

# **Access Free Downhole Tools Training Course Overview Pdf Free Copy**

Collect Back Rent Overview Manual (2) Collect Back Rent Training Course for Landlords Overview Manual (1) Influencer: The New Science of Leading Change, Second Edition OCAW Health and Safety Training Course Outline Land Tenure and Policy in South Africa Crucial Conversations: Tools for Talking When Stakes are High, Third Edition Course Overview: What is Compliance? (from Corporate Compliance Training EN) Captivity Planning for Effective Training Catalog of State and Local Law Enforcement Training Presented by Federal Agencies Navy Electricity and Electronics Training Series Navy Electricity and Electronics Training Series Navy Electricity & Electronics Training Series Navy Basic Military Requirements (Navedtra 14325) - Nonresident Training Course Auto Body Technician Computer Training Courses Navy Electricity & Electronics Training Series Tilesetter Sheet Metal Worker Navy Electricity and Electronics Training Series

Transit Jobs Education and Training Program: Introduction and overview. College instructor's resource guide. Bus systems course Roofer Navy Electricity and Electronics Training Series Bricklayer Locksmith Navy Mathematics - Basic Math and Algebra - NAVEDTRA 14139 (Nonresident Training Course) Training Manual for Mental Health and Human Service Workers in Major Disasters Training Course Catalog Small Group Instructor Training Course (SGITC) Cert Basic Training Instructor's Guide Cabinetmaker Introduction to geographic information systems. Report of a training workshop held at Nairobi, Kenya on 17-21 March 2014 Communication Technician Basic Military Requirements Power System Electrician Hairstylist Notes for the Training Course : Overview of Hazardous Waste Management, Singapore, April 1989 Parts Technician Navy Electricity and Electronics Training Series Boot Camp Approach to Surgical Training

Collect Back Rent Overview Manual 2 (200 pages). Collecting on Judgments: Wage Garnishment, Bank Levy, Levy on Personal Property, Debtors Examination and Bench Warrant. 70% of all judgments can be collected including interest and court costs with proper training. Forms, procedures and courtroom scenarios. COURSE OVERVIEW: To introduce the student to the subject of Generators and Motors who needs such a background in accomplishing daily work and/or in preparing for further study. THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you

understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. COURSE OVERVIEW: To introduce the student to the subject of Solid-State Devices and Power Supplies who needs such a background in accomplishing daily work and/or in preparing for further study. THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. This document provides an overview of apprenticeship programs in Alberta, including an explanation of the requirements for apprenticeship which includes finding an employer who will pay their wages and provide on-the-job training and work experience. The graduate of the Cabinetmaker apprenticeship program is a certified

journey person who will, among other things, know the characteristics of wood, wood products or substitutes used in industrial woodworking, be proficient with the safe use of hand tools, powered machines and equipment used in industrial woodworking, relate to job situations and other trades that precede or follow, and know techniques for assembly and installation of hardware and other components.--Document. FEMA's Community Emergency Response Team (CERT) Basic Training Instructor Guide is a critical program in the effort to engage everyone in America in making their communities safer, more prepared, and more resilient when incidents occur. Community-based preparedness planning allows you and others interested from your community to prepare for and respond to anticipated disruptions and potential hazards following a disaster. As individuals, we can prepare our homes and families to cope during that critical period. Through pre-event planning, neighborhoods and worksites can also work together to help reduce injuries, loss of lives, and property damage. Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available. The purpose of the CERT Basic Training is to provide you and others in your community who complete this course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a disaster, when emergency services are not immediately available. This course will be beneficial to individuals who desire the skills and knowledge required to prepare for and

respond to a disaster. Instructors for these community courses usually range from skilled fire and rescue instructors that have completed the CERT Train-the Trainer course and are knowledgeable about the CERT model, different types of hazards that present greatest risks for communities, local building structures that may present greatest hazard in disaster events, community's emergency operation plans, and licensed Paramedics or Emergency Medical Technicians and nurses for providing hands-on knowledge relating to disaster medical operations Related items: FEMA's companion product-- CERT Basic Training Participant Manual can be found here: <https://bookstore.gpo.gov/products/sku/027-002-00627-5> Emergency Management & First Responders publications can be found here: <https://bookstore.gpo.gov/catalog/security-defense-law-enforcement/emerg...> Audience: As each CERT is organized and trained in accordance with standard operating procedures developed by the sponsoring agency, its members select an Incident Commander/Team Leader (IC/TL) and an alternate and identify a meeting location, or staging area, to be used in the event of a disaster. This publication is ideal for the chosen IC/TL, and members of the CERT may want to consult this manual to understand the responsibilities of the IC/TL. By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. COURSE

**OVERVIEW:** Basic Military Requirements, NAVEDTRA 14325, is a self-study training manual (TRAMAN)/nonresident training course (NRTC) that covers the basic knowledges required of the men and women of the U.S. Navy and Naval Reserve. This TRAMAN/NRTC provides subject matter that directly relates to the naval standards for the apprenticeship (E-2/E-3) rates. The naval standards are found in the Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards (Volume 1), NAVPERS 18068F. **THE COURSE:** This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. **THE QUESTIONS:** The questions that appear in this course are designed to help you understand the material in the text. **VALUE:** In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up. The goal of apprenticeship training is to develop a

competent journeyman through a combination of on the job and technical training. This document provides an overview of apprenticeship programs in Alberta, with emphasis on the parts technician program and courses. As a graduate, the certified journeyman will be able to: have a comprehensive knowledge and understanding of the printed catalogue as well as the electronic systems and methods used in the identification, location, and supplying of parts and assemblies to repair shops and individuals; know the characteristics and understand the actions and interactions of those skills and knowledge required to coordinate and determine the most favourable behaviour of parts and material inventories maintained by dealers, jobbers and other types of outlets; relate to the work of other trades associated with the Parts Technician industry; be knowledgeable in all aspects of the proper procedural methods for the safe handling and warehousing of all classes of parts and materials; demonstrate the accurate, prompt identification and application of parts and assemblies required to maintain the serviceable condition of multiple types of vehicles and machines; demonstrate the necessary skills to initiate and develop communication in multiple formats and understand electronic and computerized equipment in the workplace; demonstrate the ability to maintain customer relations and product promotion; cultivate an attitude or work ethic suitable for a Parts Technician; adapt and develop confident ability to move between sectors of the trade; possess the ability to assess problems and provide necessary corrections; perform assigned tasks in accordance with industry quality and

production standards.--Document. This online course will give you insights into important compliance topics. The goal of apprenticeship training is to develop a competent journeyman through a combination of on the job and technical training. This document provides an overview of apprenticeship programs in Alberta, with emphasis on the sheet metal worker program and courses. The graduate of the Sheet Metal Worker apprenticeship training is a certified journey person who will be able to: supervise, train and coach apprentices; use and maintain hand and power tools to the standards of competency and safety required in the trade; apply the correct principles of sheet metal pattern development using triangulation, parallel line, and radial line development; read and use blueprints and specifications to estimate, fabricate and install sheet metal items; fabricate and install, safely and efficiently, fume and dust exhaust systems, ventilation, heating and air-conditioning systems and equipment for restaurants, hospitals, dairies, breweries, etc.; know, and be able to apply their knowledge of the advantages and limitations of various types of sheet metal used in the trade including non-metallic materials such as plastics; know, and be able to apply their knowledge of the installation, and service of HVAC systems in accordance with local, provincial and national standards for the industry; co-ordinate sheet metal work with other trades on the job site; and do all sheet metal related tasks expected of a certified journey person.--Document. This document provides an overview of apprenticeship programs in Alberta, with special focus on the course requirements for certification as a



power system electrician. COURSE OVERVIEW: To introduce the student to the subject of Matter, Energy, and Direct Current who needs such a background in accomplishing daily work and/or in preparing for further study. COURSE OVERVIEW: To introduce the student to the subject of Amplifiers who needs such a background in accomplishing daily work and/or in preparing for further study. THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. COURSE OVERVIEW: This course provides a review of basic arithmetic and continues through some of the early stages of algebra. Emphasis is placed on decimals, percentages and measurements, exponents, radicals and logarithms. Exercises are provided in factoring polynomials, linear equations, ratio, proportion and variation, complex numbers, and quadratic equations. The final assignment affords the student an opportunity to demonstrate what he or she has learned concerning plane figures, geometric construction and solid figures, and slightly touches on numerical trigonometry. THE COURSE: This

self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by ... This document provides an overview of apprenticeship programs in Alberta, including an explanation of the requirements for apprenticeship which includes finding an employer who will pay their wages and provide on-the-job training and work experience. The graduate of the Hairstylist apprenticeship training is a certified journeyman who will be able to perform, among other tasks, haircutting, chemical texturing, chemical relaxing, hair colouring, eyebrow and eyelash treatment, and hair and scalp shampooing, treatments and massage.--Document. This document provides an overview of apprenticeship programs in Alberta, including an explanation of the requirements for apprenticeship which includes finding an employer who will pay their wages and provide on-the-job training and work experience. The graduate of the Bricklayer apprenticeship training is a journeyman who will be able to, among other tasks, responsibly do all work tasks expected, supervise, train and coach apprentices, use and maintain tools and equipment to the standards of competency and safety required in the trade, and interpret plans and specifications.--Includes text from document. Training courses for initial and in-service training of employees of public or private transit organizations, to be taught by community, junior or technical colleges or by

transit organization instructors. Collect Back Rent Overview Manual 1 (150 pages) Cynthia suggests studying this manual to fully understand the court system, including Eviction Notices, Eviction Process and Small Claims to obtain the judgments. Forms, procedures and courtroom scenarios. Must for the newbe to the seasoned landlord. Keep your cool and get the results you want when faced with crucial conversations. This New York Times bestseller and business classic has been fully updated for a world where skilled communication is more important than ever. The book that revolutionized business communications has been updated for today's workplace. Crucial Conversations provides powerful skills to ensure every conversation—especially difficult ones—leads to the results you want. Written in an engaging and witty style, the book teaches readers how to be persuasive rather than abrasive, how to get back to productive dialogue when others blow up or clam up, and it offers powerful skills for mastering high-stakes conversations, regardless of the topic or person. This new edition addresses issues that have arisen in recent years. You'll learn how to: Respond when someone initiates a crucial conversation with you Identify and address the lag time between identifying a problem and discussing it Communicate more effectively across digital mediums When stakes are high, opinions vary, and emotions run strong, you have three choices: Avoid a crucial conversation and suffer the consequences; handle the conversation poorly and suffer the consequences; or apply the lessons and strategies of Crucial Conversations and improve relationships and results.

Whether they take place at work or at home, with your coworkers or your spouse, crucial conversations have a profound impact on your career, your happiness, and your future. With the skills you learn in this book, you'll never have to worry about the outcome of a crucial conversation again. The graduate of the Roofer apprenticeship program is a certified journeyman who will be able to: (1) understand the principles and practices of roofing; (2) know the characteristics and to understand the actions and interactions of roofing materials; (3) interpret plans and specifications and to layout and develop projects accordingly; (4) calculate material and quantities; (5) use hand tools and powered equipment in a proper and safe manner; (6) relate to the work of other tradesmen in the construction industry; (7) perform assigned tasks in accordance with quality and production standards required by industry. Requirements for certification--including the content and delivery of technical training--are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of the Roofer Provincial Apprenticeship Committee. This course outline contains the following sections: (1) First Period Technical Training; (2) Second Period Technical Training; and (3) Third Period Technical Training.

**COURSE OVERVIEW:** To introduce the student to the subject of Test Equipment who needs such a background in accomplishing daily work and/or in preparing for further study.

**THE COURSE:** This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text

and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. The goal of apprenticeship training is to develop a competent journeyman through a combination of on the job and technical training. This document provides an overview of apprenticeship programs in Alberta, with emphasis on the tilesetter program and courses. As a graduate, the certified journeyman will: know the principles of sound and safe construction; know the characteristics and proper use of tilesetting materials; be able to read blueprints, shop drawings and calculate quantities of materials; be proficient in the safe use and maintenance of hand and powered tools; and be able to perform assigned tasks in accordance with industry standards.--

Document. CHANGE YOUR COMPANY. CHANGE THE LIVES OF OTHERS.

CHANGE THE WORLD. An INFLUENCER leads change. An INFLUENCER replaces bad behaviors with powerful new skills. An INFLUENCER makes things happen. This is what it takes to be an INFLUENCER. Whether you're a CEO, a parent, or merely a person who wants to make a difference, you probably wish you had more influence with the people in your life. But most of us stop trying to make change happen because we believe it is too

difficult, if not impossible. We learn to cope rather than learning to influence. From the bestselling authors who taught the world how to have Crucial Conversations comes the new edition of Influencer, a thought-provoking book that combines the remarkable insights of behavioral scientists and business leaders with the astonishing stories of high-powered influencers from all walks of life. You'll be taught each and every step of the influence process--including robust strategies for making change inevitable in your personal life, your business, and your world. You'll learn how to: Identify high-leverage behaviors that lead to rapid and profound change Apply strategies for changing both thoughts and actions Marshal six sources of influence to make change inevitable Influencer takes you on a fascinating journey from San Francisco to Thailand to South Africa, where you'll see how seemingly "insignificant" people are making incredibly significant improvements in solving problems others would think impossible. You'll learn how savvy folks make change not only achievable and sustainable, but inevitable. You'll discover breakthrough ways of changing the key behaviors that lead to greater safety, productivity, quality, and customer service. No matter who you are or what you do, you'll never learn a more valuable or important set of principles and skills. Once you tap into the power of influence, you can reach out and help others work smarter, grow faster, live, look, and feel better--and even save lives. The sky is the limit . . . for an Influencer. PRAISE FOR INFLUENCER: "AN INSTANT CLASSIC! Whether you're leading change or changing your life, this book delivers." -- Stephen R.

Covey, author of *The 7 Habits of Highly Effective People* "Ideas can change the world—but only when coupled with influence--the ability to change hearts, minds, and behavior. This book provides a practical approach to lead change and empower us all to make a difference." -- Muhammad Yunus, Nobel Peace Prize Winner "Influencing human behavior is one of the most difficult challenges faced by leaders. This book provides powerful insight into how to make behavior change that will last." -- Sidney Taurel, Chairman and Chief Executive Officer, Eli Lilly and Company "If you are truly motivated to make productive changes in your life, don't put down this book until you reach the last page. Whether dealing with a recalcitrant teen, doggedly resistant coworkers, or a personal frustration that 'no one ever wants to hear my view,' *Influencer* can help guide you in making the changes that put you in the driver's seat." -- Deborah Norville, anchor of *Inside Edition* and bestselling author *The United States Army* is recognized internationally as the standard for complete, efficient and effective adult education. The Army has a tradition of pioneering training systems (including computer-based training) that then transition into the corporate sector. This manual has been continuously tested and updated to successfully educate every member of the modern United States Army. The needs of the instructor, the student, and the Army are perfectly balanced. This is the model all educators should follow when developing and delivering training programs. This book is Volume 2 of a 2 volume set and provides an example of how training materials should be designed and delivered for any

adult education training program, but especially for any industry that is subject to government regulation. Included Documents and Features: Overhead Presentation Slides and Student Handouts Lesson 1: Orientation Lesson 2: Roles/Responsibilities/Definitions - Group Consensus Exercise (Problem with SGI) Lesson 3: Group Development - Behavioral Change Chart - Exercise B: Leadership Decision Matrix - Exercise C: Active Listening Exercise - Exercise E: Johari Window Self-Rating Sheet Lesson 4: Experiential Learning Cycle - The Experiential Learning Model (Blank) - The Experiential Learning Model (Complete) - ELC Questions Lesson 5: Intervention - Situation 1 - Instructor Qualifications - Situation 2 - War Stories and "Bull Sessions" - Situation 3 - Nonparticipation - Situation 4 - Late Student - Situation 5 - The "Angry Huff" - Situation 6 - Les Miserables - Situation 7 - The Filibuster - Situation 8 - The "Corrector" - Situation 9 - "I Agree" - Situation 10 - Critique - Situation 11 - Attack - Situation 12 - Delay - Situation 13 - Self-worth - Situation 14 - Group Norms - Situation 15 - Adam Ant Lesson 6: Leaderless Discussions - Rules for the Generating Phase of Brainstorming - Rules for Evaluating Phase of Brainstorming - Performance Evaluation Checklist - Performance Evaluation Checklist - Performance Evaluation Checklist Lesson 7: The Conference - Performance Evaluation Checklist Lesson 8: Role Playing - The Situation - Observer's Worksheet - Performance Evaluation Checklist Lesson 9: Committee Problem Solving - Committee Problem Solving-Training Development Exercise - Performance Evaluation Checklist Lesson 10: Case Studies - Basic



Training Instructions: Group Discussion - Basic Training Reading - Performance Evaluation Checklist - Performance Evaluation Checklist - Team Instruction Sheet - Performance Evaluation Checklist

**COURSE OVERVIEW:** To introduce the student to the subject of Numbering Systems and Logic Circuits who needs such a background in accomplishing daily work and/or in preparing for further study. **THE COURSE:** This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. This book provides a unique opportunity to gain a complete overview of how to run surgical training boot camps. The book includes all aspects of boot camp course planning including underlying theory, sample schedules and objectives, an exploration of feasibility issues, and approaches to evaluation. This practical program guide offers key information and course structuring guidance sought by specialists who wish to enhance their training programs for residents across different specialities. *Boot Camp Approach to Surgical Training* will be a go-to book for both trainers and trainees wishing to successfully

plan and implement a surgical training boot camp. Program directors, simulation lab directors, educators and researchers in medical training will find this book to be an essential resource for planning effective surgical training courses. COURSE OVERVIEW: Basic Military Requirements, NAVEDTRA 14325, is a self-study training manual (TRAMAN)/nonresident training course (NRTC) that covers the basic knowledges required of the men and women of the U.S. Navy and Naval Reserve. This TRAMAN/NRTC provides subject matter that directly relates to the naval standards for the apprenticeship (E-2/E-3) rates. The naval standards are found in the Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards (Volume 1), NAVPERS 18068F. THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc. COURSE OVERVIEW: To introduce the student to the subject of Digital Computers who needs such a background in accomplishing daily work and/or in preparing for further study. THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the

information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards, NAVPERS 18068. This document provides an overview of apprenticeship programs in Alberta, with special focus on the course requirements for certification as a communication technician. The goal of apprenticeship training is to develop a competent journeyman through a combination of on the job and technical training. This document provides an overview of apprenticeship programs in Alberta, with emphasis on the machinist program and courses. As a graduate, the certified journeyman will be able to: apply the principles of Locksmithing; handle orders of locks, safes and allied equipment; operate and service the tools and machinery as used in the Locksmith trade; perform the installation of locks and allied equipment; identify the operation of locks and safes; identify and apply the principles of locking devices; identify and apply the principles of safes and allied equipment; identify municipal, provincial and federal statutes; apply in depth knowledge of codes and specifications; apply knowledge of master keying; identify and apply life safety codes and regulations; relate to other trades working in the same environment; and perform assigned tasks in accordance with industry standards.--Document. The goal of apprenticeship training

is to develop a competent journeyman through a combination of on the job and technical training. This document provides an overview of apprenticeship programs in Alberta, with emphasis on the technician program and courses. This course outline explains these four different programs: Auto Body Prepper apprenticeship training, Auto Body Refinisher apprenticeship training, Auto Body Repairer apprenticeship training, and Auto Body Technician apprenticeship training. The completion of the first three certificates leads to the fourth certification of Auto Body Technician. "The purpose of this manual is to provide all the materials necessary for full participation in the class. This class is the first part of a 6 day seminar which will give the participants an in-depth overview of the field of occupational health and safety."--Prelims. By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. COURSE OVERVIEW: Lessons learned following the Korean conflict indicate a person can acquire survival skills that empower him/her to face captivity. This nonresident training course is designed to help gain knowledge of the history and policy pertaining to prisoners of war, provide capability survival skills, and suggest avenues of support for POWs/MIAs and their families. THE COURSE: This self-study course is organized into subject matter areas, each containing

learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of those who have experienced captivity. **THE QUESTIONS:** The questions that appear in this course are designed to help you understand the material in the text. **VALUE:** In completing this course, you will improve your professional knowledge. Take advantage of the recommended reading list in Appendix I.

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