trade & technical
# TABLE OF CONTENTS

**Electricity & Electronics ** ....... 5  
Basic Electricity ................................................................. 9  
Digital Electronics............................................................... 6  
Digital Signal Processing....................................................... 6  
Electronic Communications .................................................. 7  
Electronic Principles ............................................................. 8  
Introduction to Electricity/Electronics, DC/AC Circuits ......................... 11  
Programmable Logic Controllers ............................................. 12  
Writing ............................................................................. 13

**Health Occupation ** ............... 23  
Blood & Airborne Pathogens ................................................. 24  
Certification Exam Review for Medical Assisting ......................... 24  
Computers in the Medical Office ............................................. 24  
CPR & AED ................................................................. 25  
Dental Billing ..................................................................... 27  
EKG/ECG/Electrocardiology ................................................ 27  
Emergency Medical Services .............................................. 26  
Fire Fighting ......................................................................... 26  
First Aid ........................................................................... 27  
Massage Therapy ................................................................. 28  
Math for Health Professions ............................................... 29  
Medical Assisting: Administration & Clinical ..................................... 29  
Medical Billing & Coding ...................................................... 30  
Medical Insurance ................................................................ 31  
Medical Law & Ethics ........................................................ 32  
Medical Office Procedures ................................................... 33  
Medical Terminology .......................................................... 33  
Pediatric First Aid, CPR, AED ............................................. 34  
Pharmaceuticals for Health Professions ................................... 35  
Phlebotomy ......................................................................... 35

**Manufacturing & Construction ** ............. 15  
Machining ........................................................................... 16  
Technical Writing ................................................................. 17  
Welding ............................................................................. 17

**Vocational Technology ** .......... 19  
Civil Technology ................................................................. 21  
Trades/Technology-Electricity & Electronics ............................. 20

**Index**es ................................................................. 37  
Title Index ........................................................................ 37  
Author Index ...................................................................... 39
## 2007-2008 NEW TITLES

### Electricity & Electronics

#### 2007 New Titles

- **MALVINO**  
  Electronic Principles with Simulation CD, 7e  

- **SCHULTZ**  
  Grob's Basic Electronics: Fundamentals of DC and AC Circuits with Simulations CD  

- **SCHULTZ**  
  Grob's Basic Electronics with Simulation CD, 10e  

- **STAUFFER**  
  Residential Wiring for the Trades  

#### 2008 New Titles

- **FOWLER**  
  Electricity: Principles and Applications with Simulation CD-ROM, 7e  

- **FRENZEL**  
  Principles of Electronic Communication Systems, 3e  

- **SCHULER**  
  Electronics: Principles and Applications, 7e  

- **TOKHEIM**  
  Digital Electronics: Principles and Applications with MultiSIM CD-ROM, 7e  
2007-2008 NEW Titles

Health Occupation

2007 New Titles

- **AEHLERT**
  Emergency Medical Responder .......................... 27

- **KIDD**
  Safe Firefighting - Entry Level with Student DVD ................................................. 26

- **NATIONAL SAFETY COUNCIL**
  CPR and AED, 2e ............................................... 25

- **NATIONAL SAFETY COUNCIL**
  First Aid, 2e .................................................... 27

- **NATIONAL SAFETY COUNCIL**
  Pediatric First Aid CPR & AED, 2e .......................... 34

- **NATIONAL SAFETY COUNCIL**
  Standard First Aid, CPR and AED with Pocket Guide, 2e ........................................... 28

- **SANDERSON**
  Case Studies for the Medical Office with Student Data CD, 4e ........................................ 24

- **SANDERSON**
  Computers in the Medical Office with Student Data CD-ROM, 5e ................................ 25

- **SHADE**
  Fast and Easy ECGs ............................................ 27

- **THIERER**
  Medical Terminology Essentials .......................... 33

Health Occupation

2008 New Titles

- **ABBOTT**
  Massage Therapy Review: Passing the NCETMB and NCETM Exams with Student CD-ROM .......... 28

- **CAMPBELL**
  Homeland Security and Emergency Medical Response .................................................. 26

- **NEWBY**
## Electricity & Electronics

### Contents
- Basic Electricity .................................................. 9
- Digital Electronics ................................................. 6
- Digital Signal Processing .......................................... 6
- Electronic Communications ....................................... 7
- Electronic Principles ............................................... 8
- Introduction to Electricity/Electronics, DC/AC Circuits ................................................................. 11
- Programmable Logic Controllers ............................ 12
- Writing .................................................................. 13

### 2007 New Titles

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBN-13</th>
<th>MHID</th>
</tr>
</thead>
<tbody>
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<td>MALVINO: Electronic Principles with Simulation CD, 7e</td>
<td>978-0-07-322277-6</td>
<td>0-07-322277-1</td>
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<tr>
<td>SCHULTZ: Grob's Basic Electronics: Fundamentals of DC and AC Circuits with Simulations CD</td>
<td>978-0-07-325036-6</td>
<td>0-07-325036-8</td>
</tr>
<tr>
<td>SCHULTZ: Grob's Basic Electronics with Simulation CD, 10e</td>
<td>978-0-07-322276-9</td>
<td>0-07-322276-3</td>
</tr>
<tr>
<td>STAUFFER: Residential Wiring for the Trades</td>
<td>978-0-07-328378-4</td>
<td>0-07-328378-9</td>
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### 2008 New Titles

<table>
<thead>
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<th>Title</th>
<th>ISBN-13</th>
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<tr>
<td>FOWLER: Electricity: Principles and Applications with Simulation CD-ROM, 7e</td>
<td>978-0-07-322279-0</td>
<td>0-07-322279-8</td>
</tr>
<tr>
<td>SCHULER: Electronics: Principles and Applications, 7e</td>
<td>978-0-07-310694-6</td>
<td>0-07-310694-1</td>
</tr>
</tbody>
</table>
Digital Electronics

DIGITAL ELECTRONICS: PRINCIPLES AND APPLICATIONS
Student Text with MultiSIM CD-ROM, Seventh Edition
by Roger Tokheim
2008 (January 2007)

Digital Electronics: Principles and Applications is a concise and practical text that prepares students for entry-level electronics jobs. Its level and approach are ideal for both electronics and electricity programs looking for a relatively short, applied book. The seventh edition has been updated, with new coverage of microcontrollers, memory, and interfacing. Optional simulation work with MultiSim is included in the text and accompanying Experiments Manual, with circuit files included on a bound-in CD ROM. Additional student and instructor resources are included on a new Online Learning Center website.

NEW TO THIS EDITION
- Interfacing has been updated and expanded, especially in chapter 5 and chapter 14.
- Memory concepts and examples have been updated in chapter 11.
- MultiSIM v8 simulation files for the circuits included on the CD ROM bound in with the text and Experiments Manual.
- CPS from eInstruction is available with the text, for in-class quizzing and classroom management.
- Online Learning Center (OLC) website provides student quizzes, career information, links to key sites, chapter outlines and other resources.

FEATURES
- Accessible writing style, reading level and math presentation are used throughout the text.
- Gates, circuits and other digital components are presented as sub-systems within larger digital system applications.
- Experiments Manual with MultiSim CD ROM helps students gain practical, hands-on experience, troubleshooting skills, and exposure to software simulation techniques.
- Instructor Productivity Center (IPC) CD ROM contains Power Point presentations for each chapter, EZTest electronic test generator and questions, and solutions to all textbook and Experiments Manual questions and activities.

CONTENTS
1 Digital Electronics 2 Numbers We Use in Digital Electronics 3 Logic Gates 4 Combining Logic Gates 5 IC Specifications and Simple Interfacing 6 Encoding, Decoding, and Seven-Segment Displays 7 Flip-Flops 8 Counters 9 Shift Registers 10 Arithmetic circuits 11 Memory and Storage 12 Digital Systems 13 Computer Systems 14 Connecting with Analog Devices

Digital Signal Processing

DIGITAL SIGNAL PROCESSING
By Charles A Schuler and Mahesh Chugani
2005 / 352 pages
(with Student CD)
[IE with Student CD]
www.mhhe.com/dsp

This new book is intended for two-year and four-year electronics students, as well as industry practitioners who need to learn about applied Digital Signal Processing. The text has a very practical “hands-on” approach, appropriate for those students who will apply and troubleshoot modern electronic systems. The authors present critical ideas and then apply them to real-world technician work via software simulations and examples. These activities will clearly illustrate core concepts to increase understanding and aid retention. The CD-ROM included with the text contains five programs that support the hands-on activities. Three of the programs were specially prepared for beginners just learning DSP; two present demo versions of professional software used by DSP designers.

CONTENTS
Electronic Communications

International Edition

PRINCIPLES OF ELECTRONIC COMMUNICATION SYSTEMS
Third Edition
by Louis Frenzel
2008 (January 2007)
Browse http://www.mhhe.com/frenzel3e

Principles of Electronic Communication Systems 3/e provides the most up-to-date survey available for students taking a first course in electronic communications. Requiring only basic algebra and trigonometry, the new edition is notable for its readability, learning features and numerous full-color photos and illustrations. A systems approach is used to cover state-of-the-art communications technologies, to best reflect current industry practice. This edition contains greatly expanded and updated material on the Internet, cell phones, and wireless technologies. Practical skills like testing and troubleshooting are integrated throughout. A brand-new Laboratory & Activities Manual provides both hands-on experiments and a variety of other activities, reflecting the variety of skills now needed by technicians. A new Online Learning Center web site is available, with a wealth of learning resources for students. An Instructor Productivity Center CD-ROM features solutions to all problems, PowerPoint lessons, and ExamView test banks for each chapter.

NEW TO THIS EDITION

- New streamlined book design used to highlight learning features, four-color art figures and photographs.
- Updated coverage of cell phones and wireless technologies in chapters 20 and 21.
- Systems approach to electronic communications is used, reflecting current trends in the workplace.
- Internet technologies are covered in new chapter 15, which includes a section on Internet Security.
- OLC website includes includes the following student resources: self-tests, lab follow-up, links to sites of interest, chapter study overviews, and career information. Instructors will find online versions of the instructor’s manual, PowerPoint and lab follow-up.
- An all-new Laboratory & Activities Manual is available, with hands-on labs, simulation routines, and a wide range of activities.
- Television chapter, fully updated, is available on the OLC website, for those who choose to cover the topic.
- Tests & Measurements are covered in chapter 22, with coverage of new technologies like JTAG.
- “Good to Know” margin features direct students to key points in the text.

FEATURES

- Modern coverage of all major communications topics, concentrating on the key areas students need to master.
- Instructor Productivity Center (IPC) offers complete PowerPoint lessons and electronic test banks for each chapter, plus the Instructor’s Manual, with complete solutions to test questions and problems, in electronic form. CPS from eInstruction is also available for classroom management and testing.

CONTENTS

Student learning is reinforced by Self-Tests included with each chapter sub-section; and by Summaries, Related Formulas, Review Questions & Problems and Critical Thinking Questions at the end of each chapter.

Popular features such as chapter objectives, highlighted key terms, color-coded circuit components, and About Electronics have been retained and updated.

Modern topics like DSP (chapter 16) and Wireless Networks for communications (section 12-5) are included.

Experiments Manual for Electronics:Principles and Applications contains labs linked to the text, to help students gain hands-on experience to reinforce subject matter and develop troubleshooting skills.

Instructor Productivity Center CD ROM contains classroom PowerPoint presentations for every chapter, Test Generator, supplemental PowerPoint presentations, electronic Solutions Manual, and more.

CONTENTS
1 Introduction 1-1 A Brief History 1-2 Digital or Analog 1-3 Analog Functions 1-5 Trends in Electronics 2 Semiconductors 2-1 Conductors & Insulators 2-2 Semiconductors 2-3 N-Type Semiconductors 2-4 P-Type Semiconductors 3 Diodes 3-1 The PN Junction 3-2 Characteristic Curves of Diodes 3-3 Diode Lead Identification 3-4 Diode Types and Applications 4 Power Supplies 4-1 The Power-Supply System 4-2 Rectification 4-3 Full-Wave Rectification 4-4 Conversion of RMS Values to Average Values 4-5 Filters 4-6 Voltage Multipliers 4-7 Ripple and Regulation 4-8 Zener Regulators 4-9 More Karnaugh Maps 5 Transistors 5-1 Amplification 5-2 Transistors 5-3 Characteristic Curves 5-4 Transistor Data 5-5 Transformer Testing 5-6 Other Transistor Types 5-7 Transistors as Switches 6 Introduction to Small-Signal Amplifiers 6-1 Measuring Gain 6-2 Common-Emitter Amplifier 6-3 Stabilizing the Amplifier 6-4 Other Configurations 6-5 Simulation and Models 7 More About Small-Signal Amplifiers 7-1 Amplifier Coupling 7-2 Voltage Gains in Coupled Stages 7-3 Field-Effect Transistor (FET) Amplifiers 7-4 Negative Feedback 7-5 Frequency Response 7-6 Triggering Flip-Flops 7-7 Schmitt Trigger Devices 7-8 Logic Symbolics 8 Large-Signal Amplifiers 8-1 Amplifier Class 8-2 Class A Power Amplifiers 8-3 Class B Power Amplifiers 8-4 Class AB Power Amplifiers 8-5 Class C Power Amplifiers 8-6 Switch-Mode Amplifiers 9 Operational Amplifiers 9-1 The Differential Amplifier 9-2 Differential Amplifier Analysis 9-3 Operational Amplifiers 9-4 Setting Op-Amp Gain 9-5 Frequency Effects in Op Amps 9-6 Op-Amp Applications 9-7 Comparators 10 Troubleshooting 10-1 Preliminary Checks 10-2 No Output 10-3 Reduced Output 10-4 Distortion and Noise 10-5 Intermittents 10-6 Operational Amplifiers 11 Oscillators 11-1 Oscillator Characteristics 11-2 RC Circuits 11-3 LC Circuits 11-4 Crystal Circuits 11-5 Relaxation Oscillators 11-6 Undesired Oscillations 11-7 Oscillator Troubleshooting 11-8 Direct Digital Synthesis 12 Integrated Circuits 12-1 Modulation and Demodulation 12-2 Simple Receivers 12-3 Superheterodyne Receivers 12-4 Frequency Modulation and Single Sideband 12-5 Wideband Receivers 12-6 Troubleshooting 13 Electronic Control Devices and Circuits 13-1 Introduction 13-2 Fabrication 13-3 The 555 Timer 13-4 Analog ICS 13-5 Mixed IC Signals 13-6 Troubleshooting 14 Electronic Control Devices and Circuits 14-1 Introduction 14-2 The Silicon-Controlled Rectifier 14-3 Full-Wave Devices 14-4 Feedback in Control Circuits 14-5 Troubleshooting Electronic Control Circuits 15 Regulated Power Supplies 15-1 Open-Loop Voltage Regulation 15-2 Closed-Loop Voltage Regulation 15-3 Current and Voltage Limiting 15-4 Switch-Mode Regulators 15-5Troubleshooting Regulated Power Supplies 16 Digital Signal Processing 16-1 Overview of DSP Systems 16-2 Moving-Average Filters 16-3 Fourier Theory 16-4 Digital Filter Theory 16-5 Other DSP Applications 16-6 Limitations of DSP 16-7 DSP Troubleshooting/Appendix A Soldering/Appendix B Thermionic Devices/Glossary/Index
ELECTRONIC PRINCIPLES WITH SIMULATION CD
Seventh Edition
By Albert Paul Malvino, and David J. Bates, Western Wisconsin
Technical College
2007 (March 2006)
(with Simulation CD)
[IE with CD and OLC]
Browse http://www.mhhe.com/malvino7e

This seventh edition of Malvino's classic Electronic Principles offers students a definitive overview of electronic circuits and devices. Expert knowledge of electronic devices is presented in a stimulating, clearly written, conversational style. The new, streamlined book design is full-color throughout, with clear illustrations. Greater emphasis on modern integrated circuit (IC) technology, and the revision of nearly one third of the previous edition's chapter problems and review questions reflect this text while retaining its proven approach. In addition to the text there is a wealth of supplementary material included for both student and instructor. An upgraded Experiments Manual, the optional use of MultiSIM software, an instructor's manual with an Instructor Productivity Center CD-ROM, the updated Workbook, and the brand new Online Learning Center website make this text a powerful learning tool. Electronic Principles is written for electronics students who have done course work in basic DC/AC circuit analysis, along with algebra and trigonometry prerequisites. The book gives clear, accessible coverage of basic electronics concepts in the first half of the book, then applies these to the important electronic circuits and devices most widely used in today's industry.

NEW TO THIS EDITION
- Greater emphasis on modern integrated circuits (IC) technology.
- Extensive Online Learning Center website with resources for students and instructors.
- Added by co-author David Bates, Worked-Out examples now contain embedded Practice Problems.
- The new “Good to Know” feature offers practical information related to topics explained on that page of the text.
- Expanded MultiSIM usage. The optional use of this software provides “pre-lab” simulations students can work on virtually.
- The upgraded Experiments Manual now includes more on the testing of individual components along with circuits and systems in many labs, with optional MultiSIM applications included. The updated Workbook reflects integration of revised chapter problems and review questions.
- The enhanced Instructor’s Manual with Productivity Center (IPC) CD-ROM includes instructional PowerPoint presentations, availability of the eInstruction Classroom Performance System in-class quizzing and classroom management system, test banks created with EZTest that can be used in conjunction with CPS to deliver in-class quizzes, tests, or review.

FEATURES
- Malvino’s Electronic Principles combines proven expertise in all aspects of electronics with a student-friendly, contemporary appearance. It is written in a conversational style at a technician level.
- Optical topics in modern electronics are covered, including fiber optics and high intensity LEDs.
- Free, bound-in CD-ROM contains MultiSim exercises and selected circuits for simulation.

Contents
1 Introduction. 2 Semiconductors. 3 Diode Theory. 4 Diode Circuits. 5 Special-Purpose Diodes. 6 Bipolar Junction Transistors. 7 Transistor Fundamentals. 8 Transistor Biasing. 9 AC Models. 10 Voltage Amplifiers. 11 CC and CB Amplifiers 12 Power Amplifiers. 13 JFETs. 14 MOSFETs. 15 Thyristors. 16 Frequency Effects. 17 Differential Amplifiers. 18 Operational Amplifiers. 19 Negative Feedback. 20 Linear Op-Amp Circuits. 21 Active Filters. 22 Nonlinear Op-Amp Circuits. 23 Oscillators. 24 Regulated Power Supplies.

Basic Electricity
ELECTRICITY
Principles and applications with Simulation CD-ROM
Seventh Edition
by Richard Fowler
2008 (January 2007)

This widely-used text prepares students for entry-level jobs in electronics, electrical trades and related fields. Its level and approach are ideal for both electronics and electricity programs looking for a relatively short, applied book covering DC/AC circuits. Additional chapters on topics such as safety, transformers, motors, instrumentation, and residential wiring are also included. No prior knowledge of electricity is assumed; the only prerequisites are arithmetic and basic algebra. Practical skills are emphasized throughout the text, and supported in the hands-on work provided in the companion Experiments Manual. MultiSim circuit files are provided, on a bound-in CD ROM, for those who want to bring software simulation work into their classes and labs.

NEW TO THIS EDITION
- OLC website with career information, test questions, Introduction to MultiSim, equipment lists for labs and links to key sites. Instructors are provided with PowerPoint, text problem solutions and lab follow-up on the site.
- Introduction to magnetism in Chapter 7 has been expanded, with numerous new photos to convey a visual understanding of magnetic fields.
- Modern coverage of voltage dividers and regulators now provided in Chapter 5.
- Node voltages techniques have been added to Chapter 5, Complex Circuits.
- Residential Wiring coverage in Chapter 16 now includes circuit interrupters; and all material has been updated to reflect 2005 NEC code.
- Brushless DC motor coverage added to Chapter 17.
- PowerPoint lessons have been revised and updated, with video clips added in several places.
- CPS from instruction is available to adopters; it links directly to the PowerPoint and electronic test questions provided with the text.
- Frequent Self-Test questions and worked examples provide students with immediate feedback and step-by-step procedures for learning key concepts and applications.
Electricity & Electronics

- Bound-in CD ROM includes MultiSim simulation files for the circuits included in the text and the Experiments Manual, in MultiSim. New simulation examples have been added to the text, lab manual and CD ROM.

FEATURES
- Practical, easy-to-understand explanation of DC and AC circuits, students with limited math background will find the book readable and accessible.
- Experiments Manual for Electricity: Principles and Applications correlates with the text and helps students gain practical, hands-on experience and troubleshooting skills. MultiSim files are available for those who integrate simulation with their lab experiments.

CONTENTS
1. Basic Concepts 1-1 Work and Energy 1-2 Unit of Energy 1-3 Energy Conversion 1-4 Efficiency 1-5 Structure of Matter 1-6 Electric Charge
2. Electrical Quantities and Units 2-1 Charge 2-2 Unit of Charge 2-3 Current and Current Carriers 2-4 Current in Solids 2-5 Current in Liquids and Gases 2-6 Current in a Vacuum 2-7 Unit of Current — The Ampere 2-8 Voltage 2-9 Unit of Voltage — The Volt 2-10 Polarity 2-11 Sources of Voltage 2-12 Resistance 2-13 Conductors 2-14 Insulators 2-15 Semiconductors 2-16 Unit of Resistance — The Ohm 2-17 Temperature Coefficient 2-18 Resistivity 2-19 Resistors 2-20 Power and Energy 2-21 Unit of Power 2-22 Efficiency 2-23 Powers of 10 2-24 Multiple and Submultiple Units 2-25 Special Units and Conversions
3. Basic Circuits, Laws, and Measurements > h4 > 3-1 Circuit Essentials 3-2 Circuit Symbols and Diagrams 3-3 Calculating Electrical Quantities 4. Circuit Components 4-1 Batteries 4-2 Lead-Acid Cells 4-3 Nickel-Cadmium Cells 4-4 Carbon-Zinc and Zinc Chloride Cells 4-5 Alkaline-Manganese Dioxide Cells 4-6 Merciric Oxide Cells 4-7 Silver Oxide Cells 4-8 Lithium Cells 4-9 Miniature Lamps and LEDs 4-10 Resistors 4-11 Switches 4-12 Wires and Cables 4-13 Fuses and Circuit Breakers 4-14 Other Components 5. Multiple-Load Circuits 5-1 Subscripts 5-2 Power in Multiple-Load Circuits 5-3 Series Circuits 5-4 Maximum Power Transfer 5-5 Parallel Circuits 5-6 Conductance 5-7 Series-Parallel Circuits 5-8 Voltage Dividers and Regulators 6. Complex-Circuit Analysis 6-1 Simultaneous Equations 6-2 Loop-Equations Technique 6-3 Node Voltage Technique 6-4 Superposition Theorem 6-5 Voltage Sources 6-6 Thevenin’s Theorem 6-7 Current Source 6-8 Norton’s Theorem 6-9 Comparison of Techniques 7. Magnetism and Electromagnetism 7-1 Magnetism and Magnets 7-2 Magnetic Fields, Flux, and Poles 7-3 Electromagnetism 7-4 Magnetic Materials 7-5 Magnetizing Magnetic Materials 7-6 Magnetomotive Force 7-7 Saturation 7-8 Demagnetizing 7-9 Residual Magnetism 7-10 Reluctance 7-11 Magnetic Shields 7-12 Induced Voltage 7-13 Magnetic Quantities and Units 7-14 Electromagnets 7-15 DC Motors 7-16 Solenoids 7-17 Relays 7-18 Hall-Effect Devices 8. Alternating Current and Voltage 8-1 AC Terminology 8-2 Waveforms 8-3 Types of AC Waveforms 8-4 Quantifying Alternating Current 8-5 The Sine Wave 8-6 AC Generator 8-7 Advantages of Alternating Current 8-8 Three-Phase Alternating Current 9. Power in AC Circuits 9-1 Power in Resistive AC Circuits 9-2 Power in Out-of-Phase Circuits 9-3 True Power and Apparent Power 9-4 Power Factor 10. Capacitance 10-1 Terminology 10-2 Basic Capacitor Action 10-3 Voltage Rating 10-4 Unit of Capacitance 10-5 Determining Capacitance 10-6 Types of Capacitors 10-7 Schematic Symbols 10-8 Capacitors in DC Circuits 10-9 Capacitors in AC Circuits 10-10 Capacitors in Series 10-11 Capacitors in Parallel 10-12 Detecting Faulty Capacitors 10-13 Undesired, or Stray, Capacitance 10-14 Capacitor Specifications 10-15 Uses of Capacitors
Appendix A Common Tools Appendix B Soldering and the Soldering Process Appendix C Formulas and Conversions Appendix D Cooper Wire Table Appendix E Resistivity of Metals and Alloys Appendix F Temperature Coefficients of Resistance Appendix G Trigonometric Functions Appendix H Capacitor Codes and Color Codes Appendix I The Oscilloscope Appendix J Basics of Crammer’s Rule / Index

SCHAUM’S OUTLINE OF BASIC ELECTRICITY
Second Edition
by Milton Gussow, Johns Hopkins University
2007 (September 2006) / 480 pages
A Professional Schaum’s Publication
The high-performance study guides that help you cut study time, hone problem-solving skills, and achieve top scores on exams! From cable and fiber optics to increased electricity demands, the job of the electronics technician has changed drastically over the last two decades. This revised textbook covers the latest technological advances.

ELECTRICITY FOR THE TRADES
by Frank Petruzella
2006 (February 2006)
This new text starts with coverage of key background topics, with an emphasis on safety and tools of the trade; and then moves into DC and AC circuit essentials. Inductance and capacitance are covered in an applied way, preparing students for subsequent work with motors and generators. The text contains a wealth of illustrations and examples related directly to trades oriented work.

CONTENTS
Introduction To Electricity/ Electronics, DC/AC Circuits

GROB'S BASIC ELECTRONICS WITH SIMULATION CD
Tenth Edition
By Mitchel E. Schultz, Western Wisconsin Tech College
2007 (May 2006)
IE with OLC & Student CD]
Browse http://www.mhhe.com/grob10e

Grob's Basic Electronics, Tenth Edition, is written for the beginning student pursuing a technical degree in Electronics Technology. In covering the fundamentals of electricity and electronics, this text focuses on essential topics for the technician, and the all-important development of testing and troubleshooting skills. This highly practical approach combines clear, carefully-laid-out explanations of key topics with worked-out examples and problems to solve. Review problems that follow each section reinforce the material just completed, making this a very student-friendly text. It is a thoroughly accessible introduction to basic DC and AC circuits and electronic devices. This tenth edition of this longtime best-selling text has been refined, updated and made more student friendly. The focus on absolutely essential knowledge for technicians, and focus on real-world applications of these basic concepts makes it ideal for today's technology students.

NEW TO THIS EDITION
• A new beginning chapter, “The Powers of Ten,” initiates the course with scientific notation, a math skill that every electronics student must be able to use.
• New Streamlined Design: The new edition of Grob has a contemporary, streamlined design that underscores the text’s tight focus on essential topics. Marginal text features—Calculator Tips, Pioneers in Electronics, and Good to Know—have been selected and designed to reinforce basic skills and key concepts.
• Superior Examples and Problems: Examples, carefully laid out in a step-by-step fashion, now include Practice Problems, which provide the students with immediate feedback. On a similar note, review problems have been reorganized to follow each sub-chapter section, allowing an immediate link to the text material just covered. In addition, selected examples can be used with Multisim files (provided on the bound-in Multisim CD-ROM) to show students the use of modern computer simulation techniques in circuit analysis and troubleshooting.
• Well-Integrated Ancillary Materials for Students: Ancillary materials flesh out all aspects of this well-considered text. The Experiments Manual also includes a Multisim CD-ROM so students can combine both hands-on and simulated lab work, and a Problems Manual provides students with an alternative set of skill-building problems and exercises. The Online Learning Center website provides a complete overview of the basic math needed in DC/AC electronics, along with other useful instructor and student resources.
• Instructor Ancillary Content: For the instructor, there is a printed Instructor Solutions Manual with a bound-in Instructors Productivity System (CPS) for in-class quizzing and classroom management, instructional PowerPoint slides, and electronic textbanks for all book chapters.

FEATURES
• Extensive coverage of Troubleshooting

CONTENTS

INTERNATIONAL EDITION

GROB'S BASIC ELECTRONICS Fundamentals of DC and AC Circuits with Simulations CD
By Mitchel E. Schultz, Western Wisconsin Tech College
2007 (March 2006)
IE with OLC & Student CD]

Grob's Basic Electronics: Fundamentals of DC/AC Circuits is written for the beginning student pursuing a degree in electronics technology. In covering the fundamentals of electricity and electronics, this text focuses on essential topics for the technician and the all-important development of troubleshooting skills. This highly practical approach combines clear, carefully-laid-out explanations of key topics with worked-out examples and problems to solve. Review problems that follow each section reinforce material just completed making this a very student-friendly text. It provides the student with complete, comprehensive coverage of all of the fundamental concepts of DC and AC circuit theory. This first edition combines the tried and true Grob's Basic Electronics with more specific study in DC/AC Circuitry. For the first time, instructors can choose between Grob's Basic Electronics 10th edition, with its additional coverage of devices or this new, concise Fundamentals of DC/AC Circuits. The focus on absolutely essential knowledge for technicians, including troubleshooting failed circuitry, keeps this book completely practical.

FEATURES
• Superior Examples and Problems: Examples, solved in a step-by-step fashion, include embedded Practice Problems, which provide the students with immediate feedback. On a similar note, review problems follow each section, allowing an immediate link to material just covered.
• Integrated MultiSIM simulations are included, marked with an icon, and files for these are included on the free, bound-in CD-ROM.
• Chapter on Powers of 10: An opening chapter on basic scientific and engineering notation entitled “Introduction to Powers of 10” clearly explains these necessary math skills.
• Superior Ancillary Materials for Students: Ancillary materials flesh out all aspects of this thorough text. The Experiments Manual includes a MultiSIM CD so students can combine both hands-on and simulated lab work, and a Problems Manual provides students with an alternative set of problems and exercises. The Online Learning Center provides a complete overview of the basic math needed in DC/AC electronics, and student study features.
Electricity & Electronics

INDUSTRIAL ROBOTICS
By Harry Colestock
2007 / 416 pages
Professional Book

Wiring

RESIDENTIAL WIRING FOR THE TRADES
By H. Brooke Stauffer
2007 (February 2006) / 416 pages / Hardcover

FEATURES
• Complete residential wiring curriculum. Includes coverage of old work and SMART houses, in addition to all traditional topics.
• Follows the rules of the 2005 National Electric Code as they relate to wiring a house.
• Emphasizes safety.
• Complete instructor support package. Instructor CD-ROM, available to adopters, provides teaching resources, PowerPoint presentations, testing software, and CPS capability.

CONTENTS
1 General Principles. 2 Planning the Installation--Required Branch Circuits and Load Calculations. 3 Services, Service Equipment, and Grounding. 4 Wiring Methods. 5 Lighting the Home. 6 The Living Room. 7 The Kitchen and Dining Room. 8 The Bathroom. 9 The Bedroom. 10 The Basement, Family Room, and Laundry. 11 Hallways, Stairways, and Attics. 12 Outdoor Areas. 13 Swimming Pools, Hot Tubs, and Spas. 14 HVAC Equipment and Water Heaters. 15 Special Systems. 16 Residential Generators. 17 Old Work. NEC Definitions. Answers.
MILLER'S GUIDE TO HOME WIRING
By Rex Miller, Mark R. Miller and Glenn E. Baker
2005 / 260 pages
Professional Book
Written by authors of McGraw-Hill's popular Carpentry & Construction, Fourth Edition, this new, dollar-saving series is great for do-it-yourselfers, weekend repairmen and home owners, as well as seasoned pros who want to stay on top of the latest methods, materials, equipment and code requirements. Organized according to the actual stages of construction, these titles detail everything needed to successfully plan, manage, and complete a job. All are heavily illustrated and contain valuable tip-boxes throughout.

CONTENTS
Manufacturing & Construction
~ Contents

Machining ................................................................. 16
Technical Writing .................................................... 17
Welding ................................................................. 17
WELDING: Principles and Practices
Third Edition
By Raymond J. Sacks and Edward R. Bohnart
2005 / 1,312 pages

This text introduces students to a solid background in the basic principles and practices of welding. It first introduces fundamental theory of the welding process (gas arc, semi-automatic, automatic, and robotic welding) and then provides practice jobs so students develop manipulative skills and technical understanding. Metals and their welding characteristics, safety practices, welding symbols, and the fundamentals of print reading are all covered.

CONTENTS

APPLIED WRITING FOR TECHNICIANS
By Dale Jungk
2005 / 560 pages
(with Student Tutorial CD)

Applied Writing for Technicians is a text-workbook intended for use in writing courses for students in technology programs. Using the writing process, students studying various technical fields from electronics, to HVAC to medical office, to computer networking, will develop their written communication skills while creating job-related correspondence. Coverage includes both internal and external job-related correspondence such as proposals for expenditure, and job bids, as well as routine information requests and detailed billing reports. Standard conventions and formats for letters, memos, e-mail, and other reports are also covered. This versatile text is intended for use both in classes where students are studying various technical fields, and in classes where all of the students share a common major.

CONTENTS
Vocational Technology

~ Contents

Civil Technology ............................................................ 21
Trades/Technology-Electricity & Electronics............... 20
Vocational Technology

Trades/Technology - Electricity & Electronics

TEACH YOURSELF ELECTRICITY AND ELECTRONICS
Fourth Edition
by Stan Gibilisco
2006 (March 2006) / 698 pages
Professional Book
The best combination self-teaching guide, home reference, and classroom text on electricity and electronics has been updated to deliver the latest advances. Great for preparing for amateur and commercial licensing exams, this guide has been prized by thousands of students and professionals for its uniquely thorough coverage ranging from DC and AC concepts to semiconductors and integrated circuits. Written by Stan Gibilisco, an electronics legend and McGraw-Hill's most popular TAB author. Perfect for hobbyists, students, and those of you who want to get ahead in tech-related careers. Packed with everything needed to enhance learning: 600+ illustrations, practical examples, and hundreds of test questions

CONTENTS

ELECTRICITY FOR THE TRADES
By Frank D. Petruzella
2006 / 832 pages / Softcover
This new text starts with coverage of key background topics, with an emphasis on safety and tools of the trade; and then moves into DC and AC circuit essentials. Inductance and capacitance are covered in an applied way, preparing students for subsequent work with motors and generators. The text contains a wealth of illustrations and examples related directly to trades oriented work.

CONTENTS

ELECTRONICS DEMYSTIFIED
By Stan Gibilisco
2005 / 401 pages
Professional Book
Best-selling Demystified author and electronics expert Stan Gibilisco has penned the perfect introductory book for consumers, hobbyists, and students alike. Coverage includes essential topics such as current and power supplies, wireless, digital principles, measurement and monitoring, transducers and sensors, location and navigation, and more.

CONTENTS
COMMUNICATION ELECTRONICS
Third Edition
By Louis E. Frenzel
2001
CONTENTS

BASIC ELECTRICITY
A Text-Lab Manual, Seventh Edition
By Paul B. Zbar, Gordon Rockmaker and David J. Bates, Western Wisconsin Tech College
2001
CONTENTS

CARPENTRY AND CONSTRUCTION
Fourth Edition
By Mark R. Miller, Rex Miller and Glenn E. Baker
2004 / 696 pages
Professional Book
CONTENTS
Health Occupation ~ Contents

Blood & Airborne Pathogens .............................................. 24
Certification Exam Review for Medical Assisting.............. 24
Computers in the Medical Office ...................................... 24
CPR & AED .................................................................... 25
Dental Billing ................................................................... 27
EKG/ECG/Electrocardiology ............................................. 27
Emergency Medical Services .......................................... 26
FireFighting ..................................................................... 26
First Aid .......................................................................... 27
Massage Therapy ............................................................. 28
Math for Health Professions ........................................... 29
Medical Assisting: Administration & Clinical .................. 29
Medical Billing & Coding .............................................. 30
Medical Insurance ............................................................ 31
Medical Law & Ethics ...................................................... 32
Medical Office Procedures ............................................. 33
Medical Terminology ...................................................... 33
Pediatric First Aid, CPR, AED ........................................ 34
Pharmacology for Health Professions .............................. 35
Phlebotomy .................................................................... 35

2007 New Titles

- AEHLERT
  Emergency Medical Responder .................................. 27

- KIDD
  Safe FireFighting - Entry Level with Student DVD ...... 26

- NATIONAL SAFETY COUNCIL
  CPR and AED, 2e ..................................................... 25

- NATIONAL SAFETY COUNCIL
  First Aid, 2e .............................................................. 27

- NATIONAL SAFETY COUNCIL
  Pediatric First Aid CPR & AED, 2e ......................... 34

- NATIONAL SAFETY COUNCIL
  Standard First Aid, CPR and AED with Pocket Guide, 2e ....... 28

- SANDERSON
  Case Studies for the Medical Office with Student Data CD, 4e .... 24

- SANDERSON
  Computers in the Medical Office with Student Data CD-ROM, 5e .... 25

- SHADE
  Fast and Easy ECGs ................................................... 27

- THIERER
  Medical Terminology Essentials .............................. 33

2008 New Titles

- ABBOTT
  Massage Therapy Review: Passing the NCETMB and NCETM Exams with Student CD-ROM .......... 28

- CAMPBELL
  Homeland Security and Emergency Medical Response .... 26

- NEWBY
  Medical Insurance Coding Workbook for Physician Practices 2006 Edition ............... 31
Health Occupation

Blood & Airborne Pathogens

BLOOD AND AIRBORNE PATHOGENS
By National Safety Council
2005 / 64 pages

This 58-page full-color manual is designed to complement the 2 to 2.5 hour National Safety Council Blood and Airborne Pathogens course. It focuses on teaching people how to protect themselves and others from blood and airborne pathogens and what to do if there is an exposure. Specific pathogens covered include Hepatitis viruses, HIV, and Tuberculosis. Also covered are OSHA standards and expectations, the concept of universal precautions and personal protective equipment.

CONTENTS

Certification Exam Review For Medical Assisting

MEDICAL ASSISTING REVIEW - PASSING THE CMA AND RMA
Second Edition
By Jahangir Moini
2005
(with Student CD)

Medical Assisting Review: Passing the CMA & RMA Exams, 2nd edition covers example questions for both types of certification exams. This reference prepares students to take the CMA or RMA exam with easy-to-read essential material summaries that highlight key areas of the major clinical and administrative parts of a Medical Assistant’s program. Each of the 22 chapters includes a series of 20 to 30 multiple choice quiz questions and a concise outline of key information. The CD-ROM included free in each book provides more than 150 sample review questions as well as a PowerPoint presentation for additional student review. The review questions include rationales for answers and correlations to certification competencies. There is also a correlation to the textbook location where the information is covered.

CONTENTS

21 Medical Emergencies and First Aid, 22 Laboratory Procedures. Part 2 Self-Evaluation: Section 1 Test for General Medical Assisting Knowledge, Section 2 Test for Administrative Medical Assisting Knowledge, Section 3 Test for Clinical Medical Assisting Knowledge. Part 3 Self-Evaluation Answers and Rationales: Section 1 General Medical Assisting Knowledge Answers and Rationales, Section 2 Administrative Medical Assisting Knowledge Answers and Rationales, Section 3 Clinical Medical Assisting Knowledge Answers and Rationales.

Computers In The Medical Office

CASE STUDIES FOR THE MEDICAL OFFICE WITH STUDENT DATA CD
Fourth Edition
by Susan Sanderson
2007 (July 2006)

This capstone simulation using Medisoft Advanced Billing Software, Version 11, gives students enhanced training that fosters superior qualifications for a variety of medical office jobs. Extensive hands-on practice with realistic source documents teaches students to input information, schedule appointments, and handle billing, reports, and other essential tasks. The simulation is recommended for students who have completed the study of Medisoft Advanced Version 11 using Computers in the Medical Office or Patient Billing.

NEW TO THIS EDITION
• Medisoft Advanced Student-at-home software (Optional Package Item), a full-featured software option for distance education or students who want to practice with the software at home. The only limitation is the number of patients a student can enter into the software. Otherwise, this is a full working version.

FEATURES
• Case Studies for the Medical Office teaches transferable skills. Through studying how to use Medisoft patient billing software in a simulated job environment, students develop the skills and knowledge to quickly learn to use any medical billing software they encounter during employment in medical offices.
• Provides hands-on applications for medical assisting externship practice.
• The organization of the book by the introductory part setting the stage for the work experience and the On the Job section covering two weeks’ billing tasks—extends student billing skill. In the Introduction, students learn about the job environment, the physicians in the practice, the work rules, and their role as patient services specialist and study the practice’s Policy and Procedures Manual, which offers a realistic exposure to actual work setting. In the On the Job section, each day’s work is clearly presented, and additional Medisoft skills are taught in context.
• Medisoft Advanced patient billing software, a full-feature software program, is available to adopters of Case Studies for the Medical Office—it can be requested through your McGraw-Hill sales representative.
• Case Studies for the Medical Office fits the curriculum requirements for a culminating work experience that permits students to integrate acquired billing skills in a realistic manner.
Health Occupation

NEW

COMPUTERS IN THE MEDICAL OFFICE WITH STUDENT DATA CD-ROM
Fifth Edition
by Susan Sanderson
2007 (July 2006)
Browse http://www.mhhe.com/cimo5e

This revision incorporates the important changes both in the NDCMedisoft Version 11 program and in the medical office environment. Computers in the Medical Office offers training and applications using full-featured, state-of-the-art software and current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Although it is correlated to Medisoft software, students who complete CIMO learn the appropriate terminology and skills necessary to use any patient billing software program with minimal additional training.

NEW TO THIS EDITION
• Computers in the Medical Office teaches transferable skills. Through studying how to use Medisoft, students develop the skills, terminology, and knowledge to quickly learn to use any medical billing software they encounter during employment in medical offices.

• NDCMedisoft Advanced Version 11 patient billing software, a full-featured software program, is available to adopters. Contact your McGraw-Hill representative to request software.

• Computers in the Medical Office teaches transferable skills. Through studying how to use Medisoft, students develop the skills, terminology, and knowledge to quickly learn to use any medical billing software they encounter during employment in medical offices. Examples in the text represent a realistic mix of HMO, PPO, and fee-for-service cases. The organization of the book has been revised: Part 1 Introduction to Polaris Medical Group Part 2 Polaris Medical Group Policy and Procedure Manual Part 3 On the Job Part 4 Source Documents / Glossary / Index

CONTENTS

CPR & AED

NEW

CPR AND AED
Second Edition
By National Safety Council NSC
2007 (July 2006) / 48 pages / Softcover

Nearly every two minutes, someone dies of sudden cardiac arrest. Automated external defibrillation (AED) could save a quarter of these lives. AED devices are showing up everywhere from industrial settings to shopping malls, and the demand for training is rising. And fortunately, the number of people trained in CPR grows every year too. National Safety Council programs offer the very latest techniques and AHA guidelines for CPR and meet OSHA standards for emergency care training in the workplace. And now we use Video Self Instruction to increase retention of the techniques. Our CPR and AED program teaches the average person the basics of emergency life support, and takes the fear out of AED use. We give you all the background information and skill testing you need to feel confident in the event of an emergency and help save a life.

NEW TO THIS EDITION
• NEW! Video Skill Instruction: With VSI, students practice CPR at the same time it’s demonstrated on the video, taking cues from the rescuer on the screen. VSI is shown to result in better CPR skills acquisition and retention than traditional teaching methods. And, it helps you provide consistent instruction to all students and stick to a tight teaching schedule.

FEATURES
• Emphasis on the use of the Automated External Defibrillator (AED) by the layperson.

• Contains need-to-know information and has a clear and easy-to-understand presentation.

• The Emergency Cardiovascular Care Guidelines for the layperson are followed in the manual.

CONTENTS
Health Occupation

FireFighting

NEW

SAFE FIREFIGHTING-ENTRY LEVEL WITH STUDENT DVD
By Steve Kidd, Delve Productions, Inc., John Czajkowski, Delve Productions, Inc., and Garry Briese, International Association of Fire Chiefs
2007 (July 2006) / Softcover
(with Student DVD)
Browse http://www.mhhe.com/fireview

Safe Firefighting, Entry Level is designed to systematically teach the skills and safety knowledge that a new volunteer firefighter is required to perform. Skills move from the basic, such as laying lines, to the more complex fighting of exterior fires. This text/workbook introduces volunteer firefighters to various tools, apparatus, and skills in a step-by-step manner, and includes testable skills required by the National Fire Protection Association. The consistent focus of this text is on the firefighter’s safety.

FEATURES
- Introduction to Basic Skills: This text/workbook introduces the volunteer firefighter to the testable skills required by the National Fire Protection Association.
- Written for the Volunteer: The first text to deal only with the volunteer firefighter, which is about three quarters of all firefighters. All other texts are designed for the full-time professional firefighter. The primary and consistent focus of this text is on the Firefighter’s safety. Personal and crew safety is emphasized consistently in both the knowledge and skills content.

CONTENTS
Dental Billing

COMPUTERS IN THE DENTAL OFFICE
By Cynthia Newby, Chestnut Hill Enterprises, Inc.
2004
(with Data Disk)

This new text-workbook provides an overview of dental office operations and instructions in dental insurance billing procedure. Instruction is based on MediSoft's PractiSoft Advanced, version 6.0 software.

CONTENTS

FAST AND EASY ECGS
By Bruce Shade
2007 (September 2005) / 312 pages

Fast and Easy ECGS: A Self-Paced Learning Program brings the classroom to the student! Organized using the 5-step interpretation approach, concepts are taught with a combination of repetition, anatomical and physiological understanding of the dysrhythmias and practice. Stimulating sidebars highlight key concepts and provide instructor notes, critical thinking questions, and clinical tidbits. The ECG Mentor Companion DVD brings an ECG instructor (co-author Dr. Keith Wesley) to the reader with presentations, demonstrations and animations of difficult-to-grasp and key concepts. Fast and Easy ECGS covers basic ECG interpretation and introduces the reader to concepts in 12-lead ECG interpretation.

CONTENTS
1 Anatomy and Electrophysiology of the Heart 2 The Electrocardiogram 3 Heart Rate 4 Regularity 5 P Waves 6 QR Waves 7 PR Intervals 8 Origin and Clinical Aspects of Sinus Node Dysrythmias 9 Origin and Clinical Aspects of Atrial Dysrythmias 10 Origin and Clinical Aspects of Ventricular Dysrythmias 11 Origin and Clinical Aspects of AV Heart Blocks 12 Hypertrophy, Bundle Branch Block, and Preexcitation 13 Myocardial Ischemia and Infarction 14 Other Cardiac Conditions and the ECG

First Aid

FIRST AID
Second Edition
By National Safety Council NSC
2007 (July 2006) / 52 pages

First Aid is a 52-page full-color manual that covers the material necessary for a 3.5 to 4 hour Basic First Aid course. The layperson (not a health care provider) is the audience for the manual.
and course. The focus is teaching a layperson to recognize an emergency and act in an emergency until professional help arrives. Guidelines of care are derived from the national guidelines such as Emergency Cardiovascular Care and the American Burn Association. The manual focuses on need-to-know information and has a clear and easy to understand presentation.

CONTENTS
Acting in an Emergency / Check the Victim / Recovery Position / Choking (Responsive Victim) / Heart Attack and Chest Pain / Preventing Disease Transmission / Bleeding and Wound Care / Shock / Burns / Serious Injuries / Bone, Joint, and Muscle Injuries / Sudden Illness / Poisoning / Cold and Heat Emergencies / Rescuing and Moving Victims

STANDARD FIRST AID, CPR, AND AED WITH POCKET GUIDE
Second Edition
By National Safety Council NSC
2007 (July 2006) / Softcover

Standard First Aid, CPR & AED includes content covered in a 8 hour course. This 96 page full-color manual combines the content of First Aid and CPR & AED into one easy-to-use reference. The focus is teaching the layperson to recognize and act in any emergency and to sustain life until professional help can arrive. This manual includes Step-by-step photo sequences that reinforce skill development and retention. This edition includes the latest CPR and Emergency Cardiac Care Guidelines.

NEW TO THIS EDITION
• Standard First Aid, CPR, and AED has updated the training to incorporate Video Self Instruction(VSI)for CPR skills. With VSI, students practice CPR along with the video, taking their cues from the rescuer on the screen.
• As an added bonus, all NSC instructors get exclusive access to our web-based Emergency Care Instructor Portal, which contains downloadable promotions, administrative documents, course

FEATURES
• The CPR segment teaches the principles of basic life support. You will also learn how to perform rescue breathing and manage a choking victim.
• The AED portion of the program details key operating characteristics of AEDs, and shows you proper precautions and maintenance techniques. It also includes guidelines for meeting the state Public Access Defibrillation (PAD) laws.
• The First Aid training covers all the basics: breathing emergencies, sudden illness and injury, bleeding, and preventing disease transmission.

CONTENTS
Lesson 1-basic Life Support Lesson 2-acting In An Emergency Lesson 3-check The Victim Lesson 4-recovery Position Lesson 5-choking (Responsive Victim) Lesson 6-heart Attack And Chest Pain Lesson 7-preventing Disease Transmission Lesson 8-bleeding And Wound Care Lesson 9-shock Lesson 10-burns Lesson 11-serious Injuries Lesson 12-bone, Joint, And Muscle Injuries Lesson 13-sudden Illness Lesson 14-poisoning Lesson 15-cold And Heat Emergencies Lesson 16-rescuing And Moving Victims

BASIC FIRST AID
By National Safety Council
2005 / 112 pages

Basic First Aid is a 106-page full-color manual that covers the material necessary for a 3.5 to 4 hour Basic First Aid course. The layperson (not a health care provider) is the audience for the manual and course. The focus is teaching a layperson to recognize an emergency and take action in an emergency until professional help arrives. Guidelines of care are derived from national guidelines such as Emergency Cardiovascular Care and the American Burn Association. The manual focuses on need-to-know information and has a clear and easy to understand presentation.

CONTENTS
1 Why Learn First Aid? 2 Take Action in an Emergency. 3 Bleeding and Wound Care. 4 Shock. 5 Burns. 6 Serious Injuries. 7 Bone, Joint, and Muscle Injuries. 8 Sudden Illness. 9 Poisoning. 10 Heat and Cold Emergencies. 11 Rescuing and Moving Victims. Appendix A Summary of Basic Life Support. First Aid in Brief.

MASSAGE THERAPY REVIEW
Passing the NCETMB and NCETM Exams with Student CD-ROM
By Laura Abbott
2008 (January 2007)
(with Student CD-ROM)

Massage Therapy Review: Passing the NCETMB and NCETM Exams is designed to help massage therapists prepare for the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) AND the National Certification Exam for Therapeutic Massage (NCETM). The certifying exam, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), broke into two separate sections last year, with the former being more robust, including additional oriental modalities. The exam reviews are a thorough study of a broad range of material; new graduates find it stressful, as they must pass in order to practice as a licensed professional in most states. This is the only review text that offers questions, answers, and explanations in the same form and organization as the exam itself. A high first time fail rate combined with the fact that graduates must pass this exam in order work as a professional, makes Massage Therapy Review: Passing the NCETMB and NCETM Exams an excellent choice. A richly illustrated text, a 50-page Prep Course Outline, a 200-page Anatomy and Physiology Outline, and a CD containing 1500 test questions provides a comprehensive review presented in a clearly written style.

FEATURES
• The only exam review program that offers questions and answers and explanations in the same form and organization as the exam itself.
• This text provides a highly clinical and practical perspective.

The text and Student CD-ROM offer the most complete exam review and testing to enhance student success on the NCBTMB and NCETM Exams.
Math For Health Professions

MATH AND DOSAGE CALCULATIONS FOR MEDICAL CAREERS
Second Edition
By Kathryn A. Booth, Total Care Programming
2007 (September 2005) / 416 pages
(with Student CD)
www.mhhe.com/math-dosagecalc2e

Math and Dosage Calculations for Medical Careers teaches the skills and techniques medical assistants, licensed practical nurses, pharmacy technicians, and paramedics need to calculate the amount of medication they should administer to patients. Students learn to calculate dosages based on ratio proportions, fraction proportions, the formula method, and dimensional analysis.

FEATURES
- Provides an easier, more accurate approach to the formula method for calculating dosage.
- Introduces students to concerns about patient education and polypharmacy.
- Offers special attention to pediatric concerns, such as calculating orders based on body weight and surface area.
- Presents information and calculations focused on geriatric concerns and physiological changes associated with aging.
- Interactive CD-ROM corresponds to text chapters and helps students learn, review, and test their skills.
- Instructor Manual provides detailed answer key, additional exercises for each chapter, and an image bank for classroom use. Accompanying CD-ROM contains the ExamView Pro test generator and Instructor PowerPoint Presentation.

CONTENTS
1 Roman Numerals, Fractions, and Decimals. 2 Percents, Ratios, and Proportions. 3 Systems of Weights and Measures. 4 Equipment for Dosage Measurement. 5 Drug Orders. 6 Drug Labels and Package Inserts. 7 Methods of Dosage Calculations. 8 Dimensional Analysis. 9 Oral Dosages. 10 Parenteral Dosages. 11 Intravenous Dosages. 12 Pediatric Concerns. 13 Geriatric Concerns.

Medical Assisting: Administration & Clinical

MEDICAL ASSISTING
Second Edition
By Barbara Ramutkowski, Pima Medical Institute; Kathryn A. Booth, Total Care Programming; Donna Jeanne Pugh; Sharion Thomson and Leesa Whicker.
2005 / 1184 pages
www.mhhe.com/medicalassisting

Medical Assisting, 2nd edition addresses the most current competencies for CMA certification, CPR procedures, coding and insurance billing requirements, HIPAA regulation, OSHA guidelines, and clinical diagnostic testing such as hemoglobin A1c (diabetes) testing. Thorough coverage of procedures remains an asset and Anatomy and Physiology coverage is increased significantly. It trains students on medical office administrative procedures and equipment, clinical procedures, infection control, anatomy and physiology, assisting with patients, medical emergencies and first aid, laboratory procedures, nutrition, pharmacology, diagnostic equipment, and much more.

CONTENTS

**CONTENTS**

**Part One Introduction to Medical Assisting.** Section 1 Foundations and Principles: 1 The Profession of Medical Assisting. 2 Types of Medical Practice. 3 Legal and Ethical Issues in Medical Practice, Including HIPAA. 4 Communication With Patients, Families, and Coworkers. Part Two Administrative Medical Assisting, Section 1 Office Work: 5 Using and Maintaining Office Equipment. 6 Using Computers in the Office. 7 Managing Correspondence and Mail. 8 Managing Office Supplies. 9 Maintaining Patient Records. 10 Managing the Office Medical Records. Section 2 Interacting With Patients: 11 Telephone Techniques. 12 Scheduling Appointments and Maintaining the Physician’s Schedule. 13 Patient Reception Area. 14 Patient Education. Section 3 Financial Responsibilities: 15 Processing Health-Care Claims. 16 Medical Coding. 17 Patient Billing and Collections. 18 Accounting for the Medical Office. Appendix I Medical Assistant Role Delineation Chart. Appendix II Prefixes and Suffixes Commonly Used in Medical Terms. Appendix III Latin and Greek Equivalents Commonly Used in Medical Terms. Appendix IV Abbreviations Commonly Used in Medical Notations. Appendix V Symbols Commonly Used in Medical Notations. Appendix VI Professional Organizations and Agencies.
Health Occupation

BASIC MEDICAL CODING FOR PHYSICIAN PRACTICES: A TEXT/WORKBOOK
By Cynthia Newby, Chestnut Hill Enterprises, Inc.
2007 / 256 pages
Basic Medical Coding for Physician Practices provides a brief introduction to physician-office medical insurance coding and compliance. The text/workbook includes appropriate procedural and diagnostic coding procedures and exercises.

CONTENTS

NEW TO THIS EDITION
- Updated Information: The workbook includes the latest ICD and CPT codes.
- Case Studies: Each section contains case studies to provide practice coding from medical documentation.
- Review and Practice: Updated Coding Compliance Coverage provides review and practice so students learn to link diagnosis and procedure codes correctly. Coding Quizzes test students’ understanding of guidelines and prepare students for the coding certification exams.
- Answers to workbook exercises are available on the password-protected Instructor’s site on the Valerius/Medical Insurance 3e Online Learning Center.

FEATURES
- Tips: Coding Tips reinforce coding guidelines.

CONTENTS

INSURANCE CODING AND ELECTRONIC CLAIMS FOR THE MEDICAL OFFICE
By Shelley Safian
2006
(with Student CD)
www.mhhe.com/icec-safian
Students will learn to carefully glean pertinent data to code accurately from review and analysis of: a. Superbills b. Provider’s notes c. Referral authorization forms, and d. New patient information forms. Patient care abbreviations, as well as common prescription abbreviations and symbols will be included to assist comprehension. Actual documents will be provided from which the students will work.

CONTENTS
HOSPITAL BILLING, STUDENT TEXT WITH DATA DISK
By Cynthia Newby, Chestnut Hill Enterprises, Inc.
2004
www.mhhe.com/hospbill

This practical text-workbook uses MediSoft’s Just Claims software to teach students the basics of filling computerized hospital claims, including the UB-92. Content focuses on hospital billing flow, elements required to complete the UB-92 form, variations of form completion requirements, compliance, and using the computer to complete the form. Each chapter features tutorial information, hands-on computer practice problems, objective end-of-chapter activities, and computer problems. Software is free to instructors who adopt the book.

CONTENTS

MEDICAL INSURANCE
Second Edition
By Joanne Valerius; Nenna L. Bayes and Cynthia Newby, Chestnut Hill Enterprises, Inc.
2005 / 576 pages
(with Data Disk/Student CD)
www.mhhe.com/medinsurance

Designed for the one-semester medical insurance course, Medical Insurance provides clear, focused, and authoritative instruction on medical insurance and reimbursement, with an emphasis on electronic processing. All types of medical insurance are covered, and examples in the text represent a realistic mix of managed care and fee-based plans. The program teaches basic medical coding and coding compliance, because this knowledge is essential for ensuring maximum appropriate reimbursement for reported healthcare services. A new chapter on HIPAA features the rules on transactions and code with detailed coverage of claim transmission and remittance advice.

CONTENTS
Part 1 From Patient to Payment. 2 HIPAA and the Legal Medical Record. 3 Diagnostic Coding. 4 Procedural Coding. 5 Payment Methods: Managed Care and Indemnity Plans. 6 Health Care Claim Preparation and Transmission. 7 Payment Follow-up and Collections. 8 Blue Cross and Blue Shield. 9 Medicare. 10 Medicaid. 11 Tricare and CHAMPVA. 12 Workers’ Compensation. 13 Disability. 14 Dental Insurance. 15 Hospital Billing and Reimbursement. Guide to NDCMedisoft Advanced, Version 9 software.

FROM PATIENT TO PAYMENT
Insurance Procedures for the Medical Office
Fourth Edition
By Cynthia Newby, Chestnut Hill Enterprises, Inc.
2005 / 320 pages
(with CD/Student Data Disk)
This concise, practical text-workbook provides extensive real-world practice with the HIPAA 837 electronic claim form and CMS 1500 paper claims. Includes flow charts, claims processing forms, and medical reports. Coding and billing content is based on industry practice and addresses electronic claims and a variety of compliance issues. The text provides a brief introduction to NDCMedisoft Advanced, Version 9 software.

CONTENTS
1 From Patient to Payment. 2 HIPAA and the Legal Medical Record. 3 Diagnostic Coding. 4 Procedural Coding. 5 Payment Methods: Managed Care and Indemnity Plans. 6 Health Care Claim Preparation and Transmission. 7 Payment Follow-up and Collections. 8 Blue Cross and Blue Shield. 9 Medicare. 10 Medicaid. 11 Tricare and CHAMPVA. 12 Workers’ Compensation. 13 Disability. 14 Dental Insurance. 15 Hospital Billing and Reimbursement. 16 NDCMedisoft Claim Simulations.
Medical Office Procedures

MEDICAL OFFICE PROCEDURES WITH DATA DISKS AND PROJECTS CD-ROM
Sixth Edition
By Karonne Becklin
2006 / Softcover
(with Data Disks/CD-ROM)

Medical Office Procedures is a text-workbook that introduces and describes the tasks of a medical assistant’s career; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients’ charts and bills. Practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation.

CONTENTS
Part 1 The Administrative Medical Assistant’s Career
1 The Administrative Medical Assistant
2 Medical Ethics, Law, and Compliance
3 Computer Usage in the Medical Office
Part 2 Administrative Responsibilities
4 Telephone Procedures and Scheduling
5 Records Management
6 Written Communications
Part 3 Patient Records
7 Patient Medical Records
8 Insurance and Coding
9 Billing, Reimbursement, and Collections
Part 4 Practice Finances and Management
10 Practice Finances
11 Office Management
Appendix A Introduction to MediSoft

Medical Terminology

NEW

MEDICAL TERMINOLOGY ESSENTIALS
By Nina Thierer, Ivy Technical Community College Of Indiana, and Lisa Breitbard, Sunrise Senior Living
2007 (January 2006)
(with Student CD/Audio CD)
Browse http://www.mhhe.com/medtermess

Essentials of Medical Terminology is a precise, completely up-to-date, student-oriented text that is ideal for the one-semester course in Medical Terminology. The text emphasizes real world applications of the vocabulary of medicine, and students will see current medical events reflected in this book. The main text is accompanied by an outstanding selection of supplementary learning resources. Essentials of Medical Terminology concentrates on just the key terms and concepts that can be taught in a half-year course. Its clean, uncluttered design keeps readers’ attention focused on learning these basic terms, and definitions are kept concise. The interactive Essentials of Medical Terminology Student CD-ROM, and Audio Program CD-ROMs (2-disk audio CD set), linked directly to the text and its selection of terms, are included with each copy of the text. They provide a powerful suite of learning tools geared to the diverse learning styles of today’s health occupations students. A Spanish-English Audio CD-ROM is also available for student purchase. The Student CD-ROM is set up by text chapter, and for each it includes a variety of games and skill-building activities such as key terms with audio, flash cards, word building, multiple choice and true/false questions, matching, crossword puzzles, and a game called “That’s Epidemic”. A progress review component records and prints student progress reports. The CD-ROM is ideal for reviewing terms, for group activities, and for courses that have a self-study component.

FEATURES
• Clear and Focused Content: Medical Terminology Essentials provides accurate, concise instruction on the basics of anatomy and physiology and medical terminology, presenting what’s appropriate for a 1-semester course. Both clinical and office situations are included throughout the text, to provide a realistic context for understanding medical terms.
• Meets Instructor/Student Goals: The text is closely matched with the typical 1-semester syllabus. It is tightly focused on the “need to know” concepts and definitions. Coverage of underlying word structure and word building prepares students to think critically about medical terminology encountered in subsequent courses, and in their allied health careers.
• Extensive Review Activities: Critical thinking case studies follow every major section and give immediate reinforcement of key concepts presented. End-of-chapter activities include review questions, case studies, and optional Internet and challenge sections that expand student familiarity with the subject of each chapter.
• Career Feature: The Career Focus feature highlights the wide variety of healthcare environments in which students may be employed.
• HIPAA Information: Examples, and exercises are included throughout the text, providing important up-to-date information on important HIPAA guidelines.
• Introduction to SNOMED: Describes a major Internet research tool for medical terminology.
• Spanish-English Glossary and Spanish Audio CD-ROM: These resources are designed to help bilingual students, and students who will work in an increasingly bilingual environment. The Spanish Audio Program CD-ROM is available for optional purchase.
• Case Studies: Brief cases in each chapter present realistic medical situations related to that particular topic and its key terms.
• Online Learning Center web site: This site provides students and instructors with extensive teaching, learning and Internet reference resources. The Instructor side is password protected for security.
• Instructor’s Manual with Instructor Productivity CD-ROM: This supplement has answers, teaching suggestions, instructional PowerPoint slides, electronic test banks and EZ Test electronic testing software, and the Classroom Performance System (CPS) in-class quizzing and management tool.

CONTENTS
INTRODUCTION TO MEDICAL TERMINOLOGY
Sixth Edition
By Pamela Besser, Jefferson Community College and J. Patrick Fisher
2006 (August 2005) / 448 pages
(with Student Audio CD)
www.mhhe.com/besser6e
This text-workbook gives students a firm foundation in medical terminology meanings and pronunciations. It provides a concise presentation of terms reinforced by practice exercises. It can be used in a short course or a review course of medical terminology or as a self-paced text.

CONTENTS

MEDICAL TERMINOLOGY:
Language for Health Care, Second Edition
By Nina Thierer; Lisa Breitbard, Maric College and Teresa Weigand
2006
(with Student CD)
(with Student & Audio CD’s and Flashcards)
www.mhhe.com/medterm2e
Medical Terminology: Language for Health Care will provide comprehensive and clear instruction on the basics of anatomy and physiology and medical terminology. It will include both clinical and administrative office examples and situations that are applicable to this course and will provide a more realistic exposure to the allied health workplace.

CONTENTS

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Pediatric First Aid, CPR, AED
NEW

PEDIATRIC FIRST AID CPR & AED
Second Edition
By National Safety Council NSC
2007 (September 2006) / Softcover
The Pediatric First Aid, CPR & AED manual is 153 pages and full-color. It covers the material included in a 6.5 to 8.5 hour course. This book is for anyone who takes care of children, including parents, daycare and other childcare workers, teachers and others. The focus is on preventing childhood injury where possible, how to recognize and act in a pediatric emergency and sustain life until professional help can arrive. Along with basic first aid components such as bleeding control and shock, the book covers child abuse and common childhood illnesses. Comprehensive information about preventing infection and illness, preventing injuries, and making places safe for children have been added. This text has been updated to include the new 2005 guideline changes.

CONTENTS
Pharmacology For Health Professions

ADMINISTERING MEDICATIONS
Fifth Edition
By Donna Ganzel
2005 / 448 pages
www.mhhe.com/pharmacology

Provides the fundamentals of drug administration, drug laws, principles of pharmacology, drug handling procedures, physician's orders, routes of administration, dosage calculation, and drug actions related to specific body systems and disorders. New boxed readings for the fifth edition include Legal and Ethical Issues, and Health Care: Today and Tomorrow. Also includes CAUTION! boxes which provide critical information on common drug administration errors; Patient Education boxes which teach and reinforce communication skills; Critical Thinking exercises and Internet activities at the end of each chapter; and step-by-step procedures throughout the text.

CONTENTS
1 Orientation to Medications. 2 Principles of Drug Action. 3 Measurement and Dosage Calculation. 4 Medication Therapy. 5 Vitamins, Minerals, and Herbs. 6 Antibiotics and Antifungals. 7 Drugs for the Eye and Ear. 8 Drugs for the Skin. 9 Drugs for the Cardiovascular System. 10 Drugs for the Respiratory System. 11 Drugs for the Gastrointestinal System. 12 Drugs for the Urinary System and Fluid Balance. 13 Drugs for the Reproductive System. 14 Drugs for the Endocrine System. 15 Drugs for the Musculoskeletal System. 16 Drugs for the Nervous and Sensory Systems. 17 Psychotropic Drugs. 18 Antineoplastic Drugs. 19 Administration and Dosage Calculation. 20 Drugs for the Geriatric Patient.

Phlebotomy

PHLEBOTOMY FOR HEALTH CARE PERSONNEL
WITH CD-ROM
By Debbie Fitzgerald and Linda Dezern
2002
CONTENTS

Pharmacology

PHARMACOLOGY
An Introduction (Revised), Fifth Edition
By Henry Hitner and Barbara T. Nagle
2005
www.mhhe.com/pharmacology

This text, formerly Basic Pharmacology, provides a basic understanding of pharmacology with an emphasis on drug therapy and drug interaction. In each section, a review of pertinent physiology and related diseases precedes the presentation of the pharmacology of the drugs. The major theme of the fifth edition is to concentrate on core facts and present the clinical aspects of pharmacology as it relates to patient care. This text includes a chapter on drugs and the geriatric patient; information on nutrition and vitamins with explanations of drugs and food interactions; more thorough math review; new material on patient education; and Internet activities.

CONTENTS
Title Index

A
Administrative Medications, 5e, Gauwitz..............................35
Administrative Procedures for Medical Assisting, 2e,
  Ramutkowski...................................................................30
Applied Writing for Technicians, Jungk..............................17

B
Basic Electricity: A Text-Lab Manual, 7e, Zbar ..............12, 21
Basic First Aid, National Safety Council................................28
Basic Medical Coding for Physician Practices: A Text/
  Workbook, Newby................................................................30
Blood and Airborne Pathogens, National Safety Council....24

C
Carpentry and Construction, 4e, Miller.................................21
Case Studies for the Medical Office with Student Data
  CD, 4e, Sanderson......................................................24
Clinical Procedures for Medical Assisting, 2e,
  Ramutkowski...................................................................30
Communication Electronics, 3e, Frenzel.............................8, 21
Computers in the Dental Office, Newby................................27
Computers in the Medical Office with Student Data
  CD-ROM, 5e, Sanderson................................................25
CPR and AED, 2e, National Safety Council..........................25

D
Digital Electronics: Principles and Applications: Student
  Text with MultiSIM CD-ROM, 7e, Tokheim.....................6
Digital Signal Processing, Schuler.........................................6

E
Electricity for the Trades, Petruzella....................................20
Electricity: Principles and Applications with Simulation
  CD-ROM, 7e, Fowler......................................................9
Electronic Principles with Simulation CD, 7e, Malvino.......9
Electronics Demystified, Gibilisco........................................6, 20
Electronics: Principles and Applications, 7e, Schuler..........8
Emergency Medical Responder, Aehlert..............................27

F
Fast and Easy ECGs, Shade..................................................27
First Aid, 2e, National Safety Council....................................27
From Patient to Payment: Insurance Procedures for the
  Medical Office, 4e, Newby.............................................32

G
Grob’s Basic Electronics: Fundamentals of DC and AC
  Circuits with Simulations CD, Schultz............................11
Grob’s Basic Electronics with Simulation CD, 10e,
  Schultz............................................................................11

H
Homeland Security and Emergency Medical Response,
  Campbell........................................................................26
Hospital Billing, Student Text with Data Disk, Newby........32

I
Industrial Robotics, Colestock.............................................13
Insurance Coding and Electronic Claims for the
  Medical Office, Safian...................................................31
Introduction to Medical Terminology, 6e, Besser...............34

L
Law and Ethics for Medical Careers, 4e, Judson...............32
Logixpro Simulation Lab/Exercise Manual, 3e,
  Petruzella........................................................................12

M
Machining and CNC Technology, Fitzpatrick......................16
Massage Therapy Review: Passing the NCETMB and
  NCETM Exams with Student CD-ROM, Abbott..................28
Math and Dosage Calculations for Medical Careers,
  2e, Booth.......................................................................29
Medical Assisting, 2e, Ramutkowski..................................29
Medical Assisting Review - Passing the CMA and RMA,
  2e, Moini........................................................................24
Medical Insurance, 2e, Valerius..........................................32
Medical Insurance Coding Workbook for Physician
Medical Office Procedures with Data Disks and Projects
  CD-ROM, 6e, Becklin....................................................33
Medical Terminology Essentials, Thierer..........................33
Medical Terminology: Language for Health Care, 2e,
  Thierer............................................................................34
Miller’s Guide to Home Wiring, Miller.................................14
Title Index

P
Patient Billing, 5e, Sanderson.................................30
Pediatric First Aid CPR & AED, 2e, National Safety Council...............................34
Pharmacology: An Introduction (Revised), 5e, Hitner ............35
Phlebotomy for Health Care Personnel with CD-ROM, Fitzgerald........................................35
Principles of Electronic Communication Systems, 3e, Frenzel...................................................7
Programmable Logic Controllers, 3e, Petruzella...............12

R
Residential Wiring for the Trades, Stauffer .........................13
Robotics Demystified, Wise ........................................13

S
Safe Fire Fighting - Entry Level with Student DVD, Kidd .......26
Schaum’s Outline of Basic Electricity, 2e, Gussow ...............10
Standard First Aid, CPR and AED with Pocket Guide, 2e, National Safety Council.................................28

T
Teach Yourself Electricity and Electronics, 4e, Gibilisco........20
Technology of Machine Tools, 6e, Krar .........................16

W
Welding: Principles and Practices, 3e, Sacks ....................17
Abbott: Massage Therapy Review: Passing the NCETMB and NCETM Exams with Student CD-ROM ..........28
Aehlert: Emergency Medical Responder .....................27

Becklin: Medical Office Procedures with Data Disks and Projects CD-ROM, 6e ............................................33
Besser: Introduction to Medical Terminology, 6e .................34
Booth: Math and Dosage Calculations for Medical Careers, 2e ........................................................................29

Campbell: Homeland Security and Emergency Medical Response .............................................................................26
Coleskot: Industrial Robotics ........................................13

Fitzgerald: Phlebotomy for Health Care Personnel with CD-ROM ............................................................................35
Fitzpatrick: Machining and CNC Technology ..............................16
Fowler: Electricity: Principles and Applications with Simulation CD-ROM, 7e .................................................................9
Frenzel: Communication Electronics, 3e ....................................8, 21
Frenzel: Principles of Electronic Communication Systems, 3e ................................................................................7

Gauwitz: Administrative Medications, 5e ...................... 35
Gibilisco: Electronics Demystified ........................................6, 20
Gibilisco: Teach Yourself Electricity and Electronics, 4e ..........20
Gussow: Schaum’s Outline of Basic Electricity, 2e ....................10

Hitner: Pharmacology: An Introduction (Revised), 5e ..........35

Judson: Law and Ethics for Medical Careers, 4e ..........32
Jungk: Applied Writing for Technicians............................17

Kidd: Safe FireFighting - Entry Level with Student DVD ....26
Krar: Technology of Machine Tools, 6e ...................................16

Malvino: Electronic Principles with Simulation CD, 7e ..........9
Miller: Carpentry and Construction, 4e ..............................21
Miller: Miller’s Guide to Home Wiring .............................14
Moini: Medical Assisting Review - Passing the CMA and RMA, 2e ........................................................................24

National Safety Council: Basic First Aid ........................................28
National Safety Council: Blood and Airborne Pathogens .........24
National Safety Council: CPR and AED, 2e ..........................25
National Safety Council: First Aid, 2e ....................................27
National Safety Council: Pediatric First Aid CPR & AED, 2e ................................................................................34
National Safety Council: Standard First Aid, CPR and AED with Pocket Guide, 2e .....................................................28
Newby: Basic Medical Coding for Physician Practices: A Text/Workbook ........................................................................31
Newby: Computers in the Dental Office ................................27
Newby: From Patient to Payment: Insurance Procedures for the Medical Office, 4e ........................................................32
Newby: Hospital Billing, Student Text with Data Disk ........32

Petruzella: Electricity for the Trades ..................................20
Petruzella: Logixpro Simulation Lab/Exercise Manual, 3e ..........................................................12
Petruzella: Programmable Logic Controllers, 3e .................12

Ramutkowski: Administrative Procedures for Medical Assisting, 2e ........................................................................30
Ramutkowski: Clinical Procedures for Medical Assisting, 2e ........................................................................30
Ramutkowski: Medical Assisting, 2e ....................................29
## Author Index

### S
- **Sacks:** *Welding: Principles and Practices, 3e* ......................... 17
- **Safian:** *Insurance Coding and Electronic Claims for the Medical Office* ....................................................... 31
- **Sanderson:** *Case Studies for the Medical Office with Student Data CD, 4e* ................................................. 24
- **Sanderson:** *Computers in the Medical Office with Student Data CD-ROM, 5e* .................................................. 25
- **Sanderson:** *Patient Billing, 5e* .............................................. 30
- **Schuler:** *Digital Signal Processing* .......................................... 6
- **Schultz:** *Grob's Basic Electronics: Fundamentals of DC and AC Circuits with Simulations CD* ......................... 11
- **Schultz:** *Grob's Basic Electronics with Simulation CD, 10e* ................................................................. 11
- **Shade:** *Fast and Easy ECGs* ................................................. 27
- **Stauffer:** *Residential Wiring for the Trades* ......................... 13

### T
- **Thierer:** *Medical Terminology Essentials* ................................ 33
- **Thierer:** *Medical Terminology: Language for Health Care, 2e* ................................................................. 34
- **Tokheim:** *Digital Electronics: Principles and Applications: Student Text with MultiSIM CD-ROM, 7e* ..................... 6

### V
- **Valerius:** *Medical Insurance, 2e* ........................................... 32

### W
- **Wise:** *Robotics Demystified* .............................................. 13

### Z
- **Zbar:** *Basic Electricity: A Text-Lab Manual, 7e* ................. 12, 21