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Applying for a federal job or promotion no longer requires a lengthy, lifeless form. Instead, applicants can emphasize their strengths, skills, and smarts in resumes that will hook hiring staff and make personal qualifications shine. PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
- Provides an entire section devoted to tailoring the development approach and processes;
- Includes an expanded list of models, methods, and artifacts;
- Focuses on not just delivering project outputs but also enabling outcomes; and
- Integrates with PMI standards™ for information

and standards application content based on project type, development approach, and industry sector. The accountant needs to be competent in many areas in order to be an effective controller - the person responsible for all accounting operations. The New Controller Guidebook covers every aspect of being a controller, including the management of accounts payable, cash, credit, collections, inventory, payroll, and more. The book also shows you how to close the books, which reports to issue to the management team, how to create a budget, and how to select and install an accounting computer system. In short, this book provides the accountant with the most essential information needed to be a successful controller. The fifth edition of this classic textbook will ensure that it remains one of the most useful and widely read texts for students embarking upon teacher training.

Now in its fifth edition, *The Book of Forms: A Handbook of Poetics* continues to be the go-to reference and guide for students, teachers, and critics. A companion for poets from novice to master, *The Book of Forms* has been called "the poet's bible" for more than fifty years. Filled with both common and rarely heard of forms and prosodies, Turco's engaging style and apt examples invite writers to try their hands at exploring forms in ways that challenge and enrich their work. Revised for today's poet, the fifth edition includes the classic rules of scansion and the useful Form-Finder Index alongside new examples of terms and prose that are essential to the study of all forms of poetry and verse. As Turco writes in the introduction, "It should go without saying that the more one knows how to do, the more one can do."

Perform Contracting Successfully! This master reference - in its fifth edition - contains everything you need to know about government pricing rules and regulations in one easy-to-use volume. *Guide to Contract Pricing: Cost and Price Analysis for Contractors, Subcontractors, and Government Agencies, Fifth Edition*, explains how the government conducts business and walks you through every step of the contracting process. This fully updated edition includes a new chapter on the role of auditors in contract pricing as well as five new detailed appendices. You'll be able to:

- + Master the steps of the sealed bid process
- + Improve your skills at evaluating bids, proposals, and quotations
- + Perfect your ability to analyze direct and indirect labor costs
- + Improve your chances for securing a fair and reasonable price

Everything kids need to know about their favorite sport including up-to-date stats and information on players and teams in this revised, updated edition of *The Everything Kids' Soccer Book*. Your kids can finally learn everything they could ever need or want to know about soccer in this revised and updated edition of *The Everything Kids' Soccer Book*. Young soccer fans will learn fun and exciting ways to perfect their passing, shooting, and dribbling skills and master the fancy footwork needed to becoming a soccer superstar. This new edition features up-to-date information about the MLS and the

World Cup teams as well as dozens of interactive games and puzzles to keep them entertained. No matter what level of soccer player your child is, this book makes learning about the world's favorite sport—almost—as fun as playing it! David Krogh's *Biology: A Guide to the Natural World* leads readers on a memorable journey through the world of biology, using relevant examples, clearly-developed illustrations, and helpful insights that will resonate with you. The Technology Update features margin callouts in the text, directing you to a significantly more robust MasteringBiology program. Widely recognized as a book that students enjoy reading, David Krogh uses discussions about social concerns and health applications, along with streamlined EOC material, to help engage you with the chapter.

Essential Java Programming Skills--Made Easy! Fully updated for Java Platform, Standard Edition 8 (Java SE 8), *Java: A Beginner's Guide, Sixth Edition* gets you started programming in Java right away. Bestselling programming author Herb Schildt begins with the basics, such as how to create, compile, and run a Java program. He then moves on to the keywords, syntax, and constructs that form the core of the Java language. This Oracle Press resource also covers some of Java's more advanced features, including multithreaded programming, generics, and Swing. Of course, new Java SE 8 features such as lambda expressions and default interface methods are described. An introduction to JavaFX, Java's newest GUI, concludes this step-by-step tutorial. Designed for *Easy Learning: Key Skills & Concepts -- Chapter-opening lists of specific skills covered in the chapter Ask the Expert -- Q&A sections filled with bonus information and helpful tips Try This -- Hands-on exercises that show you how to apply your skills Self Tests -- End-of-chapter quizzes to reinforce your skills Annotated Syntax -- Example code with commentary that describes the programming techniques being illustrated* The book's code examples are available FREE for download. From planting vines to savoring the finished product, Jeff Cox covers every aspect of growing flawless grapes and making extraordinary wine. Fully illustrated instructions show you how to choose and prepare a vineyard site; build trellising systems; select, plant, prune, and harvest the right grapes for your climate; press, ferment, and bottle wine; and judge wine for clarity, color, aroma, and taste. With information on making sparkling wines, ice wines, port-style wines, and more, this comprehensive guide is an essential resource for every winemaker.

America's Past and Its Relevance Today At times America's historical events can seem like a random collection of names, dates, and events, with no coherent storyline to pull them together. Understood as our collective biography, however, and free of the cheerleading found in many textbooks, *The Complete Idiot's Guide to American History, Fourth Edition*, enriches our understanding of who we are and gives us an understanding of where we are going. As a companion to the Diagnostic

and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5®), the DSM-5® Guidebook acts as a guide for busy clinicians on the use of diagnostic criteria and codes, documentation, and compensation. It also serves as an educational text and includes a structured curriculum that facilitates its use in courses. Since the original publication of *The Birth Partner*, partners, friends, relatives, and doulas have relied on Penny Simkin's guidance in caring for the new mother, from her last trimester through the early postpartum period. Now fully revised in its fifth edition, *The Birth Partner* remains the definitive guide to helping a woman through labor and birth, and the essential manual to have at hand during the event. *The Birth Partner* includes thorough information on: Preparing for labor and knowing when it has begun Normal labor and how to help the woman every step of the way Epidurals and other medications for labor Pitocin and other means, including natural ones, to induce or speed up labor Non-drug techniques for easing labor pain Cesarean birth and complications that may require it Breastfeeding and newborn care and much more For the partner who wishes to be truly helpful in the birthing room, this book is indispensable. *Storey's Guide to Raising Sheep* is the best-selling, most trusted reference for farmers and backyard homesteaders with any size flock. The fifth edition is now updated with full-color illustrations and photographs throughout, including a gallery of the best breed choices for both meat and fiber. With their small size and gentle dispositions, sheep are one of the easier livestock species to raise and offer varied marketing opportunities, including meat, wool, and milk. Detailed instructions and graphics lead readers through every essential procedure, including shearing, building a lambing shed, breeding and lambing, butchering, and marketing. Discusses the physical and emotional changes associated with puberty in boys and suggests ways to ease the adjustment to these changes. Shows parents how to help their child communicate and learn language during everyday activities. Everyone knows that engineers must be good at math, but many students fail to realize just how much writing engineering involves: reports, memos, presentations, specifications—all fall within the purview of a practicing engineer, and all require a polished clarity that does not happen by accident. *A Guide to Writing as an Engineer* provides essential guidance toward this critical skill, with practical examples, expert discussion, and real-world models that illustrate the techniques engineers use every day. Now in its Fifth Edition, this invaluable guide has been updated to reflect the most current standards of the field, and leverage the eText format to provide interactive examples, Engineering Communication Challenges, self-quizzes, and other learning tools. Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter, equipping them with the knowledge and perspective they need to succeed in any

workplace. Although suitable for first-year undergraduate students, this book offers insight and reference for every stage of a young engineer's career. "... a must-read for the individual who has accepted the responsibility to direct a clinical clerkship for a medical school." -- JAMA A guide to Cisco technology covers such topics as routers, switches, network security, Cisco certifications, wireless technology, and SAN and CDN solutions. Learn how to make both minor and major DIY repairs and improvements that will save you money! No need to hire a plumber, especially in emergencies when you need an immediate fix. This best-selling guide on plumbing will teach you everything you need to know, from understanding how plumbing systems work and fixing a leaky faucet to making renovations, soldering copper, installing fixtures, and so much more. Featuring detailed how-to diagrams, code-compliant techniques, tips on how to spot and improve outdated or dangerous materials in your home plumbing system, and so much more, this newly updated edition features new code-compliant techniques for 2021, plus a new section on air gap fittings. This valuable book provides a concise, yet thorough analysis of a confusing statute and morass of case law. Extremely well organized and indexed, the guide allows you to locate promptly and easily issues pertinent to your case. This book is a collection of original maps and photographs of outdoor activities in the Mendocino Coast area of Northern California. The book describes hiking and biking excursions, along with maps for many local parks and preserves. Written by two third-generation Coloradans, this is the most reliable single resource for discovering this spectacular Rocky Mountain state. The book organizes the state into six regions with corresponding maps, allowing readers access to over 1,400 entries of things to see and do in Colorado. Black-and-white photographs; maps; line drawings. The essential guidebook Beautifully designed and user friendly, this definitive, revised edition of the Society's bestselling guide illuminates all 55 of the scenic national parks in the US. Includes detailed descriptions of each park, author-guided tours of personal favorites, excursions to nearby sites, national monuments, wildlife refuges and forests. 76 maps. 45 color photos. This handbook partners more than 1,500 of the latest knife values with pertinent historical overviews and expanded brand lists. Numerous additions, significant pricing revisions and completely reworked sections make this a bible for collectors with a reputation for accuracy and excellence. The Bar and Beverage Book explains how to manage the beverage option of a restaurant, bar, hotel, country club—any place that serves beverages to customers. It provides readers with the history of the beverage industry and appreciation of wine, beer, and spirits; information on equipping, staffing, managing, and marketing a bar; and the purchase and mixology of beverages. New topics in this edition include changes to regulations regarding the service of alcohol, updated sanitation

guidelines, updates to labor laws and the employment of staff, and how to make your operation more profitable. New trends in spirits, wine, and beer are also covered. A possible life-saving reference to keep around the house or in the car, DK's First Aid Manual looks at more than 100 different conditions, from splinters and sprained ankles to strokes and unconsciousness, and shows exactly what to do with step-by-step photographic sequences. Every condition is clearly explained, outlining causes, symptoms, and signs, and action plans. The updated design makes the instructions easier to follow, whether you need information on emergency first aid, first aid for babies and children, or tips on resuscitation. This ACEP First Aid Manual is an invaluable resource to keep you and your loved ones safe and healthy. Learn the most up-to-date statistics along with information on all your favorite players in the newest edition of the bestselling The Everything Kids' Basketball Book, featuring great tips for mastering the game! Filled with updated information and stats, new player profiles, and dozens of fun games and activities, The Everything Kids' Basketball Book, 5th Edition shows kids everything they need to know about their favorite sport. They will learn all the rules of the game, the history of the sport, and discover new information about their favorite players and teams. Covering all aspects of the game, this book also features up-to-date records of the NBA, WNBA, NCAA, and Olympic basketball, highlighting the importance of teamwork and shows how to stay active and healthy playing the sport you love. The Official Guide to the MCAT(R) Exam, the only comprehensive overview about the MCAT exam, includes 120 practice questions and solutions (30 questions in each of the four sections of the MCAT exam) written by the developers of the MCAT exam at the AAMC Everything you need to know about the exam sections Tips on how to prepare for the exam Details on how the exam is scored, information on holistic admissions, and more. The go-to guide for visitors who want to maximize their experience at the Smithsonian's 19 museums and National Zoo The Smithsonian holds more than 155 million artifacts and specimens in its trust. The Official Guide to the Smithsonian makes navigating the world's largest museum complex more efficient and fulfilling. Featuring a huge amount of history, highlights, and pertinent museum information, the colorful guide is designed to enrich time spent in the Smithsonian's incredible galleries and museums on the National Mall, the Washington metropolitan area, and New York City. The new 2021 edition features major updates for all the museums. This includes a full treatment of the National Museum of African American History and Culture, the most recent Smithsonian museum, as well as the Deep Time hall at the National Museum of Natural History, their new fossil hall that displays towering fossils of dinosaurs and other prehistoric creatures to explore the epic story of Earth. Each detailed section presents the history of the museum and offers a fully illustrated, gallery-by-

gallery tour. It also includes all the practical information such as location, hours, phone numbers, public transportation, services, tours, dining, gift shops, special attractions for children, and website addresses. With so much to see and do across the vast Smithsonian collections, this is the definitive source of information in one place. The latest edition of a popular text and reference on database research, with substantial new material and revision; covers classical literature and recent hot topics. Lessons from database research have been applied in academic fields ranging from bioinformatics to next-generation Internet architecture and in industrial uses including Web-based e-commerce and search engines. The core ideas in the field have become increasingly influential. This text provides both students and professionals with a grounding in database research and a technical context for understanding recent innovations in the field. The readings included treat the most important issues in the database area--the basic material for any DBMS professional. This fourth edition has been substantially updated and revised, with 21 of the 48 papers new to the edition, four of them published for the first time. Many of the sections have been newly organized, and each section includes a new or substantially revised introduction that discusses the context, motivation, and controversies in a particular area, placing it in the broader perspective of database research. Two introductory articles, never before published, provide an organized, current introduction to basic knowledge of the field; one discusses the history of data models and query languages and the other offers an architectural overview of a database system. The remaining articles range from the classical literature on database research to treatments of current hot topics, including a paper on search engine architecture and a paper on application servers, both written expressly for this edition. The result is a collection of papers that are seminal and also accessible to a reader who has a basic familiarity with database systems.

Android Programming: The Big Nerd Ranch Guide is an introductory Android book for programmers with Java experience. Based on Big Nerd Ranch's popular Android Bootcamp course, this guide will lead you through the wilderness using hands-on example apps combined with clear explanations of key concepts and APIs. This book focuses on practical techniques for developing apps compatible with Android 4.1 (Jelly Bean) and up, including coverage of Lollipop and material design. Write and run code every step of the way, creating apps that integrate with other Android apps, download and display pictures from the web, play sounds, and more. Each chapter and app has been designed and tested to provide the knowledge and experience you need to get started in Android development. Big Nerd Ranch specializes in developing and designing innovative applications for clients around the world. Our experts teach others through our books, bootcamps, and onsite training. Whether it's Android, iOS, Ruby

and Ruby on Rails, Cocoa, Mac OS X, JavaScript, HTML5 or UX/UI, we've got you covered. The Android team is constantly improving and updating Android Studio and other tools. As a result, some of the instructions we provide in the book are no longer correct. You can find an addendum addressing breaking changes at: <https://github.com/bignerdranch/AndroidCourseResources/raw/master/2ndEdition/Errata/2eAddendum.pdf>. CSET Mathematics Test Prep with Online Practice Fifth Edition - Completely Aligned with Today's Exam REA's CSET Mathematics test prep is designed to help teacher candidates pass the CSET and get certified to teach secondary school mathematics in California. This Book + Online prep pack is perfect for teacher education students and career-changing professionals who are seeking certification as California math teachers. In fact, it's a great resource for reviewing mathematics for anyone interested in teaching! Written by a California-based math educator with years of experience teaching and advising future elementary and secondary school math teachers, this new edition is fully aligned with the latest test framework and California's Common Core State Standards. Our in-depth review covers all the content domains and topics tested on the CSET Mathematics exam's three subtests---Subtest I: Number and Quantity & Algebra, Subtest II: Geometry and Probability & Statistics, Subtest III Calculus. Examples and exercises reinforce the concepts taught in each chapter. An online diagnostic test based on actual CSET Math exam questions pinpoints strengths and weaknesses and helps you identify areas in need of further study. Two full-length practice tests (one in the book, another online) are balanced to include every type of question on the exam. Our timed online tests feature automatic scoring and diagnostic feedback to help you zero in on the topics and types of questions that give you trouble now, so you can succeed on test day. This test prep is a must-have for anyone who wants to become a California math teacher! Closing the Books gives you a complete understanding of how information is summarized into the financial statements, as well as the closing steps needed to create financial statements. It shows how to fine-tune the closing process to achieve a shorter close, and describes the variety of financial statement formats that are available. It even addresses financial statement disclosures, the soft close, public company reporting, and the controls and record keeping needed for the closing process.

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