

Bls For Healthcare Providers Study Guide

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Study Guide N. Gregory Mankiw 2011-01-19 David R. Hakes (University of Northern Iowa) has prepared a study guide that will enhance your success. Each chapter of the study guide includes learning objectives, a description of the chapter's context and purpose, a chapter review, key terms and definitions, advanced critical-thinking questions, and helpful hints for understanding difficult concepts. You can develop your understanding of the material by doing the practice problems and answering the short-answer questions. Then you can assess your mastery of the key concepts with the self-test, which includes true/false and multiple-choice questions. Visit <http://www.ichapters.com> for more information on the Study Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

BLS for Healthcare Providers 2001 Demonstrates proper CPR technique for adults, infants and children.

Healthcare Provider's Manual for Basic Life Support 1988

Wiley CPAexcel Exam Review April 2017 Study Guide Wiley 2017-01-17 The Wiley CPAexcel Study Guide: Business Environment and Concepts arms CPA test-takers with detailed text and skill-building problems to help identify, focus on, and master the specific topics that may need additional reinforcement to pass the BEC section of the CPA Exam. This essential study guide: Covers the complete AICPA content blueprint in BEC Explains every topic tested with 662 pages of study text, 599 multiple-choice questions, and 6 task-based simulations in BEC Organized in Bite-Sized Lesson format with 149 lessons in BEC Maps perfectly to the Wiley CPAexcel online course; may be used to complement the course or as a stand-alone study tool

Study Guide for Foundations of Nursing - E-Book Kim Cooper 2022-06-01 Reinforce your understanding of LPN/LVN nursing skills — and prepare for the NCLEX-PN® exam! Corresponding to the chapters in Foundations of Nursing, 9th Edition, this study guide provides a variety of exercises to help you review, practice, and apply nursing concepts and principles. Review questions make it easier to achieve the chapter objectives from the textbook, and critical thinking activities help you develop clinical judgment skills. Now with Next Generation NCLEX® (NGN)-style case studies and questions, this guide provides you with an effective study tool for the NGN exam. Variety of exercises reinforces student understanding of nursing fundamentals with multiple-choice, matching, and select-all-that-apply questions, as well as crossword puzzles. Critical thinking activities ask students to apply their knowledge to clinical scenarios. Textbook page references are included for questions and activities, simplifying lookup and review. Answer key is provided on the Evolve website for Foundations of Nursing. NEW! Next Generation NCLEX® (NGN)-style questions provide practice for the new question formats on the NCLEX-PN® exam. NEW! Updated exercises correspond to the new and revised content in Foundations of Nursing, 9th Edition. NEW! Case studies allow students to practice and apply clinical judgment skills.

Tintinalli's Emergency Medicine: A Comprehensive Study Guide, 8th edition Judith E. Tintinalli 2016-03-22 The most widely used and highly regarded textbook and reference of emergency medicine -- Endorsed by the American College of Emergency Physicians The 8th edition of Tintinalli's Emergency Medicine provides the depth and breadth of coverage that reflects the complexity and expertise needed to practice emergency medicine successfully in today's fast-paced environments. It is an important contemporary clinical emergency care resource for physicians, NPs, and PAs who practice emergency medicine and for emergency medicine and pediatric emergency medicine fellows. It remains the preferred study guide for in-training and board examinations and recertification. NEW to this edition: • Full-color design with more tables than ever to succinctly present key information • Extensive updates to all sections, incorporating the latest guidelines, evidence-based protocols, and relevant research • Expanded pediatric section, with complete clinical information for general and pediatric emergency physicians • Expanded coverage of common emergency department procedures, with improved illustrations • Online access to more than 30 videos, covering a wide range of procedural and diagnostic topics and focusing on the latest ultrasound-guided techniques From the reviews of the seventh edition: "Collectively, they have once again produced an excellent text that manages to cover the broad scope of emergency medicine while remaining an easily readable and practical resource....Last, for the inevitable comparison of this current edition of Tintinalli's Emergency Medicine with other available emergency medicine textbooks available: in my opinion, Tintinalli's still comes out on top. It is more concise and easier to read than some, yet it covers the breadth of emergency medicine practice more comprehensively than others....Just as previous editions did, the seventh presents all of the most pertinent and up-to-date information in a well-organized format that is comprehensive yet easy to read. That and many of the attractive new features in this current edition will ensure its place on my bookshelf for years to come."—JAMA

Aehlert's EMT-basic Study Guide Barbara Aehlert 1998-01-01 The author, a well-known and respected specialist in the field, provides the reader with authoritative coverage of what the EMT needs to know, perfectly balanced between the question bank and the more comprehensive traditional text. The presentation is clear and concise, making the text an excellent addition to the EMT student's resources, as well as a perfect tool to use in reviewing for refresher courses.

PET Study Guide Snmts 2010 Focusing on the fundamentals of PET imaging in oncology, cardiology and neurology, the new PET Study Guide has been designed to serve as an indispensable reference and review tool to assist technologists preparing for the Nuclear Medicine Technology Review Board (NMTCB) PET Specialty exam.

Introduction to Management in the Hospitality Industry, Study Guide Clayton W. Barrows 2008-03-03 Students seeking management careers in hospitality will enter a dynamic industry filled with opportunities. The rewards are many, but so are the challenges. Today's hospitality managers must deal with such complex factors as globalization, terrorism threats, ecotourism, internet commerce, new business and financial models, and rapidly changing consumer demands. Introduction to Management in the Hospitality Industry, Ninth Edition, gives students the industry know-how and the management skills needed to thrive in all aspects of the field, from food service to lodging to tourism. In this latest edition, authors have brought the text thoroughly up to date by featuring new and emerging companies, new technologies, and new ways of doing business. Covering everything from careers to operations to finance, the text offers the most comprehensive and engaging introduction to this exciting field. Upon successful completion of this text, readers will have a strong grasp of the many facets of the hospitality industry. Moreover, they'll understand the issues and challenges facing managers in the industry and the many possible career paths that await them.

Kennedy Health System Life Support Education Kennedy Health System

Basic Life Support Provider Manual (German) American Heart Association 2021-02-22 20-1308

ACLS Provider Manual Jane John-nwankwo 2016-01-01 What you will learn from this book: - Team Resuscitation Concepts - What Actually Happens in Mega Codes - BLS & ACLS Surveys - Acute Coronary Syndrome Management - Stroke Management - Recognition of Basic Dysrhythmias - Plus 160 Review Questions

Ground Transportation Professionals Marcia Santore 2021-09-15 Ground Transportation: A Practical Career Guide includes interviews with knowledgeable professionals in this stable, lucrative, and growing profession:

Monthly Catalog of United States Government Publications 1984

Study Guide [for] Macroeconomics [by] David C. Colander, Edward N. Gamber John S. Irons 2001-10-29 Includes objectives, chapter overviews, summary of the chapter sections, and "tips and tricks" boxes.

BLS Certification Exam Q&a with Explanations Michele G. Kunz 2017-01-15 This book is specifically geared toward healthcare students and new healthcare professionals that are preparing to take the BCLS/BLS/CPR certification exam for the first time. This book will also give the seasoned healthcare professional lots of great review information as well as a way to update themselves on the latest research and guidelines.

Monthly Catalog of United States Government Publications, Cumulative Index United States. Superintendent of Documents 1979

A Study Guide for Theodore Roethke's "Dolor" Gale, Cengage Learning A Study Guide for Theodore Roethke's "Dolor", excerpted from Gale's acclaimed Poetry for Students. This concise study guide includes plot summary; character analysis; author biography; study questions; historical context; suggestions for further reading; and much more. For any literature project, trust Poetry for Students for all of your research needs.

Last Minute Emergency Medicine: A Concise Review for the Specialty Boards Mary Jo Wagner 2007-05-06 This new study guide presents all the important topics covered on emergency medicine exams with a special emphasis on comparing and contrasting disease presentations and treatments to one another. Written by experts in residency education, Last Minute Emergency Medicine provides an outstanding final tune-up to board review.

Safety Professional's Reference and Study Guide W. David Yates 2010-12-09 While journals provide up-to-the minute information and textbooks prepare you for certification, maintaining a library suitable for a comprehensive practice can become quite costly. A collection of information drawn from textbooks, journals, and the author's 25 years of experience, Safety Professional's Reference and Study Guide provides, as the ti

Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book Brigitte Niedzwiecki 2022-06-18 Designed to support the trusted content in Kinn's The Medical Assistant, 14th Edition, this study guide is the essential review and practice companion to reinforce key concepts, encourage critical thinking, and ensure that you learn to master and apply key medical assisting content. This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills — including new certification preparation questions that offer additional practice for certification exams, a review of medical terminology and anatomy, and need-to-know workplace applications. Trusted for more than 60 years as a key part of the student journey from classroom to career, it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant. Comprehensive coverage of all administrative and clinical procedures is built from Medical Assisting accreditation standards and competencies. Hundreds of practice questions (multiple-choice, true/false, fill-in-the-blank) help students with essential content review and practice. Skills practice, workplace applications, and online activities promote critical thinking before students enter practice. Procedure checklists help students track their performance of every procedure included in the textbook. Work products allows students to provide documentation of skills mastery for classroom or job-searching requirements. Chapter-by-chapter correlation with the textbook allows students to easily follow core textbook competencies. Perforated pages for on-the-go study or turn-in assignments and evaluations. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to reinforce key foundational knowledge. NEW! Expanded content on medical office accounts, collections, banking, and practice management prepares students to step into the role of a Medical Assistant. NEW! Certification Preparation questions help students focus on certification from the beginning of their studies. NEW! Streamlined presentation combines chapters and focuses on need-to-know content.

Zombie Notes BLS and CPR Terminology Michele G. Kunz 2015-03-01

Labor and Material Requirements for Hospital and Nursing Home Construction 1983

BLS for Healthcare Providers 2001 Demonstrates proper CPR technique for adults, infants and children.

PHR / SPHR Professional in Human Resources Certification Deluxe Study Guide Sandra M. Reed 2015-03-09 Comprehensive PHR/SPHR exam preparation, featuring interactive learning environment PHR/SPHR Professionals in Human Resources Certification Deluxe Study Guide is the number-one preparation resource for these premier Human Resources certifications. Fully updated to align with the latest versions of these challenging exams, this guide provides detailed coverage of key topics, including strategic management, workforce planning and employment, compensation and benefits, employee and labor relations, and OSHA regulations. The interactive learning environment provides additional study tools that help reinforce your understanding, including electronic flashcards, ancillary PDFs, workbook templates, and chapter exercises. Bonus PHR and SPHR practice exams allow you to test your knowledge and get a feel for the tests, so you can review what's needed and avoid exam day surprises. The PHR and SPHR certifications, offered by the Human Resources Certification Institute (HRCI), have become the industry standard for determining competence in the HR field. This helpful guide gives you everything you need to fully prepare for these exams, so you can demonstrate your knowledge when it counts

and pass with flying colors. Refresh your understanding of key functional areas Practice the practical with workbook templates Test your knowledge with flashcards and exercises Preview exam day with bonus practice exams If you're looking to showcase your skills and understanding of the HR function, PHR/SPHR Professionals in Human Resources Certification Deluxe Study Guide is your ideal resource for PHR/SPHR preparation.

Safety Professional's Reference and Study Guide, Third Edition W. David Yates 2020-03-19 This new edition serves both as a reference guide for the experienced professional and as a preparation source for those desiring certifications. It's an invaluable resource and a must-have addition to every safety professional's library. Safety Professional's Reference and Study Guide, Third Edition, is written to serve as a useful reference tool for the experienced practicing safety professional, as well as a study guide for university students and those preparing for the Certified Safety Professional examination. It addresses major topics of the safety and health profession and includes the latest version of the Board of Certified Safety Professional (BCSP) reference sheet, a directory of resources and associations, as well as state and federal agency contact information. Additionally, this new edition offers new chapters and resources that will delight every reader. This book aids the prospective examination candidate and the practicing safety professional, by showing them, step-by-step, how to solve each question/formula listed on the BCSP examination and provide examples on how and when to utilize them.

PHR / SPHR Professional in Human Resources Certification Study Guide Anne M. Bogardus 2009-10-16 More than 80,000 HR professionals having earned the Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) certification, and another 20,000 are expected to take the exam in 2009. This complete update of the bestselling guide to HR certification contains additional coverage of new HR policies and standards, as well as updated practice exam questions and real world scenarios. Key topics include strategic management, workforce planning and employment, compensation and benefits, employee and labor relations, and Occupational Safety and Health Administration (OSHA) regulations. The CD-ROM contains two bonus exams (one each for PHR and SPHR) as well as flashcards and an electronic book. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Resources in Vocational Education 1979

Pediatric Critical Care Study Guide Steven E. Lucking 2012-04-10 This is the first comprehensive study guide covering all aspects of pediatric critical care medicine. It fills a void that exists in learning resources currently available to pediatric critical care practitioners. The major textbooks are excellent references, but do not allow concise reading on specific topics and are not intended to act as both text and study guide. There are also several handbooks available, but these are usually written for general pediatric residents and lack the advanced physiology and pathophysiology required for the higher level pediatric critical care practitioner

Emergency Medical Services Dispatcher 1984

Tintinalli's Emergency Medicine: A Comprehensive Study Guide, Seventh Edition Judith Tintinalli 2010-11-12 The landmark emergency medicine text is now in full color 17 additional chapters available for download With 418 contributors representing over 120 medical centers around the world, Tintinalli's Emergency Medicine is the most practical and clinically rigorous reference of its kind. It covers everything from prehospital care, disaster preparedness, and basic resuscitative techniques, to all the major diseases requiring emergency treatment, such as pulmonary emergencies, renal and GU disorders, and hemophilia. This authoritative, in-depth coverage makes this classic text indispensable not only in emergency departments, but also for residents and practitioners when studying or preparing for any exam they may face. While continuing to provide the most current information for acute conditions, the seventh edition of Tintinalli's Emergency Medicine has been substantially revised and updated to cover all of the conditions for which patients seek emergency department care in a concise and easy-to-read manner. NEW Features Full-color design with more figures and tables than ever Reader-friendly chapter presentation makes it easy to find important material Updated tables covering drugs and important clinical information Patient safety considerations and injury prevention are integrated into chapters, as appropriate Total revision of the dermatology section enables diagnosis by lesion description and body area affected, and provides current treatment Organ systems sections reorganized to reflect considerations for actual clinical practice. New chapters: New adult chapters include Natural Disasters, Aneurysms of the Aorta and Major Arteries; Hip and Knee Pain, Aortic Dissection; Acute Urinary Retention; Subarachnoid Hemorrhage and Intracranial Bleeding; Clotting Disorders; Community-acquired Pneumonia and Noninfectious Pulmonary Infiltrates; Type I Diabetes; Type II Diabetes; Anemia; Tests of Hemostasis; Clotting Disorders; Head Injury in Adults and Children; the Transplant Patient; Grief, Death and Dying; and Legal Issues in Emergency Medicine. Twelve new pediatric chapters including The Diabetic Child, Hematologic-Oncologic Emergencies, Ear and Mastoids, Eye Problems in Infants and Children, Neck Masses, GI Bleeding, Nose and Sinuses, Urologic and Gynecologic Procedures in children, Renal emergencies in children, Behavioral and Psychiatric Disorders in children, Pediatric Procedures, Pediatric ECG Interpretation Greater coverage of procedures throughout for the most common conditions seen in the emergency department. Available content for download includes an additional 17 chapters, such as Hyperbaric Oxygen Therapy, Principles of Imaging, Prison Medicine, Military Medicine, The Violent Patient, Forensics, Wound Ballistics, and Drug Interactions. Free downloads also feature videos and animations for teaching and learning performance of important procedures, especially Ultrasound-Guided Procedures

Study Guide and Procedure Checklist Manual for Kinn's The Clinical Medical Assistant - E-Book Brigitte Niedzwiecki 2019-12-13 Designed to support the trusted content in Kinn's The Clinical Medical Assistant, 14th Edition, this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts, encourage critical thinking, and ensure your mastery of clinical medical assisting content. This robust companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills — including new certification preparation questions that offer additional practice for certification exams, a new chapter review of medical terminology and anatomy, and need-to-know workplace applications. Trusted for more than 60 years Kinn's Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant. Hundreds of practice questions test your knowledge and comprehension with vocabulary review, multiple choice, fill-in-the-blank, and true/false questions. Skills practice, workplace applications, and online activities promote your critical thinking skills. Procedure checklists help you track your performance of key toward mastery of key skills and job-readiness. Work products allow you to provide documentation or file in professional portfolios to use in job-searching. Chapter-by-chapter correlation with the textbook allows you to easily test your comprehension as you go. Perforated pages are easily removed for on-the-go study or turn-in assignments and evaluations. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid medical foundation. NEW! Streamlined presentation of the material combines chapters in an easier-to-read format. NEW! Certification Preparation questions help you focus on becoming certification-ready from Day 1.

Wiley CPAexcel Exam Review 2018 Study Guide Wiley 2018-01-04 The Wiley CPAexcel Study Guide: Business Environments and Concepts provides detailed study text to help you identify, focus on, and master specific topic areas that are essential for passing the BEC section of the 2018 CPA Exam. Covers the complete AICPA content blueprint in Business Environments and Concepts (BEC) Authored and compiled by the same leading university accounting professors who author the Wiley CPAexcel online course Explains every CPA Exam topic tested on the Business Environments and Concepts (BEC) section of the CPA Exam (one volume) Organized in Bite-Sized Lessons so you can learn faster and remember more of what you learn Updated for 2018 so you have the most accurate, up-to-date content available for the Business Environments and Concepts (BEC) section on this year's exam Maps perfectly to the Wiley CPAexcel Review Course; may be used to complement the online course or as a standalone study tool Study text only and does NOT include practice questions or practice exams. Use in conjunction with the Wiley CPAexcel Exam Review 2018 Test Bank: Business Environments and Concepts, which includes over 4,200 interactive multiple-choice questions and 200 task-based simulations.

ACLS Quick Review Study Guide Barbara Aehlert 1994 The first full-color ACLS (Advanced Cardiac Life Support) study guide in print follows the American Heart Association's topic format to help readers prepare for the ACLS Certification Examination. Well-organized, with current AHA guidelines, the guide covers learner objectives, algorithms, multiple quizzes, pretests, and post-tests to thoroughly cover required material. 62 illus., 45 in color.

Pediatric Advanced Life Support Study Guide Aehlert 2017-01-16 Fully revised to meet the 2015 CPR/ECC Guidelines and to prepare students and professionals for PALS certification and recertification, Pediatric Advanced Life Support Study Guide, Fourth Edition, provides a clear and complete approach to managing pediatric emergencies. Designed for use by the spectrum of healthcare professionals, the Fourth Edition provides users with the critical information needed to approach real-life pediatric emergencies. The Fourth Edition includes: End-of-chapter quizzes with answers and objectives, as well as a comprehensive posttest to gauge material comprehension Case studies at the end of appropriate chapters for practice with real-world material application Clear procedural explanations written in descriptive yet accessible language A refined Table of Contents including standalone chapters on cardiac dysrhythmias, for focused learning and study PALS Pearl boxes for text-to-everyday clinical application In-text references for deeper research if desired

Critical Care Study Guide Gerard J. Criner 2010-06-27 Critical care medicine is a dynamic and exciting arena where complex pathophysiologic states require extensive knowledge and up-to-date clinical information. An extensive knowledge of basic pathophysiology, as well as awareness of the appropriate diagnostic tests and treatments that are used to optimize care in the critically ill is essential. Since our first edition 7 years ago, new information crucial to the care and understanding of the critically ill patient has rapidly accumulated. Because this knowledge base crosses many different disciplines, a comprehensive multidisciplinary approach presenting the information is essential, similar to the multidisciplinary approach that is used to care for the critically ill patient. We have strived to provide this content in an easily digestible format that uses a variety of teaching tools to facilitate understanding of the presented concepts and to enhance information retention.

To meet the demand to provide comprehensive and diverse education in order to understand the pathogenesis and optimum care of a variety of critical illnesses, we have substantially revised the prior topics in the first edition with updated information. We have also markedly expanded the number of topics covered to include acute lung injury and the acute respiratory distress syndrome, an expanded discussion of the physiology and operation of mechanical ventilation, obstetrical care in the ICU, neurosurgical emergencies, acute coronary syndromes, cardiac arrhythmias, role of whole body rehabilitation in the ICU, ethical conduct of human research in the ICU, and nursing care of the ICU patient.

ACLS Study Guide - E-Book Barbara J Aehlert 2021-08-05 Build the knowledge and skills you need to provide emergency cardiovascular care! ACLS Study Guide, 6th Edition provides a comprehensive, easy-to-understand overview of advanced cardiovascular life support. With case studies and hundreds of full-color photos and illustrations, this guide covers everything from airway management to cardiac arrest rhythms and electrophysiology, tachycardias and bradycardias, acute coronary syndromes, and acute ischemic stroke. Discussions of the newest ECC guidelines and ACLS treatment algorithms help you manage common cardiac conditions. Written by noted EMS educator Barbara Aehlert, ACLS Study Guide is ideal for use with the American Safety & Health Institute ACLS certification course. Easy-to-understand approach simplifies your study of advanced cardiac life support, thanks to Barbara Aehlert's unique, conversational writing style. Case studies describe real-world examples of common clinical situations, helping you master skills in cardiac rhythm interpretation, medication administration, and other essential interventions. Evidence-based practice recommendations are provided for emergency medical treatment. ACLS Pearl boxes offer brief explanations of complex topics and useful tips for clinical practice. Keeping It Simple boxes provide clear and concise summaries of key points along with memory aids. End-of-chapter quizzes include answers and rationales, helping you remember the most important information. NEW! Updated content includes the latest guidelines from the American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the International Consensus on Cardiopulmonary Resuscitation and Emergency Cardiovascular Care Science with Treatment Recommendations. NEW! 20 new illustrations are added to the book's hundreds of illustrations.

BLS Medical Graham Pearson 2012

Study Guide for Foundations and Adult Health Nursing - E-Book Kim Cooper 2022-05-27 Reinforce your understanding of LPN/LVN fundamentals and medical-surgical nursing! Corresponding to the chapters in Foundations and Adult Health Nursing, 9th Edition, this study guide provides a variety of exercises to help you review, practice, and apply nursing concepts and skills, and care for patients with common disorders. Review questions make it easier to achieve the objectives from the textbook, and critical thinking activities help you develop clinical judgment skills. Now with Next Generation NCLEX® (NGN)-style case studies and questions, this guide helps you prepare for the NCLEX-PN® examination. Variety of exercises reinforces your understanding of adult health nursing with multiple-choice, matching, and select-all-that-apply questions, as well as crossword puzzles. Critical thinking activities ask you to apply your knowledge to clinical scenarios. Textbook page references are included for questions and activities, simplifying lookup and review. Answer key is provided on the Evolve website for Foundations and Adult Health Nursing. NEW! Next Generation NCLEX® (NGN)-style questions provide practice for the new question formats on the NCLEX-PN® exam. NEW! Updated exercises correspond to the new and revised content in Foundations and Adult Health Nursing, 9th Edition. NEW! Case studies allow you to practice and apply clinical judgment skills.

PHR and SPHR Professional in Human Resources Certification Complete Study Guide Sandra M. Reed 2019-05-14 The #1 book for the leading HR certifications, aligned with the updated HRBoK™ PHR and SPHR certifications, offered by Human Resources Certification Institute (HRCI), have become the industry standard for determining competence in the field of human resources. Developed by working professionals, the PHR and SPHR credentials demonstrate that recipients are fully competent HR practitioners based on a standard set by workforce peers. Offering insights into those areas of knowledge and practices specific and necessary to human resource management (HRM), this study guide covers tasks, processes, and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ (HRBoK™). The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams. PHR/SPHR Professional in Human Resources Certification Study Guide, Fifth Edition, is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, as well as for a relative newcomer to the HR field looking to strengthen their resume. In this edition of the top-selling PHR/SPHR study guide,

you'll find a practical review of all topics covered on the exams, as well as study tools designed to reinforce understanding of key functional areas. Strengthen the skills you learn with a year of FREE access to the Sybex online learning environment, complete with flash cards and practice quizzes to prepare you for exam day. • Business Management and Strategy • Workforce Planning and Employment • Compensation and Benefits • Human Resource Development and more If you're preparing for these challenging exams, this is the trusted study guide that'll help you perform your best.