to medical language! *Mastering Healthcare Terminology, 3rd Edition* (hard bound version) is a fun, engaging first step on your journey toward a successful healthcare career. Organized by body system, each chapter presents terms and definitions in small learning segments that make material easier to grasp, followed by exercises and review questions that test your understanding. Apply your knowledge using realistic case studies and patient records, and take your learning beyond the book with interactive games and exercises on an enclosed companion CD. Detailed coverage reflects the most up-to-date medical language and introduces essential anatomical and physiological concepts. A simple tabular format makes it easy to review and master related terms, word origins, and definitions all at once. Integrated exercises provide immediate practice and review opportunities to reinforce your understanding. Learning tools in each chapter outline content, objectives, precautions, and more to help you learn efficiently. Basic ICD-9 codes included within the text acquaint you with common coding classifications and provide a professional edge. Anatomy and physiology terms are dissected into word parts for easier learning and memorization. Sample patient information reflects the electronic medical record interface to familiarize you with the latest developments in healthcare record-keeping. Integrated exercises provide immediate practice and review opportunities to reinforce your understanding. Case studies put terms and sample patient medical records into a realistic context. New diagnostic terms incorporated throughout the text keep you up to date with current diagnostic procedures you'll encounter in practice. Chapter one equips you to confidently begin building medical terms immediately. A companion CD strengthens your understanding through new fun, interactive games including Whack-A-Word-Part and Medical Millionaire. iTerms access enables you to download pronunciations and definitions to a portable media device and review terms anywhere you go. (Sold separately) Worksheets and Wheel of Terminology game on the companion Evolve website offer engaging, online term-building practice. Do you want to take a trip down the rabbit hole? Get ready, because that's exactly what you'll do when you open this book! Never before has a self-help book so dramatically altered the status quo—or reality for that matter. With a genre-busting breakthrough format and layout, the graphics, colors and concepts compel readers to ask themselves Great Questions that will recreate their lives as they know them. With the help of 14 leading quantum physicists, scientist and spiritual thinkers, this book guides

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readers on a course from the scientific to the spiritual, from the universals to the deeply personal. Along the way, it asks such questions as: Are we seeing the world as it really is? What are thoughts made of? What is the relationship between our thoughts and our world? Are we biologically addicted to certain emotions? Can I create my ideal day every day? The answer to the last question is a resounding yes: you are an infinite set of possibilities, and you can choose every day which reality you want to create for yourself. This book shows you how. Oversized hardcover! Full-color throughout! Active page design featuring boxes, pull-outs and exercises! More than 50 movie stills, photos and illustrations! New interviews and theories! More than 30 short chapters! In this book a unique synergy is achieved between the interactive format, full-color graphics and the ability to take the complicated, dense material of mysticism, philosophy and quantum physics and boil it down to easy to understand, practical advice. What the Bleep Do We Know!? is the self-help phenomena millions have been waiting for. Key Features Forget your boring self-help books. This book has a different size, feel and look than anything else on the shelf. Uses the graphics, style, feel and basic structure of the phenomenal movie. Short chapters will be easy to understand and digest. Concise 30-step journey from the theoretic (quantum physics) to the personal (how to "create your day"). Practical exercises show how complex theories interact with daily life.

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