



**Mc
Graw
Hill**

Career and Technical Education

Contents

New for 2024

Exploratory

Career Explorations

Exploring Digital and Information Technology *New*

Business

Foundational Programs

Careers and Basics of Business, Marketing, and Finance

Marketing Fundamentals

Entrepreneurship Fundamentals

Accounting Fundamentals *New*

Modern Business Math

Intermediate | Advanced Programs

Advanced Business Foundations *New Edition*

Essentials of Marketing

Advanced Entrepreneurship *New Edition*

Dynamic Business Law *New Edition*

Advanced Accounting *New Edition*



Health Science

Careers and Basics of Health Science *New*

Essentials of Medical Language

The Role of the Athletic Trainer in Sports Medicine: An Introduction for the Secondary Student

Holes Human Anatomy and Physiology

Holes Essentials of Human Anatomy and Physiology

Information Technology

Exploring Digital and Information Technology *New*

Individual Programs

Focus on Personal Financial Literacy, High School Edition

Introduction to Criminal Justice *New Edition*

Careers and Basics of Early Childhood Education *New Edition*

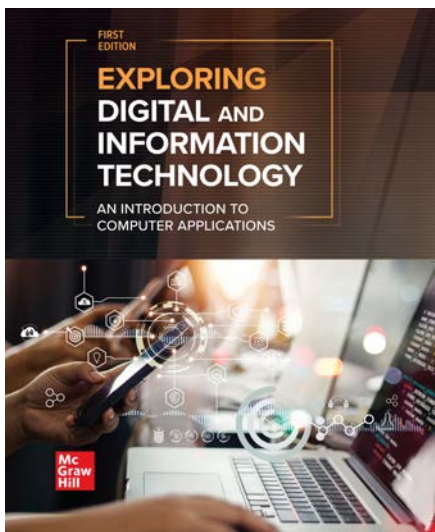
McGraw Hill Career Center *New*



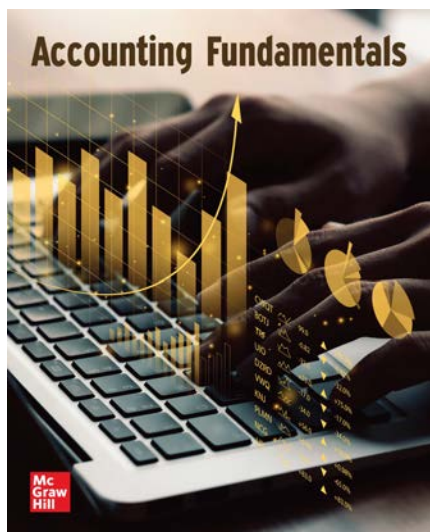


New for 2024 - 2025

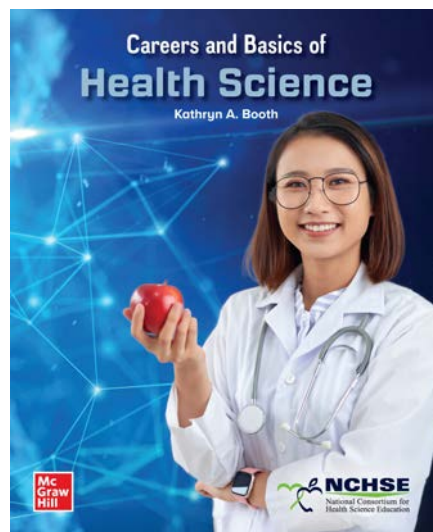
Engaging Programs



Exploratory
Grades 7 - 10

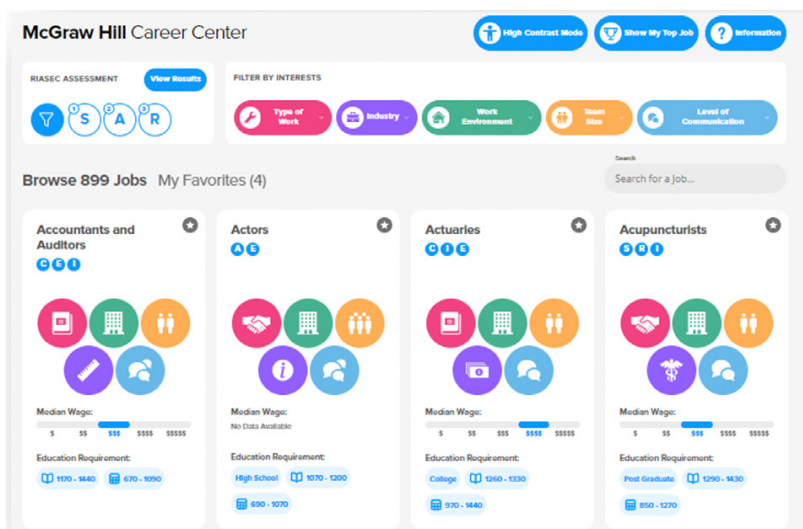


Foundational
Grades 9-12



Foundational
Grades 9-12

The McGraw Hill Career Center



800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Course Levels

Exploratory

Designed to provide a broad overview of multiple clusters including available occupations, salaries, education requirements, and duties. Expects no prior knowledge or experience with career learning.

Foundational

Designed to provide functional skill, knowledge, and application building. Assumes minimal or no prerequisite knowledge or experience.

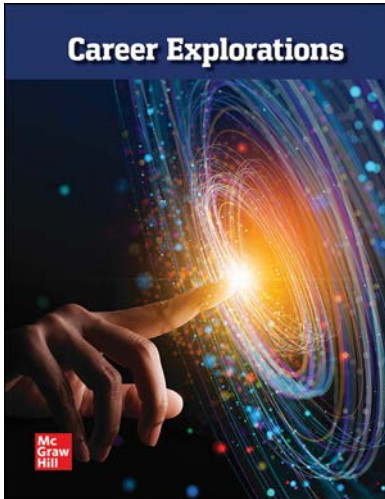
Intermediate

Designed for students who have expressed an interest in the topic. Typically, the second or third courses in a sequence where content assumes some prerequisite knowledge, skill, and/or ability. Content may qualify for college credit.

Advanced | College Credit

Designed for students who have shown interest and aptitude in the topic and occupation to prepare them for real-world experiences such as internships, apprenticeships, employment. Content likely would qualify for college credit.





Discover a World of Opportunity

Career Explorations introduces students to hundreds of diverse careers and critical soft skills needed to set them on a purposeful path through their academic journey through high school and beyond.

Career Explorations blends occupation and industry content with case studies and real-world, application-based questions and activities to engage students from the first page. Students will immerse themselves in each of the 16 career clusters, one chapter at a time, exploring hundreds of jobs, salaries, required education, and the steps necessary to build an occupation in that career field.

Key Features

Designed with the content and support tools to assist both new and seasoned teachers bring career opportunities to life in their classroom.

- Hundreds of modern careers and occupations from all 79 CTE pathways
- Case studies in each chapter explore an emerging career in detail
- Fundamental industry data including salaries, job growth, and education level updated and sourced from O*NET
- Real-world, industry-specific practice questions throughout each chapter expose students to soft skills, applied math, graphics literacy, and reading comprehension
- Digital teaching resources from presentations to career-specific PBL activities support both experienced and new teachers
- Print and robust digital experience that can be implemented effectively in both low-tech and high-tech environments

Case Study: Environmental Science & Protection Technicians

Also called: Environmental Technicians, Laboratory Technicians, Public Health Sanitarians, Sanitarians

What do they do?

- Perform laboratory and field tests to monitor the environment and investigate sources of pollution, including those that affect health, under the direction of an environmental scientist, engineer, or other specialist
- Collect samples of gases, soil, water, and other materials for testing

What would you do?

- Discuss test results and analyses with customers
- Record test data and prepare reports, summaries, or charts that interpret test results
- Develop or implement programs for monitoring of environmental pollution or radiation

What do you need to know?

Arts and Humanities
English language

Math and Science
Biology
Arithmetic, algebra, geometry, calculus, or statistics


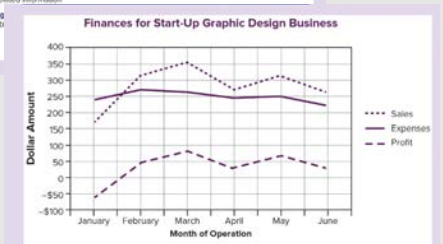
Safety and Government
Law and government
Public safety and security

Business
Customer service

What skills do you need?

Communication
Listen to others, do not interrupt, and ask good questions
Read work-related information

Problem Solving
Notice a problem

Chapter 1	Explore, Introduction
Chapter 2	Science, Technology, Engineering, and Math (STEM); Case Study: Environmental Science & Protection Techs
Chapter 3	Manufacturing Case Study: CNC Programmers
Chapter 4	Information Technology (IT) Case Study: Information Security Analysts
Chapter 5	Arts and Media Case Study - Sound Engineering Technicians
Chapter 6	Architecture and Construction Case Study: Solar Photovoltaic Installers
Chapter 7	Agriculture, Food, and Natural Resources Case Study: Veterinary Technologist & Technicians
Chapter 8	Government and Public Administration Case Study: Advocates
Chapter 9	Business Administration and Management Case Study: Tax Preparers
Chapter 10	Finance Case Study: Personal Financial Advisors
Chapter 11	Marketing Case Study: Research Analysts & Marketing Specialists
Chapter 12	Transportation, Distribution, and Logistics Case Study: Heavy & Tractor-Trailer Truck Drivers
Chapter 13	Hospitality and Tourism Case Study: Meeting, Convention, & Event Planners
Chapter 14	Health Science Case Study: Home Health Workers
Chapter 15	Human Services Case Study: Neuropsychologists
Chapter 16	Education and Training Case Study School & Career Counselors
Chapter 17	Law, Public Safety, Security, and Corrections Case Study: Forensic Science Technicians

Dynamic Digital Resources

Career Explorations Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Extensive question bank with over 1,000 questions
- Three types of soft skill practice questions
- Presentation materials with charts, tables, and practice questions
- Engaging videos take students inside a day-in-the-life of interesting occupations
- *McGraw Hill K-12 Portal* app provides off-line access to eBook
- eBook available in 120 languages with the Google Translate plug-in
- Integrates into Canvas, Google Classroom, and Schoology
- Career Center empowers students to research 1,000 occupations filtered by their individual RIASEC attributes

Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-543976-7

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Explore the World of Technology

Hardware - Software. Windows - Mac OS. Apps - AI. Today's students are digital natives but to succeed in our ever-advancing world, they need to understand how to harness and apply technology.

Exploring Digital and Information Technology sets students up for success by providing them a framework to navigate the Information Technology landscape. Each chapter builds a foundation of knowledge and reason by engaging students in topics ranging from computer hardware and software to digital citizenship and artificial intelligence. Teachers will love the digital wrap-around teachers edition complete with student page view and teaching instructions as well as the selection of rich multimedia that helps simplify the complex language of the digital world.

Key Features

Designed with the content and support tools to assist both new and seasoned teachers energize our next generation of digital leaders.

- Each chapter is introduced with an engaging narrative addressing the essential elements of the chapter
- Features real companies and actual events creating an approachable and relevant student experience
- Ethics question in each chapter spurs students to move beyond the subject and contemplate technology's role in society
- Content is scaffolded, organized in a logical progression, and modular to provide teachers with the greatest flexibility
- Fixed-page digital Teacher's Edition including presentation materials, discussion prompts, and implementation instructions
- Print and robust digital experience that can be implemented in both low-tech and high-tech environments



Chapter 1	Computer Hardware
Chapter 2	Computer Software
Chapter 3	Computer Input
Chapter 4	Computer Output
Chapter 5	Computer Storage
Chapter 6	Windows 10
Chapter 7	Windows 11
Chapter 8	Mac OS
Chapter 9	Networking and Connecting to the Internet
Chapter 10	Internet Research
Chapter 11	Digital Citizenship
Chapter 12	Computer Security
Chapter 13	Computers in Business
Chapter 14	File Management
Chapter 15	Databases
Chapter 16	Spreadsheets
Chapter 17	Programming
Chapter 18	Web Design and Development
Chapter 19	Emerging Technologies
Chapter 20	Artificial Intelligence

Dynamic Digital Resources

Exploring Digital and Information Technology Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- eBook available in 120 languages with Google Translate plug-in
- Digital notebook summarizes key facts, definitions, notes, and more
- Authentic simulations provide instant feedback on core concepts
- Rich, interactive multi-media reinforce learning objectives
- Robust summative assessments available in both print and digital
- SmartBook 2.0 delivers personalized, adaptive learning
- McGraw Hill K-12 Portal app provides off-line access to eBook
- Integrates into Canvas, Google Classroom, Schoology
- Built-in RIASEC-powered Career Center portal

Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-631861-0

800-338-3987
mheducation.com/cte

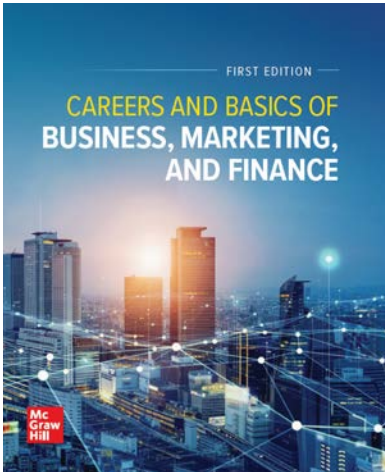
Call, scan or visit us to request a sample!



Guide Students through the World of Business!

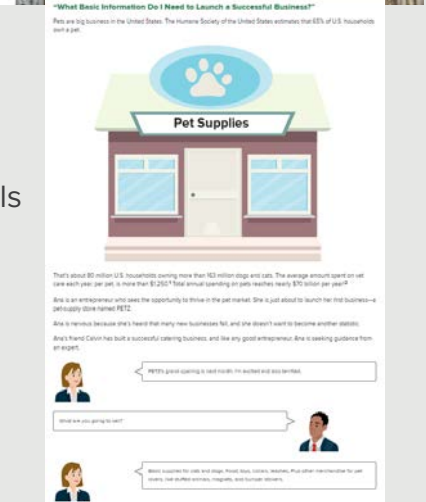
Careers and Basics of Business, Marketing, and Finance is the high school student’s guide to exploring how businesses operate and the key occupations that lead organizations. Nearly every student will go on to work for or run a business at some point, and a basic understanding of how businesses and functional groups within companies operate will help them succeed.

Designed with student engagement in mind, students will gain a broad, foundational introduction to critical business functions. What are the important principles that guide companies and industries each day? How does interdepartmental collaboration impact performance? Students experience these questions and more first-hand as they experiencing real-life business scenarios and authentic decision simulations.



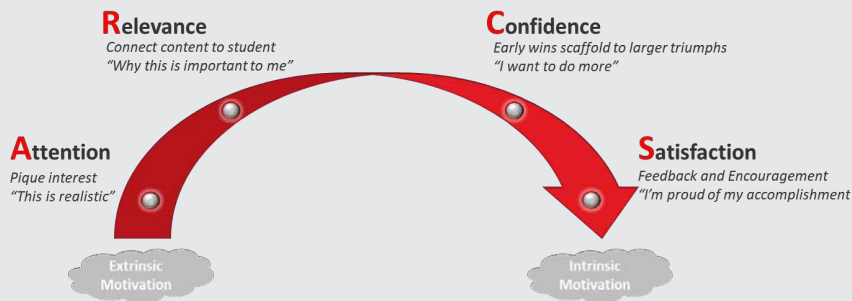
Key Features

- High quality digital simulations provide instant feedback as students apply the concepts they’ve learned to solve the realistic business scenario
- Digital teaching resources including presentation materials for each chapter, discussion prompts, extensive question and assessment bank
- Detailed Instructor Manual including “Module-at-a-Glance” and “how-to” use questions to engage students to discover the “why” behind discussion prompts
- Over 900 business-related questions and exercises to build critical soft skills
- Built using Blooms Taxonomy and motivational strategies based on the Keller’s ARCS model
- Print and robust digital experience that can be implemented effectively in both low-tech and high-tech environments
- eBook available in 120 languages with the Google Translate plug-in
- Integrates into Canvas, Google Classroom, and Schoology



Optimized for Teachers

- Built using Blooms Taxonomy to easily integrate into any teaching plan
- Comprehensive instructor's manual aids both new and experienced business teachers deliver engaging, pedagogically sound lessons
- Saves time and helps teachers assess both soft skill and technical skill gaps with hundreds of available problems and questions using authentic business situations
- Print and digital LMS formats available with enough content for two semesters



Designed for High School Students

- Structured using Keller's ARCS Model to motivate students by showing relevance to the learning objective
- Builds retention, expertise, confidence, and problem-solving skills
- Uses real-life scenarios start-up businesses encounter and dialog to inform and teach students how to seek solutions to business problems
- Provides instant feedback with high-quality simulations in the digital version
- Built-in RIASEC-powered Career Center portal

Table of Contents

Chapter 1:

Fundamentals of the Business World

Chapter 2:

Ethical and Social Responsibility in Business

Chapter 3:

Essentials of Leadership and Management

Chapter 4:

Operations Management

Chapter 5:

Human Resource Management and Labor Relations

Chapter 6:

Organizational Behavior

Chapter 7:

Introduction to Marketing

Chapter 8:

Accounting and Financial Statements

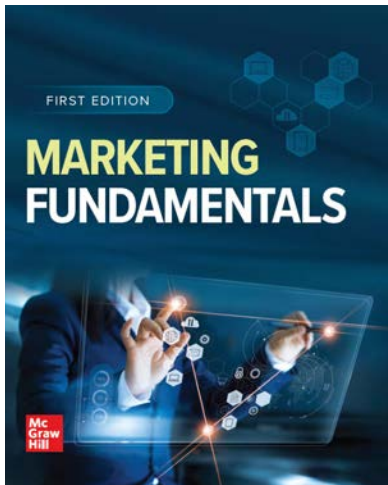
Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-660595-6

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Discover the World of Marketing

Marketing Fundamentals is the high school student's guide to understanding the dynamic world of marketing. Marketing is no longer just for business majors. Anyone that wants to build awareness and influence others should understand the basic principles of marketing.

Students begin each chapter in a real-life business setting and experience first-hand what it is like to understand buyer behavior, build impactful messaging, make data-driven decisions, and create winning marketing strategies.

Relevance

*Connect content to student
"Why this is important to me"*

Confidence

*Early wins scaffold to larger triumphs
"I want to do more"*

Attention

*Pique interest
"This is realistic"*

Satisfaction

*Feedback and Encouragement
"I'm proud of my accomplishment"*

Extrinsic
Motivation

Intrinsic
Motivation

Key Features

- Built using Blooms Taxonomy and motivational strategies based on the Keller's ARCS model
- High-quality digital simulations provide instant feedback as students solve real business scenarios
- Digital teaching resources including presentation materials for each chapter, discussion prompts, extensive question and assessment bank
- Detailed Instructor Manual including "Module-at-a-Glance" and "how-to" use questions to engage students to discover the "why" behind discussion prompts
- Business-related questions and exercises to practice critical soft skills
- Print and robust digital experience that can be implemented effectively in both low-tech and high-tech environments



Chapter 1	Marketing Overview
Chapter 2	Marketing Strategy
Chapter 3	Today's Marketplace
Chapter 4	Understanding Your Customer
Chapter 5	Segmentation, Targeting , and Positioning
Chapter 6	Creating Value
Chapter 7	Capturing Value
Chapter 8	Delivering Value
Chapter 9	Communicating Value

Real-Life Digital Simulation

A high-quality simulation follows the student as they progress through each chapter providing instant feedback as they apply the marketing concepts they've learned to solve the realistic business scenario.

Dynamic Digital Resources

Marketing Fundamentals Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Authentic, real-life simulations
- Short, animated videos summarizing challenging concepts
- Interactive eBook available in 120 languages with the Google Translate plug-in
- More than 1,000 question and assessment banks including soft skill practice
- Pre-built exercises in each chapter to allow students to apply what they've learned
- McGraw Hill K-12 Portal app provides off-line access to ebook
- Integrates into Canvas, Google Classroom, and Schoology
- Built-in RIASEC-powered Career Center portal

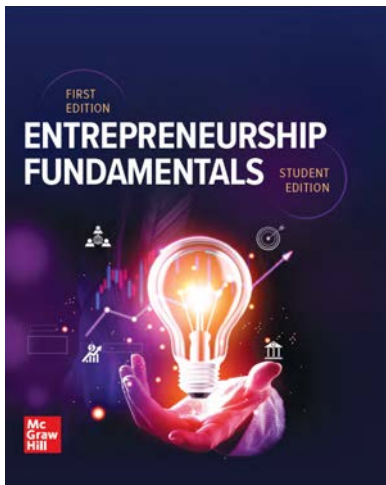
Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition: 978-1-26-660641-0

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





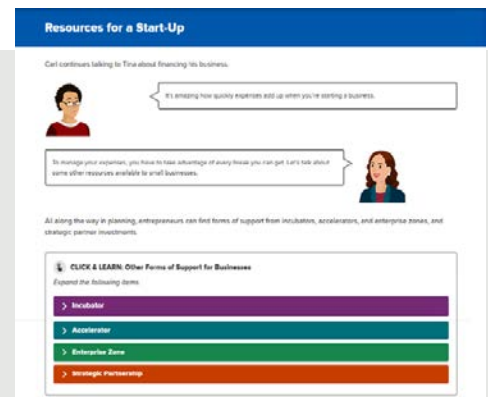
Discover the World of the Entrepreneur

Entrepreneurship Fundamentals is the high school student’s guide to understanding what it takes to bring ideas to life. The digital world has leveled the playing field and every student can follow their dreams be a successful entrepreneur, if they are prepared with some basic principles.

Students begin each chapter with an introduction to a real-life entrepreneurial scenario and experience dialog as they learn how to think and solve problems like an entrepreneur. Authentic simulations immerse the student in engaging scenarios and help students understand how to obtain and evaluate data and make informed decisions.

Key Features

Designed with the content and support tools to help new and seasoned teachers bring entrepreneurship to life in their classroom.



- High-quality simulations that allow students to observe and react to authentic experiences and receive instant feedback.
- Short, contemporary, and engaging animated videos summarizing some of the most challenging marketing concepts.
- Updated content and real-world business scenarios.
- Digital teaching resources including instructors manual, presentation materials, discussion prompts, and more
- Built using Blooms Taxonomy and motivational strategies based on the Keller’s ARCS Model
- Over 900 business-related questions and exercises to build critical soft skills



Chapter 1	Entrepreneurship: Going from an Idea to a Business
Chapter 2	Products
Chapter 3	Pricing and Distribution
Chapter 4	Promotion Mix: Tools, Goals, and Strategies
Chapter 5	Introduction to Marketing
Chapter 6	Understanding your Customer
Chapter 7	Accounting and Financial Statements

Real-life Digital Simulation

A high-quality simulation follows the student as they progress through each chapter providing instant feedback as they apply the concepts they've learned to solve the realistic business scenario.

The screenshot displays a 'Local Business Report' with a table of business saturation data and a chat window with a character named Ashley.

Small Business Type	Number of Similar Businesses in Local Area	Number of Similar Businesses in Similar Areas	Percent Saturation	Degree of Saturation
Web Designer	20	16	175%	Over
Cleaning Services	114	110	104%	Over
Life Coach	10	21	86%	Under
Electrician	11	16	69%	Under
Accountant, CPA	22	22	100%	Equal
Teacher (K-12)	36	48	75%	Under
Plumber	9	9	100%	Equal
Landscaper	85	91	93%	Under
Taxi Driver	5	4	150%	Over
App Developer	14	11	127%	Over
Restaurant Owner	41	35	117%	Over
Baker	16	12	133%	Over

Chat transcript:

Ashley: I've known you for quite a long time, and I know you are very good at baking! I love the muffins you make! But you also built that website for me last year, and it is perfect. Hey, there's Ashley! Maybe she has some ideas.

Ashley: Hey there! What's up?

Shelley: Hey Ashley! I wanted to get your opinion on what type of business I should start. We've thought about a bakery or maybe a website development business.

Ashley: Those are great businesses, but are there too many of these types of businesses here in town at the moment? Do you think you could be profitable quickly?

Ashley: I'm good at web development, and the market could easily handle one more business!

Ashley: The markets for bakeries and web development are pretty saturated. Maybe, I should look into something different.

Ashley: Yes, the idea of a bakery is great, and this type of business is underserved in our community! You said you think my muffins are fantastic, so a bakery is the way to go!

Submit

Dynamic Digital Resources

Entrepreneurship Fundamentals Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons.

- Authentic simulations
- Short animated videos summarizing some of the most challenging concepts
- Interactive eBook available in 120 languages with the Google Translate plug-in
- More than 1,000 question and assessment banks including soft skill practice
- Pre-built exercises in each chapter to allow students to apply what they've learned
- McGraw Hill K-12 Portal app provides off-line access to eBook
- Integrates into Canvas, Google Classroom, and Schoology
- Built-in RIASEC-powered Career Center portal

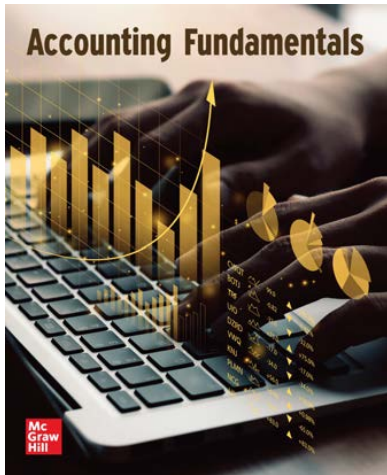
Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-660679-3

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Explore the World of Accounting

Fresh, updated foundational Accounting program created specifically for high school students. Based on the highly-regarded **Glencoe Accounting series**, *Accounting Fundamentals* takes students on an immersive journey from the basic accounting principles to an in-depth review of the accounting cycle for sole proprietorships, merchandising companies, and publicly held corporations. Students will solve real-world business problems and financial transactions and gain critical experience crafting and deciphering key financial documents that shape strategic business decisions.

This program is ideal for any student interested in business - from the budding entrepreneur, future financial analyst, or prospective CPA.

Key Features

Designed with the content and support tools to assist both new and seasoned teachers energize our next generation of financial leaders.

- Features real companies and real-world transactions creating an approachable and relevant student experience
- "Math for Accounting" vignettes in each chapter reinforces relevancy and real-life application of mathematics
- Chapter summary provides useful synopsis of vocabulary and concepts complete with a practice test
- Case studies challenge students to apply key concepts and problem solving skills in an authentic situation
- Print and robust digital experience that can be implemented effectively in both low-tech and high-tech environments

Chapter Objectives

Concepts	Analysis	Procedures
<p>C1 Explain methods used to write off uncollectible accounts.</p> <p>C2 Determine uncollectible accounts receivable.</p> <p>C3 Use the direct write-off method for uncollectible accounts.</p>	<p>A1 Calculate bad debts expense.</p> <p>A2 Make an adjusting entry for uncollectible accounts.</p> <p>A3 Use the allowance method to record uncollectible accounts.</p>	<p>P1 Record the collection of an account previously written off.</p> <p>P2 Describe two methods to estimate uncollectible accounts expense.</p>

Math for Accounting

A review of the accounting records for Mary Sawyer's business, Secret Garden, revealed a disturbing trend. Her uncollectible accounts continue to increase. You suspect that Mary is far too nice about extending "in store" credit. You strongly recommend that she change her credit policies and collect on the outstanding accounts for this year. However Mary does not seem to understand the big picture, and she requested an illustration. Use a line graph to chart the uncollectibles for the past five years using the following figures.

Year 1 \$1,500	Year 3 \$2,300	Year 5 \$2,800
Year 2 \$1,875	Year 4 \$2,422	



Unit 1: Introduction to Accounting

Chapter 1

You and the World of Accounting

Chapter 2

The World of Business and Accounting

Unit 2: The Basic Accounting Cycle

Chapter 3

Business Transactions and the Accounting Equation

Chapter 4

Transactions that Affect Assets, Liabilities, and Owner's Capital

Chapter 5

Transactions that Affect Revenue, Expenses, and Withdrawals

Chapter 6

Recording Transactions in a General Journal

Chapter 7

Posting Journal Entries to General Ledger Accounts

Chapter 8

The Six-column Work Sheet

Chapter 9

Financial Statements for a Sole Proprietorship

Chapter 10

Completing the Accounting Cycle for a Sole Proprietorship

Chapter 11

Cash Controls and Banking Activities

Unit 3: Accounting for a Payroll System

Chapter 12

Payroll Accounting

Chapter 13

Payroll Liabilities and Tax Records

Unit 4: The Accounting Cycle for a Merchandising Corporation

Chapter 14:

Accounting for Sales and Cash Receipts

Chapter 15:

Accounting for Purchases and Cash Payments

Chapter 16:

Special Journals: Sales and Cash Receipts

Chapter 17:

Special Journals: Purchases and Cash Payments

Chapter 18:

Adjustments and the Ten-Column Work Sheet

Chapter 19:

Financial Statements for a Corporation

Chapter 20:

Completing the Accounting Cycle for a Merchandising Corporation

Chapter 21:

Accounting for Publicly Held Corporations

Chapter 22:

Cash Funds

Chapter 23:

Plant Assets and Depreciation

Chapter 24:

Uncollectible Accounts Receivable

Chapter 25:

Inventories

Chapter 26:

Notes Payable and Receivable

Unit 6: Additional Accounting Topics

Chapter 27:

Introduction to Partnerships

Chapter 28:

Financial Statements and Liquidation of a Partnership

Chapter 29:

Ethics in Accounting

Dynamic Digital Resources

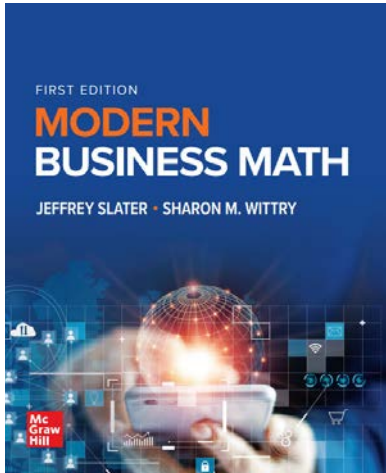
Accounting Fundamentals, Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Integrated QuickBooks® activities
- Authentic, real-life simulations
- Rich interactive multi-media
- Robust summative assessments available in both print and digital
- eBook available in 120 languages with Google Translate plug-in
- McGraw Hill K-12 Portal app provides off-line access to eBook
- Integrates into Canvas, Google Classroom, Schoology
- Built-in RIASEC-powered Career Center portal

Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-500369-2





Engaging Content, Proven Techniques

Modern Business Math helps students grasp everyday math concepts needed to succeed in the business world and life after high school. From budgeting and financial analysis to taxes and problem solving, students experience real-life situations, apply critical thinking skills, and learn how to solve problems that students can apply immediately in their personal or entrepreneurial pursuits.

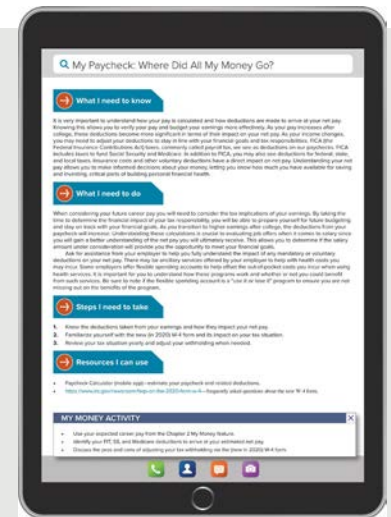
Chapters feature current events from the Wall Street Journal and Kiplinger, and real-world practice problems. “My Money” exercises allow students to apply the concept they have just learned to a personal situation, such as calculating the monthly payment for a new car loan.

Modern Business Math is a great alternative for students not pursuing a major or career requiring calculus.

Key Features

Designed with the content and support features to assist both new and seasoned teachers make math relevant to students.

- “My Money” segment brings mathematical concepts to life by showing students how to use what they have learned to understand complicated topics, like payroll deductions
- Critical thinking discussion questions help students think about the bigger picture and apply math concepts learned in the chapter in a creative, thought-provoking, and realistic setting
- Money Tips provide tips students can use in their everyday personal decisions to improve their financial position
- Builds student knowledge and confidence with relevant, real-world problems and blueprints that simplify complex calculations into step-by-step instructions
- Excel templates help students understand how managers use Excel to solve problems and inform business decisions



Chapter 2 Review

Task/Problem/Formula	Concepts	Key to \mathcal{M}
Type of fraction	$\frac{3}{2}, \frac{5}{11}$	Identify type of fraction
Proper? (More than 1 numerator smaller than denominator)	$\frac{3}{2}, \frac{5}{11}$	$\frac{3}{2}$ is $\frac{3}{2}$; $\frac{5}{11}$ is $\frac{5}{11}$
Improper? (More than 1 numerator equal to or greater than denominator)	$\frac{12}{10}, \frac{12}{10}$	$\frac{12}{10}$ is $\frac{6}{5}$; $\frac{12}{10}$ is $\frac{6}{5}$
Mixed? (Both of which numerator greater than zero and a proper fraction)	$4\frac{1}{2}, 4\frac{1}{2}$	Convert to mixed number
Proper? (numerator less than denominator)	$\frac{1}{2}, \frac{1}{2}$	Convert to mixed number
Improper? (numerator is not less than denominator)	$\frac{1}{2}, \frac{1}{2}$	Convert to mixed number
Mixed? (Both of which numerator > denominator + a denominator)	$4\frac{1}{2}, 4\frac{1}{2}$	Convert to improper fraction
Must be simplified	$\frac{12}{10}, \frac{12}{10}$	Reduce to lowest terms
Reducing fractions to lowest terms	$\frac{12}{10}, \frac{12}{10}$	Reduce to lowest terms
1. Divide numerator and denominator by the greatest possible common factor (change fraction value)	$\frac{12}{10}, \frac{12}{10}$	Reduce to lowest terms
2. Divide numerator and denominator by the greatest possible common factor (change fraction value)	$\frac{12}{10}, \frac{12}{10}$	Reduce to lowest terms
3. Divide numerator and denominator by the greatest possible common factor (change fraction value)	$\frac{12}{10}, \frac{12}{10}$	Reduce to lowest terms
Step approach for finding greatest common denominator	$\frac{1}{2}, \frac{1}{2}$	Find greatest common denominator
1. Divide greater number of fraction into larger number	$\frac{1}{2}, \frac{1}{2}$	Find greatest common denominator
2. Divide remainder into divisor of first. (Consider the previous unit's remainder results)	$\frac{1}{2}, \frac{1}{2}$	Find greatest common denominator
3. The last divisor used is the greatest common denominator	$\frac{1}{2}, \frac{1}{2}$	Find greatest common denominator



Chapter 1	Whole Numbers: How to Dissect and Solve Word Problems
Chapter 2	Fractions
Chapter 3	Decimals
Chapter 4	Banking
Chapter 5	Solving for the Unknown: A How-to Approach for Solving Equations
Chapter 6	Percents and Their Applications
Chapter 7	Discounts: Trade and Cash
Chapter 8	Markups, and Markdowns: Perishables and Break-even Analysis
Chapter 9	Payroll
Chapter 10	Simple Interest
Chapter 11	Promissory Notes, Simple Discount Notes, and the Discount Process
Chapter 12	Compound Interest and Present Value
Chapter 13	Annuities and Sinking Funds
Chapter 14	Installment Buying
Chapter 15	The Cost of Home Ownership
Chapter 16	How to Read, Analyze, and Interpret Financial Reports
Chapter 17	Depreciation
Chapter 18	Inventory and Overhead
Chapter 19	Sales, Excise, and Property Tax
Chapter 20	Life, Fire, and Auto Insurance
Chapter 21	Stocks, Bonds, and Mutual Funds
Chapter 22	Business Statistics

Dynamic Digital Resources

Modern Business Math Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons.

- Interactive eBook and prebuilt Excel templates
- 2,000+ practice question and assessment bank with hundreds of soft skills exercises
- Wall Street Journal chapter opener introduces the student to the chapter topic with an interesting news story
- Authentic simulations provide instant feedback on core concepts
- SmartBook 2.0 delivers personalized, adaptive learning
- ReadAnywhere app provides off-line access to ebook anywhere
- eBook available in 120 languages with Google Translate plug-in
- Integrates into Canvas, Google Classroom, Schoology
- Built-in RIASEC-powered Career Center portal

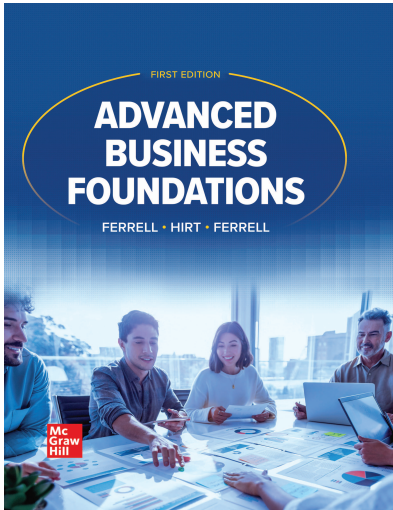
Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-629947-6

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Master the Skills Necessary to Succeed in the World of Business and Management

Designed for advanced high school students, *Advanced Business Foundations* takes students on an in-depth review of business, strategy, and management.

The 1st edition reflects the latest developments in the business world: technologies such as artificial intelligence, blockchain, cryptocurrency, the sharing economy, transportation, and manufacturing technology. It also presents the transformational impact on global trade, relationships, and career opportunities that technology has on the business world.

Business Foundations: A Changing World is an unrivaled compilation of exciting application-focused content, activities, and examples that guides students through the technology-saturated world of business today.

Key Features

Strategically designed with rigorous content and exercises to captivate the advanced student's interest in business management and strategy.

- Engaging business cases challenge students to apply learning to solve real-life management problems
- Role-plan activities at the end of each chapter immerse students in a business situation calling for teamwork to solve
- Ideal for students who have completed a foundational entrepreneurship program or are a seeking college-level course

Solve the Dilemma

Global Expansion or Business as Usual?

LO 3-6

Assess the opportunities and problems facing a small business that is considering expanding into international markets.



Audiotech Electronics, founded in 1959 by a father and son, currently operates a 35,000-square-foot factory with 75 employees. The company produces control consoles for television and radio stations and recording studios. It is involved in every facet of production—designing the systems, installing the circuits in its computer boards, and even manufacturing and painting the metal cases housing the consoles. The company's products are used by all the major broadcast and cable networks. The firm's newest products allow television correspondents to simultaneously hear and communicate with their counterparts in different geographic locations. Audiotech has been very successful meeting its customers' needs efficiently.

Audiotech sales have historically been strong in the United States, but recently, growth is stagnating. Even though Audiotech is a small, family-owned firm, it believes it should evaluate and consider global expansion.

Critical Thinking Questions

1. What are the key issues that need to be considered in determining global expansion?
2. What are some of the unique problems that a small business might face in global expansion that larger firms would not?
3. Should Audiotech consider a joint venture? Should it hire a sales force of people native to the countries it enters?



Chapter 1	The Dynamics of Business and Economics
Chapter 2	Business Ethics and Social Responsibility
Chapter 3	Business in a Borderless World
Chapter 4	Options for Organizing a Business
Chapter 5	Small Business, Entrepreneurship, and Franchising
Chapter 6	The Nature of Management
Chapter 7	Organization, Teamwork, and Communication
Chapter 8	Managing Operations and Supply Chain
Chapter 9	Motivating the Workforce
Chapter 10	Managing Human Resources
Chapter 11	Customer-Driven Marketing
Chapter 12	Dimensions of Marketing Strategy
Chapter 13	Digital Marketing and Social Media
Chapter 14	Accounting and Financial Statements
Chapter 15	Money and the Financial System
Chapter 16	Financial Management and Securities Markets
Bonus Chapters	A: The Legal and Regulatory Environment B: Personal Financial Planning

Dynamic Digital Resources

Business Foundations Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- eBook available in 120 languages with Google Translate plug-in
- Authentic simulations provide instant feedback on core concepts
- Rich, interactive multi-media reinforce learning objectives
- Ability to record, view, and manage class lectures
- Robust summative assessments available in both print and digital
- SmartBook 2.0 delivers personalized, adaptive learning
- McGraw Hill K-12 Portal app provides off-line access to eBook
- Integrates into Canvas, Google Classroom, Schoology

For a Foundational program, please see *Careers and Basics of Business, Marketing, and Finance* ©2024

The ©2020 Connect version of this program (*Business Foundations: A Changing World*) is also available - 978-1-26-619807-6

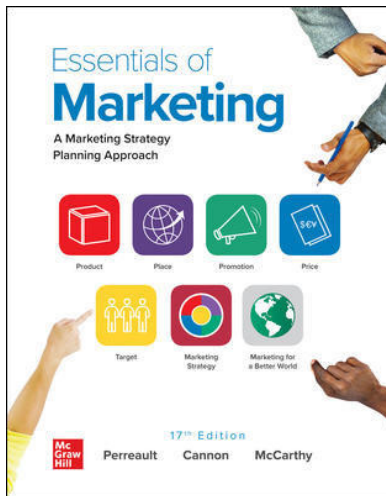
Available in Print and 1 to 8 year Digital and Bundle Subscriptions

Student Edition ISBN: 978-1-26-535948-5

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Build an Advantage in Marketing Strategy

Designed for advanced high school business students, *Essentials of Marketing* is ideal for students destined for a career in Marketing.

Essentials of Marketing looks at the best of marketing, where marketing practices meet target customer needs and strive to make the world a better place. This practical, research-based program emphasizes a marketing strategy planning approach to the intermediate marketing course.

Key Features

Strategically designed with rigorous content and exercises to captivate the advanced student's interest in marketing.

- Each chapter begins with a real case featuring iconic brands to introduce the learning
- "Marketing for a Better World" incorporated into boxed readings throughout the chapter
- Focus on big data and the importance of marketing analytics
- Chapter-ending research tasks, class discussion questions, and selected readings for further research and study
- Ideal for students who have completed a foundational marketing program or are seeking college-level course

LEARNING OBJECTIVES

As the LEGO case illustrates, a manager who develops an understanding of the needs and characteristics of specific groups of target customers within the broader market may see new, breakthrough opportunities. But it's not always obvious how to identify the real needs of a target market—or the marketing mix that those customers will see as different from, and better than, what is available from a competitor. This chapter covers concepts and approaches that will help you succeed in the search for those opportunities.

When you finish this chapter, you should be able to

1. **define and describe generic markets and product-markets.**
2. **know what market segmentation is and how to segment product-markets into submarkets.**
3. **know three approaches to market-oriented strategy planning.**
4. **know dimensions that may be useful for segmenting markets.**
5. **recognize how some computer-aided methods are used in segmenting.**
6. **know what positioning is and why it is useful.**
7. **understand the important new terms (shown in bold).**

iSeeIt Consumer Decision Process



Chapter 1

Marketing's Value to Consumers, Firms, and Society

Chapter 2

Marketing Strategy Planning

Chapter 3

Evaluating Opportunities in the Changing Market Environment

Chapter 4

Focusing Marketing Strategy with Segmentation and Positioning

Chapter 5

Final Consumers and their Buying Behavior

Chapter 6

Business and Organizational Customers and their Buying Behavior

Chapter 7

Improving Decisions with Marketing Information

Chapter 8

Elements of Product Planning for Goods and Services

Chapter 9

Product Management and New Product Development

Chapter 10

Place and Development of Channel Systems

Chapter 11

Distribution, Customer Service, and Logistics

Chapter 12

Retailers, Wholesalers, and their Strategy Planning

Chapter 13

Promotion Introduction to Integrated Marketing Communications

Chapter 14

Personal Selling and Customer Service

Chapter 15

Advertising and Sales Promotion

Chapter 16

Publicity: Promotion Using Earned Media, Owned Media, and Social Media

Chapter 17

Pricing Objectives and Policies

Chapter 18

Price Setting in the Business World

Chapter 19

Ethical Marketing in a Consumer-Oriented World: Appraisal and Challenges

Dynamic Digital Resources

Essentials of Marketing Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools to deliver engaging lessons and activities in-person or on-line.

- Robust digital teaching resources including instructor manual and presentations
- Study Guide for students lists key points and terms to review from each chapter
- Interactive eBook available in 120 languages with the Google Translate plug-in
- SmartBook 2.0 delivers personalized, adaptive learning tailored to each student
- McGraw Hill K-12 Portal app provides off-line access to eBook

For a Foundational program, please see *Marketing Fundamentals* ©2024

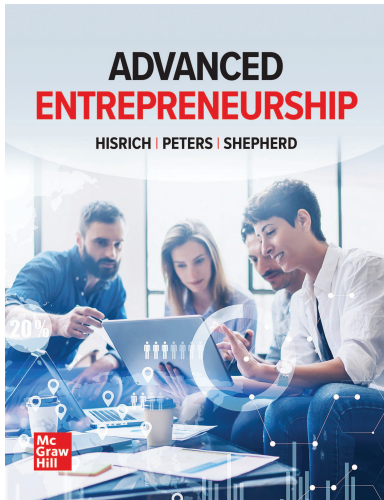
Available in print and 1 to 7 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-619898-4

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Prepare Students to Begin their New Venture

Designed for advanced high school business students, *Advanced Entrepreneurship* takes students deep inside the planning, process, and decision making necessary to launch a new venture.

Comprehensive cases at the end of the text have been hand-picked by the authors to go hand-in-hand with chapter concepts, helping to reinforce key topics. The superb author team of Hisrich, Peters, and Shepherd draw from their distinct backgrounds to create a book that addresses the dynamics of today's entrepreneurial challenges while balancing the crucial line between modern theory and practice.

Key Features

Strategically designed with rigorous content and exercises to captivate the advanced student's interest in entrepreneurship.

- Each chapter begins with a profile of an entrepreneur especially relevant to the chapter material
- Authentic simulations provide students with opportunities to apply their knowledge and problem solving skills to realistic scenarios
- 16 real-life cases engage students and bring entrepreneurial challenges to life
- Chapter-ending research tasks, class discussion questions, and selected readings for further research and study
- Ideal for students who have completed a foundational entrepreneurship program or are seeking college-level course

OPENING PROFILE

<https://twitter.com/elonmusk>

ELON MUSK—THE IRON MAN ENTREPRENEUR

Close observers of the Marvel Comics character Tony Stark will recognize a number of traits that are common with successful entrepreneurs: determination to overcome personal failure, intense conviction, and a desire to solve big problems. Stark is the alter ego for *Iron Man*, a character developed by Marvel Comics in 1963.¹ In 2008, producer Jon Favreau developed the character into a successful movie franchise starring Robert Downey, Jr., which has grossed over \$1 billion in box office ticket sales.²

ETHICS

DO THE RIGHT THING

SMART ENTREPRENEURS ARE DOING WELL BY DOING GOOD

Is there trade-off between doing good for others and doing well for yourself?

Not according to at least one entrepreneur. Charlie Wilson is an entrepreneur running a salvage company that has \$1.6 million in turnover per annum. He has set his goals on running an ethical business. Indeed, rather than focus exclusively on profits, his goal is to achieve (or at least move toward) self-actualization. That is, he is more interested in finding and developing a positive identity of himself and, as a result, gain great satisfaction from running the business in an ethical way.

However, he does not see ethical decision making as the opposite of success; rather he sees that they are intertwined. He believes that ethics is what is driving his success. For example, he notes that:

It [ethics] creates an element of trust, familiarity and predictability in the business. We're in an industry where a lot of people cut corners. I just don't think that's good for business. You don't get a good reputation doing things that way. And eventually, customers don't want to do business with you.



Chapter 1	The Entrepreneurial Mindset
Chapter 2	Corporate Entrepreneurship
Chapter 3	Generating and Exploring new Entries
Chapter 4	Creativity and the Business Idea
Chapter 5	Identifying and Analyzing Domestic and Internal Opportunities
Chapter 6	Protecting the Idea and Other Legal Issues for the Entrepreneur
Chapter 7	The Business Plan: Creating and Starting the Venture
Chapter 8	The Marketing Plan
Chapter 9	The Organizational Plan
Chapter 10	The Financial Plan
Chapter 11	Sources of Capital
Chapter 12	Informal Risk Capital, Venture Capital, and Going Public
Chapter 13	Strategies for Growth and Managing Implications of Growth
Chapter 14	Accessing Resources for Growth from External Sources
Chapter 15	Succession Planning and Strategies for Harvesting and Ending the Venture
Cases	16 engaging, hand-selected cases that can be used with any chapter to reinforce key concepts

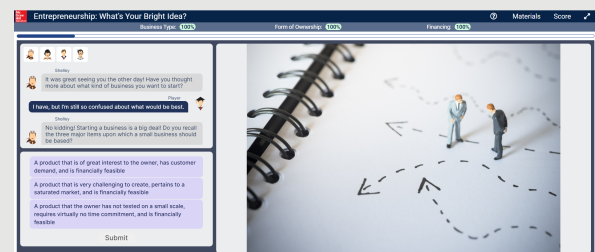
For a Foundational program, please see *Entrepreneurship Fundamentals* ©2024

Dynamic Digital Resources

Advanced Entrepreneurship

Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools to deliver engaging lessons and activities in-person or on-line.

- Authentic, high quality simulations
- Interactive eBook available in 120 languages with the Google Translate plug-in
- SmartBook delivers personalized, adaptive learning tailored to each student
- Anytime - anywhere access to eBook with the McGraw Hill K-12 Portal app



Available in print & 1 to 8 year digital and bundle subscriptions

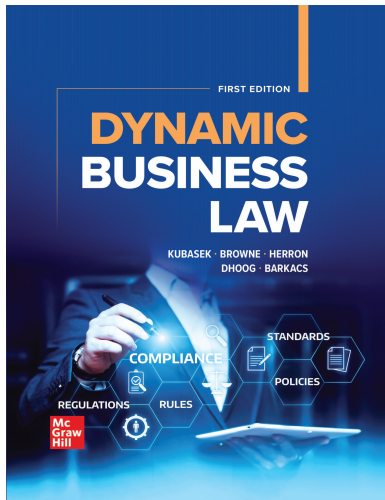
Student Edition ISBN...978-1-26-596140-4

The ©2020 Connect version of this program (*Entrepreneurship*) is also available - 978-1-26-475334-5

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Student-Focused Approach to Business Law

Designed for advanced high school students, *Dynamic Business Law* emphasizes how law applies in the context of business through comprehensive, concise coverage.

Kubasek’s notable student-focused approach enhances students’ critical thinking skills, sparks engagement, and focuses on business relevance. The program features assignable real world simulations, an interactive reading experience, and analytical assets to enhance the learning experience.

Key Features

Designed with rigorous content and exercises to engage the advanced student's interest in business law.

- Application-Based Activities that provide students with valuable practice using problem-solving skills by applying their knowledge to realistic scenarios
- Practical Tips for Business Managers emphasize that this book is a Business Law book, full of helpful ideas for modern business leaders
- The Case Opener feature provides a vivid, practical introduction to the kinds of legal issues that arise in the chapter

 **GLOBAL Context**


Digital Archive Japan/Alamy Stock Photo

Business Ethics and Swedish Advertising Law

Recall from the WH approach to ethical decision making that when businesses make decisions, they should consider all the relevant stakeholders. One relevant stakeholder is the customer, or consumer. In Sweden, consumers are assumed to be vulnerable in the marketplace; therefore, protecting the consumer is considered the job of the government. Unlike in the United States, in Sweden public policy acknowledges that “there exist large groups of consumers who, owing to low incomes, deficient education and knowledge of the market, etc., are less well equipped than the average citizen for their role as consumers.” One group of consumers less equipped than the average citizen in Sweden is children.


The government considers children extra vulnerable and impressionable and thus in need of even more protection than the average consumer. Swedish laws ban all television advertising targeting children below the age of 12. The ban includes not only toy advertisements but also commercials for foods high in fat and sugar, such as sweets and fast food. Advertisements for such products can be aired if the targets of the advertisements are not children. For example, commercials for toys, sweets, and foods high in fat may be aired if they are designed to attract and inform adults as opposed to children. What may surprise many Americans is that almost 90 percent of Swedish advertising professionals are in favor of the ban on advertising to children because they recognize that such advertising is misleading since children do not understand the commercial nature and purpose of advertising.

Business Ethics Materials Score

 Gayle and Ralph work at a delivery services company called We Deliver & You! They are having a billing problem with a long-term client.

Observe new image on the right

[Continue](#)





Part 1: The Legal Environment of Business

Chapter 1

An Introduction to the Fundamentals of Dynamic Business Law

Chapter 2

Business Ethics and Social Responsibility

Chapter 3

The US Legal System and Alternative Dispute Resolution

Chapter 4

Administrative Law

Chapter 5

Constitutional Law

Chapter 6

Criminal Law and Business

Chapter 7

Tort Law

Chapter 8

Real, Personal, and Intellectual Property

Part 2: Contract Law

Chapter 9

Introduction to Contracts and Agreement

Chapter 10

Consideration

Chapter 11

Capacity and Legality

Chapter 12

Reality of Assent

Chapter 13

Contracts in Writing and Third-Party Contracts

Chapter 14

Discharge and Remedies

Part 3: Domestic and Internal Sales Law

Chapter 15

Formation and Performance of Sales and Lease Contracts

Chapter 16

Sales and Lease Contracts: Performance, Warranties, and Remedies

Part 4: Negotiable Instruments and Banking

Chapter 17

Negotiable Instruments: Negotiability and Transferability

Chapter 18

Holder in Due Course, Liability, and Defenses

Part 5: Creditors' Rights and Bankruptcy

Chapter 19:

Secured Transactions and Bankruptcy

Part 6: Agency

Chapter 20

Agency and Liability to Third Parties

Part 7: Business Organizations

Chapter 21:

Forms of Business Organization

Chapter 22:

Corporations: Formation and Organization

Chapter 23:

Securities Regulation

Part 8: Government Regulation

Chapter 24:

Employment and Discrimination Law

Chapter 25:

Consumer Law

Appendices

Appendix A:

The Constitution of the United States of America

Appendix B:

Sarbanes-Oxley Act of 2002

Dynamic Digital Resources

Dynamic Business Law Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Authentic, real-life simulations
- Rich interactive multi-media
- Robust summative assessments available in both print and digital
- SmartBook 2.0 delivers personalized, adaptive learning
- eBook available in 120 languages with Google Translate plug-in
- Anytime - anywhere access to eBook with the McGraw Hill K-12 Portal app
- Integrates into Canvas, Google Classroom, Schoology

Available in print and 1 to 8 year digital and bundle subscriptions

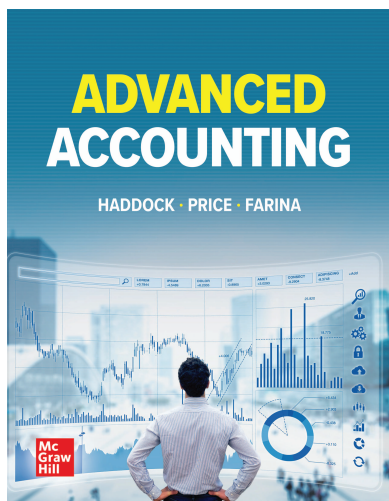
Student Edition ISBN: 978-1-26-535837-2

The ©2021 Connect version of this program is also available - 978-1-26-464740-8

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





A Straightforward Approach to Accounting

Advanced Accounting is designed specifically for the advanced student seeking a college-level accounting experience.

Through proven pedagogy and a straightforward approach, *Advanced Accounting* offers advanced accounting students a path to understanding and mastery. Throughout the text, the authors have adhered to a common philosophy about textbooks: they should be readable, contain many opportunities for practice, and be able to make accounting relevant for all.

Key Features

Intentionally Designed with rigorous content and exercises to engage the advanced student's interest in pursuing a career in finance or accounting.

- End-of-chapter materials include questions that will help aspiring bookkeepers to achieve the Certified Bookkeeper Designation (CBD)
- Internal Control & Fraud Prevention are discussed throughout the text for different classes of assets including cash, payroll, inventories, and property, plant, and equipment
- Four Mini-Practices are interspersed throughout the text as well as two full-length practice sets
- Chapter Openers feature real business situations featuring iconic brands such as Apple, Costco, Dr Pepper, Facebook, Starbucks, and Uber

Internal Control for Accounts Receivable

Internal Control and FRAUD PREVENTION



A good system of internal control requires business entities to have well-documented (written) policies and procedures on accounts receivables. These policies and procedures should cover segregation of duties of staff, credit and collection policies, and the review and reconciliation of accounting records. Segregation of duties of staff should require different employees to perform invoicing, accounts receivable collection, and review and reconciliation of accounting records. Credit and collection policies should establish guidelines covering to whom credit will be granted, the terms of the credit, maximum credit limits, and collection guidelines for any past due accounts. The review and reconciliation of accounting records should establish policies for ensuring that the amount that appears on the balance sheet for accounts receivable agrees with the totals for individual credit customers. Additionally, individual customer accounts should be periodically classified based on the aging of accounts receivable (days from inception of receivable to the reconciliation date). Under each of these internal control policies (segregation of duties, credit and collection policies, and reconciliation of accounting records), describe five accounting controls that you believe would ensure a good system of internal control for accounts receivable.



Chapter 1 Accounting:
The Language of
Business

Chapter 2 Analyzing
Business Transactions

Chapter 3 Analyzing
Business Transactions
Using T Accounts

Chapter 4 The General
Journal and the General
Ledger

Chapter 5 Adjustments
and the Worksheet

Chapter 6 Closing Entries
and the Postclosing Trial
Balance

Mini-Practice Set 1
Service Business
Accounting Cycle

Chapter 7 Accounting for
Sales, Accounts
Receivable, and Cash
Receipts

Chapter 8 Accounting for
Purchases, Accounts
Payable, and Cash
Payments

Chapter 9 Cash

Chapter 10 Payroll
Computations, Records,
and Payment

Chapter 11 Payroll
Taxes, Deposits, and
Reports

Chapter 12 Accruals,
Deferrals, and the
Worksheet

Chapter 13 Financial
Statements and Closing
Procedure

Mini-Practice Set 2

Merchandising Business
Accounting Cycle

Appendix
The Home Depot 2018
Financial Statements
Glossary
Index
Sample General Ledger
Accounts
Rules of Debit and
Credit

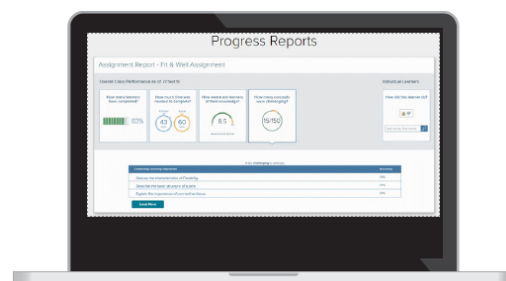
Dynamic Digital Resources

Advanced Accounting Digital
edition features SmartBook 2.0.

SmartBook® delivers personalized,
adaptive learning tailored to each
student's individual needs by:

- pinpointing knowledge gaps
- focusing instruction on the
concepts that require additional
study

Teachers can assign a specific
chapter, topic, or concept and
access advanced reporting features
that track individual and class
progress with actionable insights to
inform instruction.



**Available in print and 1 to 8 year
Digital and bundle subscriptions**

Student Edition ISBN: 978-1-26-597439-8

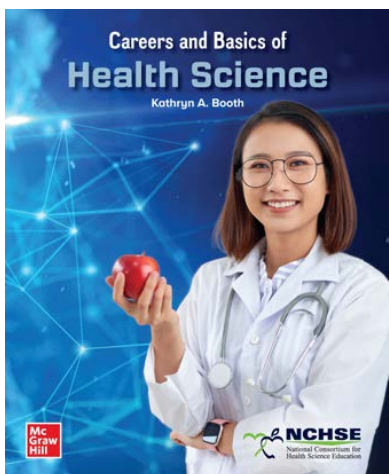
For a Foundational program, please see
Accounting Fundamentals ©2025

The ©2020 Connect version of this program (*College
Accounting*) is also available - 978-1-26-465044-6

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Take the First Step into Health Science

There are 250+ healthcare occupations. Requirements vary widely from a certification to eight years or more post-secondary education and training. *Careers and Basics of Health Science* is your student's gateway to the exciting world of healthcare and the many career opportunities available.

Renowned expert Kathryn Booth breaks the program into two complementary sections. The first half of the program introduces the student to the healthcare field and builds strong foundational knowledge of health care. The second half explores the careers themselves. Each chapter is written by an expert in the field, providing students with a front-row seat to careers in therapeutic services, diagnostic services, health informatics, support services, and biotech.

Key Features

Designed with the content and support tools to assist both new and seasoned teachers energize our next generation of healthcare leaders.

- Updated with real-world health care challenges and realistic situations
- Reading checks, reviews, and authentic activities in each section check for understanding and provide opportunity for students to apply newly-learned skills
- Healthcare occupation profiles include daily responsibilities, education requirements, certifications, and job outlook
- Robust digital teaching resources including Teaching Notes embedded in the student ebook provide guidance, answers, teaching tips, class discussion prompts, and more
- Reviewed and endorsed by NCHSE and HOSA Future Health Professionals

Occupation	Education Requirement	Certification or Licensing Agency	Job Outlook**
Emergency Medical Responder (EMR)	Basic Training in an approved training program (40–60 hours)	State EMS Department or NREMT*	Stable: Entry-level role in EMS
Emergency Medical Technician (EMT)	Basic EMT approved training program(120–150 hours)	State EMS Department or NREMT*	Growing: High demand in urban and rural areas
Advanced Emergency Medical Technician (AEMT)	Advanced EMT approved program (200–500 hours)	State EMS Department or NREMT*	Growing: Advanced care roles in both ambulance and hospital settings
Paramedic	Approved paramedic program (1,200–1,800 hours, often culminating in an associate degree)	State EMS Department or NREMT*	Growing: Advanced care roles in both ambulance and hospital settings

14.1 Careers in Emergency Medical Services Review

See Answer Key for Chapter 14, Section 14.1 Review

After You Read

1. Explain what an EMR does.
2. Recall where EMRs are employed.
3. Analyze the differences between the roles and responsibilities of an EMT and those of a paramedic.
4. Identify the educational requirements needed to become a paramedic.
5. List five skills that every emergency medical professional should know.

Online Explorations

Emergency Response

Research the Internet for information related to emergency services response to chemical or biological terrorism events. Review EMS personnel training requirements, preparations to respond, identification of and response to an incident, and other essential information. Prepare a written report, poster, or slide presentation of your findings to present to the class.

396 Unit 2 • Careers in Therapeutic Services



Unit 1: Healthcare Foundations

Chapter 1

Healthcare Career Clusters

Chapter 2

Healthcare Systems

Chapter 3 Safety and Infection Control Practices

Chapter 4

Emergency Preparedness

Chapter 5

Medical Terminology

Chapter 6

Human Structure and Function

Chapter 7

Diseases and Disorders

Chapter 8

Human Growth and Development

Chapter 9

Nutrition

Chapter 10

Vital Signs

Chapter 11

Pharmacology and Medical Mathematics

Chapter 12

Legal and Ethical Responsibilities

Chapter 13

Communication and Employability Skills

Anesthesiologists



Description RIASEC Details Requirements Activities Skills Knowledge Related

JOB DESCRIPTION:

Administer anesthetics and analgesics for pain management prior to, during, or after surgery.

RIASEC:

This Job You



Unit 2: Careers in Therapeutic Services

Chapter 14: Emergency Medical Services

Chapter 15: Nursing

Chapter 16: The Clinical Office

Chapter 17: Mental Health

Chapter 18: Pharmacy

Chapter 19: Respiratory Care

Chapter 20: Rehabilitation

Chapter 21: Sports Medicine

Chapter 22: Complementary and Alternative Medicine

Chapter 23: Dental Care

Chapter 24: Animal Healthcare

Unit 3: Careers in Diagnostic Services

Chapter 25: Medical Laboratory

Chapter 26: Medical Testing

Chapter 27: Radiology

Chapter 28: Ophthalmic Care

Unit 4: Careers in Health Informatics

Chapter 29: Administrative Office

Chapter 30: Health Information

Unit 5: Careers in Support Services

Chapter 31: Central Supply & Processing

Chapter 32: Dietetics

Unit 6: Careers in Biotech Research and Development

Chapter 33: Biomedical Technology

Chapter 34: Biomedical Science

Dynamic Digital Resources

Careers and Basics of Health

Science Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Authentic procedures/simulations provide instant feedback
- Rich multi-media and interactive videos
- Interactive ebook with "reading checks" throughout to assess understanding
- Robust summative assessments available in both print and digital
- eBook available in 120 languages with the Google Translate Plug-in
- McGraw Hill K-12 Portal app provides off-line access to ebook
- Integrates into Canvas, Google Classroom, and Schoology
- Built-in Career Center with 1,000+ occupations filterable by individual RIASEC attributes

Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-631933-4

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Discover the World of Medicine

Essentials of Medical Language is designed to help students master the complex language of modern health care.

Organized by body system in an outside-to-inside sequence, students experience the terminology in the same differentiated diagnosis method a physician would use in an examination. Authentic patient cases are used to place the student in the shoes of a healthcare professional. This causes more effective retention of terms and how terms relate to each other.

Key Features

Essentials of Medical Language incorporates motivation to learn, retention of material, and opportunities to create an engaging learning experience. Designed with the content and support materials to assist both new and seasoned teachers bring the language of medicine to life in their classroom.

- Contextual approach promotes active learning
- Students experience each real-life case from different allied health and LPN-level nursing roles
- Over 2,000 medical terms with their pronunciation, elements, and definition
- Audible pronunciation glossary [digital edition]
- Color coded prefixes, suffixes, and combining forms
- Over 100 questions and exercises to build critical soft skills

CASE REPORT 3.1

You are . . .

. . . a **dermatology technologist** working with **dermatologist** Laura Echols, MD, a member of the Fulwood Medical Group.

You are communicating with . . .

. . . Mr. Rod Andrews, a 60-year-old man, who shows you three skin lesions—two on his left forearm and one on the back of his left hand. You learn that he has been living in Arizona for the past 10 years but has recently returned to this area in order to live near his daughter and young grandchildren. You find no other skin lesions on his body.

Keynotes

- Throughout this book, look for the following patterns:

Roots, combining forms, and combining vowels will be colored red.

Prefixes will be colored green.

Suffixes will be colored blue.

- Different **roots** can have the same meaning. *Pulmon-* and *pneumon-* both mean *lung, air*.

Word Analysis and Definition

WORD	PRONUNCIATION	ELEMENTS	DEFINITION
bronchitis	brong-KI-tis	S/ -itis inflammation R/ bronch- bronchus	Inflammation of the bronchi
pneumonia	new-MOH-nee-ah	S/ -itis condition R/ pneumon- lung, air	Inflammation of the lung parenchyma (tissue)
pneumonitis (same as pneumonitis)	new-moh-NI-tis	S/ -itis inflammation	
pulmonary	PULL-moh-NAR-ee	S/ -ary pertaining to R/ pulmon- lung	Pertaining to the lungs
pulmonology	PULL-moh-NOL-oh-jee	S/ -logy study of R/ pulmon/o- lung	Study of the lungs, or the medical specialty of disorders of the lungs
pulmonologist	PULL-moh-NOL-oh-jist	R/CF -logist one who studies, specialist	Specialist in treating disorders of the lungs
respiration	RES-pih-RAY-shun	S/ -ation process R/ respir- to breathe	Process of breathing; fundamental process of life used to exchange oxygen and carbon dioxide
respiratory (adj)	RES-pih-rab-oh-ee	S/ -atory pertaining to	Pertaining to respiration

S = Suffix P = Prefix R = Root R/CF = Combining Form



Chapter 1	The Anatomy of Medical Terms: The Essentials of the Language of Medicine
Chapter 2	The Body as a Whole, Cells, and Genes: The Essentials of the Language of Anatomy & Genetics
Chapter 3	The Integumentary System: The Essentials of the Language of Dermatology
Chapter 4	The Skeletal System: The Essentials of the Language of Orthopedics
Chapter 5	Muscles and Tendons: The Essentials of the Language of Orthopedics & Rehabilitation
Chapter 6	The Cardiovascular and Circulatory System: The Essentials of the Language of Cardiology
Chapter 7	The Blood, Lymphatic, and Immune System: The Essentials of the Language of Hematology & Immunology
Chapter 8	The Respiratory System: The Essentials of the Language of Pulmonology
Chapter 9	The Digestive System: The Essentials of the Language of Gastroenterology
Chapter 10	The Nervous System and Mental Health: The Essentials of the Language of Neurology & Psychiatry
Chapter 11	Special Senses of the Eye and Ear: The Essentials of the Language of Ophthalmology and Otolaryngology
Chapter 12	The Endocrine System: The Essentials of the Language of Endocrinology
Chapter 13	The Urinary System: The Essentials of the Language of Urology
Chapter 14	Male Reproductive System: The Essentials of the Language of the Male Reproductive System
Chapter 15	The Female Reproductive System: The Essentials of the Language of Gynecology and Obstetrics
Chapter 16	Infancy to Old Age: The Essentials of the Language of Pediatrics and Geriatrics

Dynamic Digital Resources

Essentials of Medical Language Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools to deliver engaging lessons and activities in-person or on-line.

- 2,000+ term audio glossary
- High-quality, authentic simulations
- Over 4,000 practice question and assessment bank including soft skills and oral pronunciation
- Digital teaching guide featuring presentation materials, discussion prompts, and more
- SmartBook delivers personalized, adaptive learning
- McGraw Hill K-12 Portal app provides off-line access to ebook
- eBook available in 120 languages with Google Translate plug-in
- Integrates into Canvas, Google Classroom, and Schoology
- Built-in Career Center with 1,000+ occupations filterable by individual RIASEC attributes

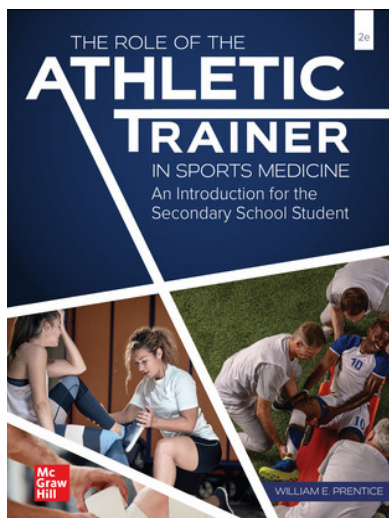
Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-551410-5

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Discover the World of Athletic Training!

The Role of the Athletic Trainer in Sports Medicine introduces secondary school students who may be interested in pursuing a career in health care to the profession of athletic training and the field of sports medicine. It provides basic information for students of a variety of topics, all of which relate to health care for the athletic or physically active patient populations.

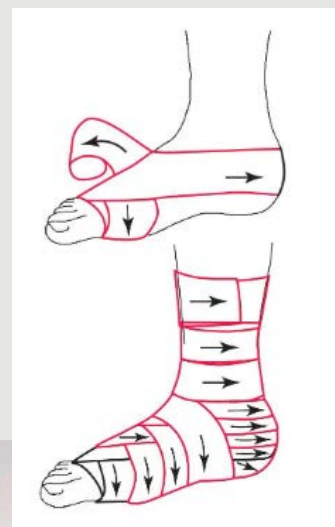
Updated Content - NATA National Standards

This updated 2nd edition is based on the Secondary School Sports Medicine Course Outline developed by the National Athletic Trainers Association (NATA). It maps to the 15 units identified in the NATA outline and incorporates the suggested key terms, objectives, and student applications and activities for each unit.

Key Features

Designed with the content and support features to assist both new and seasoned teachers to bring athletic training to life in the classroom:

- Updated content designed specifically for high school students
- Based on NATA standards
- Hands-on, interactive activities
- Extensive reference guide with source information in every unit
- Critical thinking exercises in each chapter engage students to solve real-life scenarios
- Over 150 questions and class activities for students to apply learned skills and techniques
- Vivid photos and illustrations with detailed procedures

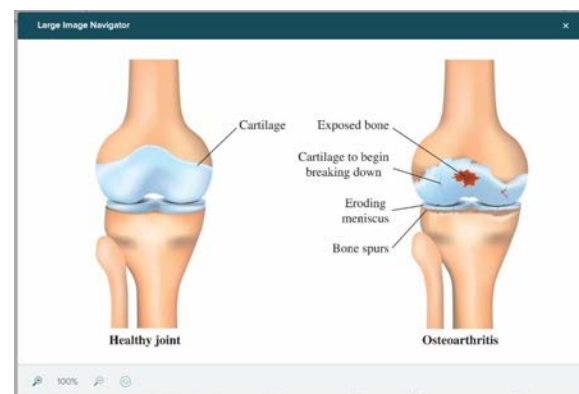


Chapter 1	Investigating the Field of Sports Medicine
Chapter 2	Understanding the Concepts of Athletic Health Care Administration
Chapter 3	Analyzing Legal, Ethical, and Insurance Considerations in Sports Medicine
Chapter 4	Understanding the Basics of Training and Conditioning Techniques for Preventing Injuries
Chapter 5	Assessing Environmental Factors that Lead to Injury
Chapter 6	Understanding Sports Nutrition and Dietary Supplements
Chapter 7	Understanding Basic Taping, Wrapping, and Bracing for Injuries
Chapter 8	Determining Appropriate Emergency Injury Management
Chapter 9	Recognizing and Preventing the Spread of Blood Borne Pathogens and Wound Care
Chapter 10	Investigating the Psychological Aspects of Injury
Chapter 11	Introduction to Rehabilitation and Modalities
Chapter 12	Basic Pharmacology and Substance Abuse
Chapter 13	Fundamental Concepts of Evaluation
Chapter 14	Identifying Basic Tissue Responses and Common Injuries
Chapter 15	Anatomy of the Human Body

Focus Box 4-2

Guidelines and precautions for stretching

- The following guidelines and precautions should be incorporated into a sound stretching program:
- Warm up using a slow jog or fast walk before stretching vigorously.
 - To increase flexibility, the muscle must be overloaded or stretched beyond its normal range but not to the point of pain.
 - Stretch only to the point at which tightness or resistance to stretch or perhaps some discomfort is felt. Stretching should not be painful.
 - Increases in range of motion will be specific to whatever joint is being stretched.
 - Exercise caution when stretching muscles that surround painful joints. Pain is an indication that something is wrong; it should not be ignored.
 - Avoid overstretching the ligaments and capsules that surround joints.
 - Exercise caution when stretching the low back and neck. Exercises that compress the vertebrae and their disks may cause damage.
 - Stretching from a seated position rather than a standing position takes stress off the low back and decreases the chances of back injury.
 - Stretch those muscles that are tight and inflexible.
 - Strengthen those muscles that are weak.
 - Always stretch slowly and with control.
 - Be sure to continue normal breathing during a stretch.
 - Static and proprioceptive neuromuscular facilitation (PNF) techniques are most often recommended for individuals who want to improve their range of motion.
 - Dynamic stretching should be done by those who are already flexible and/or are accustomed to stretching and should be done only after static stretching.
 - Stretching should be done both before and after activity, at least three times per week to see minimal improvement, and five or six times per week to see maximum results.



Athletic Trainer's Checklist

The following is a checklist for those components that should be addressed in designing an injury rehabilitation program by an athletic trainer.

- | | |
|---|---|
| <input type="checkbox"/> Provide correct immediate first aid and management following injury, to limit or control swelling. | <input type="checkbox"/> Restore or increase muscular strength, endurance, and power. |
| <input type="checkbox"/> Reduce or minimize pain. | <input type="checkbox"/> Regain balance. |
| <input type="checkbox"/> Restore full range of motion. | <input type="checkbox"/> Maintain cardiorespiratory fitness. |
| <input type="checkbox"/> Reestablish neuromuscular control. | <input type="checkbox"/> Incorporate appropriate functional progressions. |
| <input type="checkbox"/> Improve core stability | <input type="checkbox"/> Use functional testing to assist in making return to play decisions. |

Available in print and 1 to 8 year digital and bundle subscriptions

Student Edition ISBN: 978-1-26-433293-9

800-338-3987
mheducation.com/cte

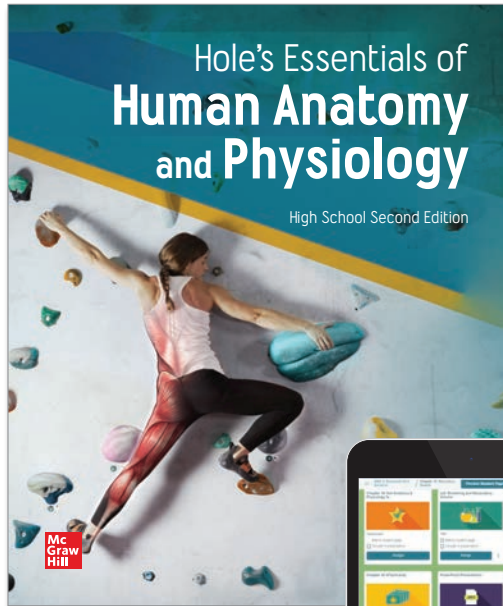
Call, scan or visit us to request a sample!



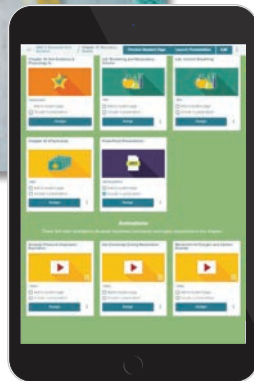
Hole's Essentials of Human Anatomy & Physiology

(2e) ©2021, Welsh

NEW EDITION



Intermediate



Best Selling A&P High School Program

Hole's Essentials of Anatomy & Physiology 2e introduces a new author, Dr. Charles Welsh, who brings over 30 years of classroom experience and a fresh perspective to this well-respected text. The new edition retains its high quality content and dynamic features plus delivers enhanced NGSS integration and ELL/ELA support. The high school friendly presentation masterfully blends text and imagery to engage students with approachable content as they learn to apply concepts to various fields of study making this an ideal selection for an introductory course.

- A new High School Teacher Manual, available in print and online, includes teaching strategies and pacing, group projects, classroom activities, and ELL and ELA support activities.
- Unit projects and thematic, chapter-level case studies bring relevance and real-world application to instruction.
- Expanded Chapter Reviews include new multiple-choice, short-answer, and critical thinking and clinical application questions.
- Lab Data Analysis, Case Study Wrap-up and a Chapter Project are designed to help students enhance their engagement with, and proficiency in, the science and engineering practices.
- Online Focus Activities provides interactive labeling and vocabulary activities to check student mastery of difficult structures, vocabulary, and concepts.
- Concept Overview Interactives offer ground-breaking interactive animations that encourage students to explore key physiological processes and difficult concepts.

Anatomy & Physiology REVEALED® (APR) is the ultimate dissection experience that visually enriches your lectures and labs with 3D Interactive Models, engaging animations, and real-life images. This interactive tool dynamically reinforces key concepts to help your student develop a deeper insight into the study of human anatomy and physiology.

The **High School Laboratory Manual** for Human Anatomy & Physiology by Terry R. Martin is a streamlined lab manual ideal for the high school classroom. It contains 34 hands-on laboratory activities to complement any anatomy and physiology course.



Hole's Essentials of Human Anatomy & Physiology

(2e) ©2021, Welsh

Contents in Brief

UNIT N

Levels of Organization

- 1 Introduction to Human Anatomy and Physiology 4
- 2 Chemical Basis of Life 42
- 3 Cells 72
- 4 Cellular Metabolism 106
- 5 Tissues 130

UNIT T

Support and Movement

- 6 Integumentary System 162
- 7 Skeletal System 184
- 8 Muscular System 238

UNIT T

Integration and Coordination

- 9 Nervous System 288
- 10 The Senses 350
- 11 Endocrine System 390

UNIT U

Transport

- 12 Blood 428
- 13 Cardiovascular System 460
- 14 Lymphatic System and Immunity 510

UNIT I

Absorption and Excretion

- 15 Digestive System and Nutrition 544
- 16 Respiratory System 600
- 17 Urinary System 634
- 18 Water, Electrolyte, and Acid-Base Balance 666

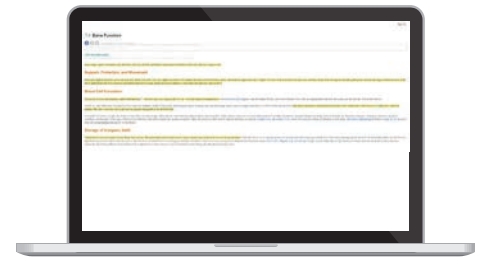
UNIT SI

The Human Life Cycle

- 19 Reproductive Systems 688
- 20 Pregnancy, Growth, Development, and Genetics 730

More Personalized. More Productive. More Prepared.

SmartBook® delivers personalized, adaptive learning tailored to each student's individual needs by pinpointing knowledge gaps and focusing instruction on the concepts that require additional study. Teachers can assign a specific chapter, topic, or concept and access advanced reporting features that track individual and class progress with actionable insights to inform in-class instruction.



ISBN List

Sample Student Edition

978-0-07-682332-1

Lab Manual

978-0-07-675834-0

Teacher Manual

978-0-07-682335-2

Standard Student Bundle with APR (Student Edition, Online Student Edition, APR)

6 year: 978-0-07-904097-8 | 1 year: 978-0-07-904084-8

Premium Student Bundle Online Student Edition with APR (Student Edition, Lab Manual Online Student Edition, APR)

6 year: 978-0-07-904098-5 | 1 year: 978-0-07-904085-5

Online Student Edition Subscription with APR

6 year: 978-0-07-682359-8 | 1 year: 978-0-07-682358-1

Teacher Edition Subscription with APR

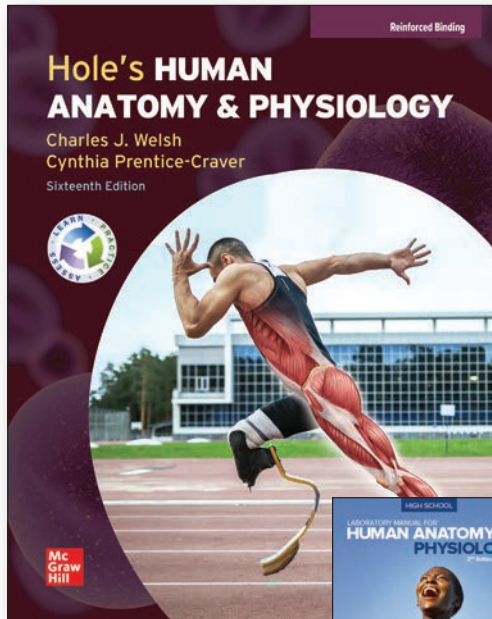
6 year: 978-0-07-682364-2 | 1 year: 978-0-07-682363-5

AP19M18004

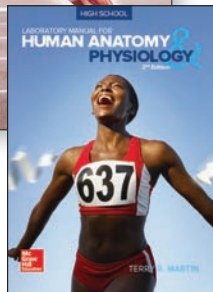
CALL US TO LEARN MORE 1-800-334-7344

Hole's Human Anatomy and Physiology

(16e) ©2022, Welsh



Advanced



The Gold Standard Approach to Anatomy & Physiology

A market leader for over 40 years, *Hole's Human Anatomy & Physiology* delivers a comprehensive, in-depth exploration of anatomy and physiology while placing emphasis on the fundamentals for students who have little-to-no prior science knowledge. The proven Learn, Practice, Assess learning system ensures student understanding, application, and mastery of complex concepts while the Understanding Words feature builds a solid anatomy and physiology vocabulary.

With this new edition of Hole's Human Anatomy & Physiology we introduce Charles Welsh as the primary author to provide a cohesive narrative with a single voice. With over 30 years of experience in anatomy and physiology classrooms instructing future nurses and other allied health professions, Dr. Welsh brings a fresh perspective to this well-respected text. Students will connect with the accessible, engaging, and relevant coverage that integrates real-world issues, clinical applications, and the latest in scientific advances. Additional teaching and learning features include:

- An enhanced dynamic art program to help clarify key principles, increase visual impact, and ensure accuracy to reinforce important concepts.
- The chapter level Career Corner that introduces students to a variety of fields of practice and related occupations.
- A Lab Manual with 34 hands-on activities designed to complement any anatomy and physiology course.
- An eBook and *SmartBook*® adaptive reading experience accessible anytime, anywhere.
- Editable test banks for each chapter.
- Full-color animations illustrating important processes to help augment classroom instruction.
- An online Teacher Manual including answers to all assessment questions, lecture suggestions and guidelines, ELL activities, application questions, and critical thinking issues.
- Customizable PowerPoint presentations to help teachers structure classroom instruction.

The Ultimate Dissection Experience

Anatomy & Physiology REVEALED®, (APR) is the ultimate dissection experience that visually enriches your lectures and labs with 3D Interactive Models, engaging animations, and real-life images. This interactive tool dynamically reinforces key concepts to help your student develop a deeper insight into the study of human anatomy and physiology.



Table of Contents

UNIT 1: LEVELS OF ORGANIZATION

- Chapter 1 Introduction to Human Anatomy and Physiology
- Chapter 2 Chemical Basis of Life
- Chapter 3 Cells
- Chapter 4 Cellular Metabolism
- Chapter 5 Tissues

UNIT 2: SUPPORT AND MOVEMENT

- Chapter 6 Integumentary System
- Chapter 7 Skeletal System
- Chapter 8 Joints of the Skeletal System
- Chapter 9 Muscular System

UNIT 3: INTEGRATION AND COORDINATION

- Chapter 10 Nervous System I: Basic Structure and Function
- Chapter 11 Nervous System II: Divisions of the Nervous System
- Chapter 12 Nervous System III: Senses

Chapter 13 Endocrine System

UNIT 4: TRANSPORT

- Chapter 14 Blood
- Chapter 15 Cardiovascular System
- Chapter 16 Lymphatic System and Immunity

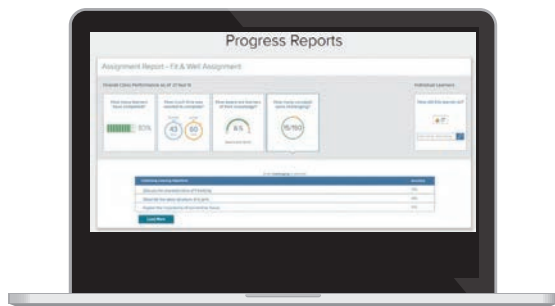
UNIT 5: ABSORPTION AND EXCRETION

- Chapter 17 Digestive System
- Chapter 18 Nutrition and Metabolism
- Chapter 19 Respiratory System
- Chapter 20 Urinary System
- Chapter 21 Water, Electrolyte, and Acid-Base Balance

UNIT 6: THE HUMAN LIFE CYCLE

- Chapter 22 Reproductive Systems
- Chapter 23 Pregnancy, Growth, and Development
- Chapter 24 Genetics and Genomics

More Personalized. More Productive. More Prepared.

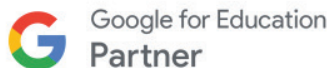


Smartbook® delivers personalized, adaptive learning tailored to each student's individual needs by pinpointing knowledge gaps and focusing instruction on the concepts that require additional study. Teachers can assign a specific chapter, topic, or concept and access advanced reporting features that track individual and class progress with actionable insights to inform instruction.

ISBN List

Student Bundle with APR (Student Edition with Online Student Edition).....	6 year: 978-1-26-440156-7		1 year: 978-1-26-440126-0
Premium Student Bundle with APR (Student Edition, Lab Manual, Online Student Edition)	6 year: 978-1-26-440163-5		1 year: 978-1-26-440130-7
Online Student Edition Subscription with APR	6 year: 978-1-26-433380-6		1 year: 978-1-26-433381-3
Online Teacher Edition Subscription.....	6 year: 978-1-26-433383-7		1 year: 978-1-26-433382-0
Student Sample Only	978-1-26-433385-1		

Access to the Online Student Edition includes access to a *SmartBook* adaptive ebook and additional teaching and learning resources.



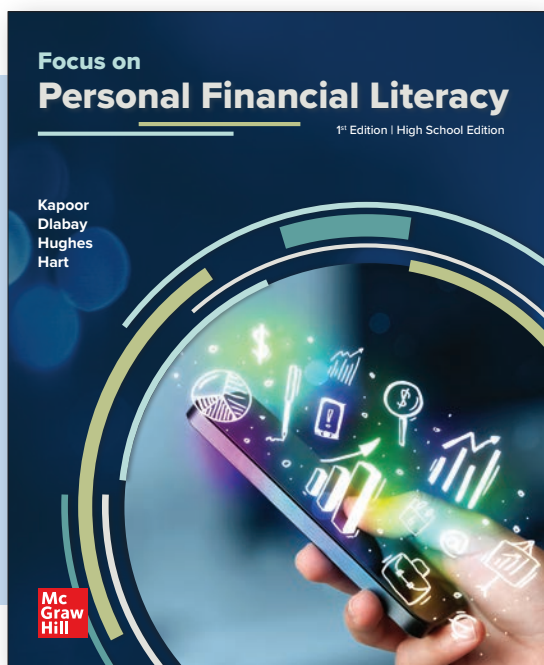
Our Google Integration

As a Google for Education Partner, we believe educational technology should be seamless to use and as impactful as possible. That's why we continue to create meaningful integrations between our digital experience and the technologies chosen by educators.



A Real-World Approach to Personal Financial Literacy

Delivering comprehensive coverage of the key topics in Personal Finance courses, the program is designed to appeal to a diverse student population with a variety of life situations and financial literacy levels. The hands-on approach encourages students to think about relevant, real-life situations and goals, and to develop an understanding of financial issues that impact their lives today and in the future. Customized content aligns to the Council for Economic Education and JumpStart Coalition National Standards for Personal Financial Education.



Focus On

- Accessible instruction with a high school friendly design, examples that resonate with students, and engaging illustrations of complex concepts and processes.
- Real life application with *Your Dollars and \$ense*, *BE AWARE!*, *Take Action*, *Financial Literacy NOW*, *Do the Math!*, and *What Would You Do* features that engage students in the decision making, critical thinking, and practical skills they need for sound financial planning.
- Practice and assessment activities to help students develop core competencies with daily spending diaries, road maps, case studies, self-tests, and research assignments and projects.
- Extension activities in the companion workbook that offer an abundance of additional resources correlated to the textbook.
- Unmatched teacher support, in print and online, that includes pacing information, lecture support, discussion prompts, and project-based learning ideas.

Personalized, Adaptive, and Dynamic Digital Resources

Focus on Personal Financial Literacy is enriched with multimedia content that enhances the teaching and learning experience, including:

- application-based activities,
- interactive eBook,
- adaptive, assignable *SmartBook*®,
- video series with questions to reinforce key concepts,
- Finance Prep Courses covering Calculator, Mathematics, Excel, and more.

For integrated Economics coverage, this modular course supports student mastery of foundational concepts through adaptive learning with just-in-time resources paired with practical assessments covering over 260 topics.



Focus on Personal Financial Literacy

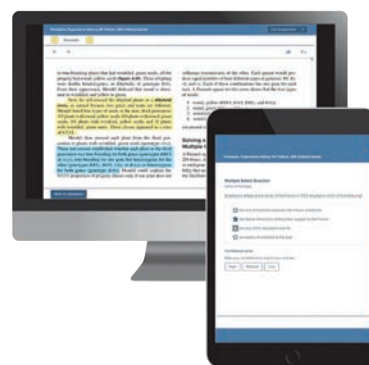
High School Edition | ©2024, 1e, Kapoor

Table of Contents

1. Personal Financial Literacy: An Introduction
2. Earning Income: Career Planning
3. Planning: Money Management and Budgeting
4. Planning: Taxes
5. Saving: Banking and Financial Services
6. Managing Credit: Sources and Uses
7. Spending: Wise Buying of Motor Vehicles
8. Spending: Planning Your Housing
9. Managing Risk: Home and Auto Insurance
10. Managing Risk: Health and Disability Insurance
11. Managing Risk: Life Insurance
12. Investing: Basics and Bonds
13. Investing: Stocks
14. Investing: Mutual Funds

More Personalized. More Productive. More Prepared.

SmartBook® delivers personalized, adaptive learning tailored to each student's individual needs by pinpointing knowledge gaps and focusing instruction on the concepts that require additional study. Teachers can assign a specific chapter, topic, or concept and access advanced reporting features that track individual and class progress with actionable insights to inform in-class instruction.



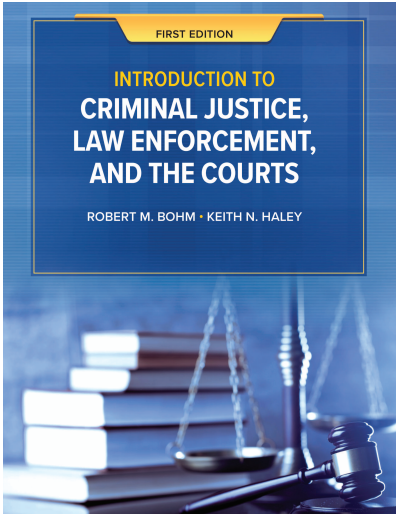
ISBN List

Standard Student Bundle (Student Edition, Online Student Edition Subscription)	6-year: 978-1-26-600338-7 1-year: 978-1-26-600127-7
Premium Student Bundle (Student Edition, Online Student Edition, Student Workbook)	6-year: 978-1-26-601420-8 1-year: 978-1-26-600882-5
Student Workbook	978-1-26-563356-1
Printed Teacher Manual	978-1-26-563743-9
Student Edition Sample Only	978-1-26-563495-7

100% digital subscriptions are available for teachers and students. Please contact your sales rep for pricing.

AP22M22075

Call us to learn more! 1-800-338-3987



A Comprehensive Study of the Criminal Justice System

Introduction to Criminal Justice, Law Enforcement, and the Courts is the ideal text for students interested in learning the complexities of the criminal justice system. With nearly 100 years of combined experience in teaching and working in the field, the authors of this comprehensive program empower students to think critically about the U.S. criminal justice system.

In the 10th edition, there are new topics to reflect current criminal justice issues, allowing students to benefit from the most up-to-date information and become more engaged in the classroom. Students will also benefit from updated statistics, references, and notes.

Key Features

Designed with the content and support features to assist both new and seasoned teachers to bring Criminal Justice to life in the classroom:

- *Myth vs. Fact* inserts debunk common misconceptions about the system and alert students to the need to question what they see in the media
- *Thinking Critically* sections challenge students to think about and apply chapter concepts
- *Careers in Criminal Justice* mini biographies highlight some of the most exciting career options
- Chapter-opening *Crime Stories* vignettes motivate students to delve into the chapter

Criminal Justice: The Nonsystem

As noted earlier, the many police, court, and corrections agencies of the federal, state, and local governments, taken together, are commonly referred to as the criminal justice system. However, the depiction of criminal justice—or, more specifically, of the interrelationships and inner workings of its various components—as a “system” may be inappropriate and misleading for at least two reasons.

First, there is no single “criminal justice system” in the United States. Rather, as noted earlier, there is a loose confederation of many independent criminal justice agencies at all levels of government. This loose confederation is spread throughout the country with different, sometimes overlapping, jurisdictions. Although there are some similarities among many of those agencies, there are also significant differences. The only requirement they all share, a requirement that is the basis for their similarities, is that they follow procedures permitted by the U.S. Constitution.

Second, if a **system** is thought of as a smoothly operating set of arrangements and institutions directed toward the achievement of common goals, one is hard-pressed to call the operation of criminal justice in the United States a system. Instead, because there is considerable conflict and confusion among different agencies of criminal justice, a more accurate representation may be that of a criminal justice “nonsystem.”

myth

The agencies that administer criminal justice in the United States form a unified system: the criminal justice system.

fact

There is no single “criminal justice system” in the United States. Instead, there is a loose confederation of many independent criminal justice agencies at all levels of government. Moreover, instead of operating together as a system, agencies of criminal justice in the United States interact but generally operate independently of one another, each agency often causing problems for the others.

FYI Criminal Justice System Needs Improvement

A 2018 national survey found that 76% of registered voters believe the U.S. criminal justice system needs significant improvements, while only 21% believe “it’s working pretty well as it is.” Sixty-eight percent of Republicans, 78% of Independents, 80% of Democrats, and 80% of women believe the system needs significant improvements.

Source: Robert Blizard, “National Poll Results,” Public Opinion Strategies, January 25, 2018, accessed June 3, 2019, <https://www.politico.com/f?iD=000001612ccc-d2c2-a963-e9922bc001>.

THINKING CRITICALLY

1. What do you think are some of the positive aspects of having a criminal justice nonsystem?
2. What do you think are some of the disadvantages of having a criminal justice nonsystem?



Chapter 1	Crime and Justice in the United States
Chapter 2	Crime and Its Consequences
Chapter 3	Explaining Crime
Chapter 4	The Rule of Law
Chapter 5	History and Structure of American Law Enforcement
Chapter 6	Policing: Roles, Styles, and Functions
Chapter 7	Policing America: Issues and Ethics
Chapter 8	The Administration of Justice
Chapter 9	Sentencing, Appeals, and the Death Penalty
Chapter 10	Institutional Corrections
Chapter 11	Prison Life, Inmate Rights, Release, Reentry, and Recidivism
Chapter 12	Community Corrections
Chapter 13	Juvenile Justice
Chapter 14	The Future of Criminal Justice in the United States

Dynamic Digital Resources

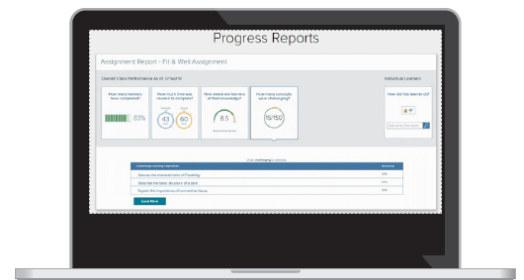
Introduction to Criminal Justice

Digital edition features SmartBook 2.0.

SmartBook® delivers personalized, adaptive learning tailored to each student's individual needs by:

- pinpointing knowledge gaps
- focusing instruction on the concepts that require additional study

Teachers can assign a specific chapter, topic, or concept and access advanced reporting features that track individual and class progress with actionable insights to inform instruction.



Available in print and 1 to 8 year Digital and bundle subscriptions

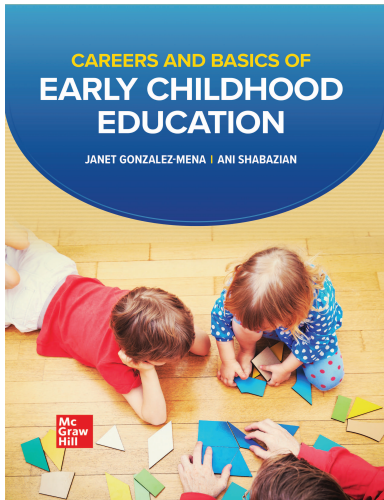
Student Edition ISN: 978-1-26-684092-0

The ©2021 Connect version of this program (*Introduction to Criminal Justice*) is also available - 978-1-26-465082-8

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





Explore the Exciting World of Education

Careers and Basics of Early Childhood Education is designed to help improve the quality in early care and education programs by training the next generation of teachers.

The program features skill building with a solid theoretical base, and provides students with an overview of early childhood programs using examples, anecdotes, and scenarios. Readers will come away with an understanding of what makes a quality program where children gain the foundations they need for school success and beyond.

Key Features

Designed with the content and support tools to assist both new and seasoned teachers energize our next generation of educators.

- New coverage of recognizing the impact of the Environment and Culture on Learning
- Discussion of how we perceive the capabilities of infants and toddlers and the impacts on how we teach
- “For Further Readings” expanded in select chapters to include additional reading suggestions
- SmartBook® delivers personalized, adaptive learning tailored to each student’s individual needs by pinpointing knowledge gaps and focusing instruction on the concepts that require additional study
- Print and robust digital experience that can be implemented effectively in both low-tech and high-tech environments

THE THEORY BEHIND THE PRACTICE

Piaget on Play

Jean Piaget saw play as vitally related to cognitive development and an important way for children to learn. When children imitate what they see, such as driving a car or cooking dinner on a play stove, they show that they are beginning to understand how such things work. Engaging in what is called symbolic play like using a block for a cell phone helps them construct knowledge and make sense of the world. It is said that Piaget was fond of the expression “construction is superior to instruction.” Any program that stresses play as a major way of learning owes a debt to Piaget’s work.

Carol Garhart-Mooney, *Theories of Childhood* (St. Paul, MN: Redleaf, 2000).



Part I	Foundation of the Teaching-Learning Process: The Role of the Early Childhood Educator
Chapter 1	Early Childhood Education as a Career
Chapter 2	First Things First: Health and Safety Through Observation
Chapter 3	Communicating with Young Children
Chapter 4	Facilitating Young Children's Work and Play
Chapter 5	Guiding Young Children's Behavior
Chapter 6	The Teacher as Model
Chapter 7	Modeling Adult Relationships in Early Childhood Settings
Part II	Foundations in Supporting Development and Learning
Chapter 8	Setting Up the Physical Environment
Chapter 9	Creating a Social Emotional Environment
Chapter 10	Routines
Chapter 11	Developmental Tasks as the Curriculum: How to Support Children at Each Stage
Chapter 12	Observing, Recording, and Assessing
Part III	Planning for Learning and Development by Enhancing Children's Curiosity, Joy, and Sense of Wonder
Chapter 13	Enhancing Children's Learning and Development Through Language and Emergent Literacy
Chapter 14	Fostering Joy in Developmentally Appropriate Experiences in Math and Science
Chapter 15	Integrating Art, Music, and Social Studies into a Holistic Curriculum

Dynamic Digital Resources

Careers and Basics of Early Childhood Education Digital Edition features rich multimedia content that enhances the student experience and provides teachers with the tools and resources to deliver engaging lessons and activities.

- Rich, interactive multi-media reinforce learning objectives
- Robust summative assessments available in both print and digital
- SmartBook 2.0 delivers personalized, adaptive learning
- Anytime - anywhere access to eBook with the McGraw Hill K-12 Portal app
- Integrates into Canvas, Google Classroom, Schoology

Available in print and 1 to 8 year digital and bundle subscriptions

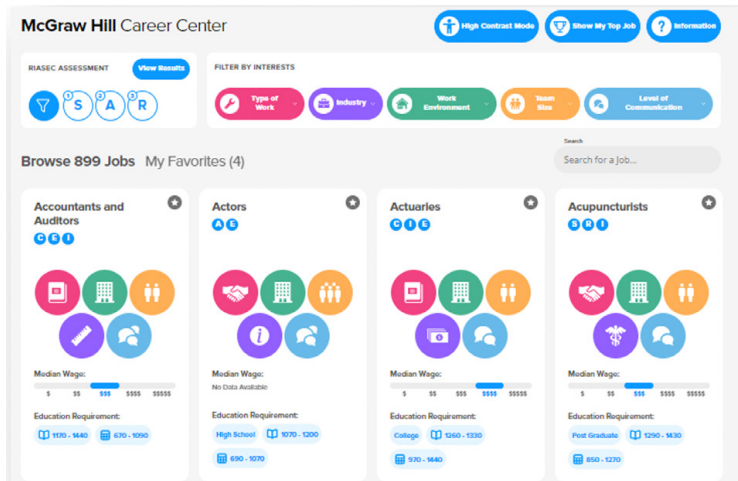
Student Edition ISBN: 978-1-26-598230-0

The ©2020 Connect version of this program (*Foundations of Early Childhood Education*) is also available - 978-1-26-475590-5

800-338-3987
mheducation.com/cte

Call, scan or visit us to request a sample!





**Included in all McGraw Hill
Exploratory and Foundational CTE programs**

Connect Students to Their Dream Job

There are literally hundreds of career possibilities open to students they've never heard about. The best opportunities are those that match a student's interest and strengths.

The McGraw Hill Career Center helps do just that. Our RIASEC-based platform uses simple questions to develop a personalized profile that reflects a student's unique personality, interest and skills. Students are then displayed a list of occupations that best match their interests based on their RIASEC profile that they can explore further.

Key Features

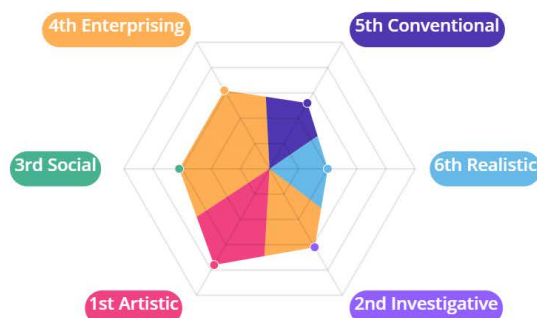
- Data-driven, RIASEC-based platform
- Short, 60-question survey
- Over 800 occupations with key details including education requirements, key skills, and more
- Portal adapts with the student - survey answers are not stored and student can retake the survey anytime
- Personalized RIASEC profile with easy-to-understand descriptions
- Sort and filter occupation results by RIASEC attribute
- Occupation details from the US Department of Labor O*NET database
- Included in **Career Explorations** Digital Edition

Explore your Interest Profiler Results:

Think of your interests as work you like to do. Your interests can help you find careers you might like to explore.

Scores range from 10 to 50, with 10 being a very low match in that area and 50 being very high. These are not meant to limit you in your choices, but rather serve as a guide in your search. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

Hover over each area title to learn more about what it is, as well as the score points to see your scores in each area.




Not what you expected?

[Retake the Assessment](#)

Career Interest Profiler

The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do. Your results from this quiz will help you decide what kinds of careers you might want to explore.

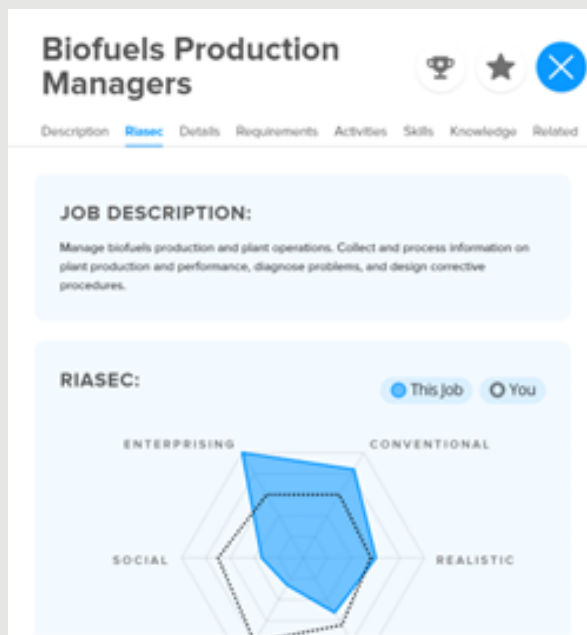
The Interest Profiler has 60 questions about work activities that some people do on their jobs. Read each question and decide how you would feel about doing each type of work:



Strongly Disagree Neutral Strongly Agree


1	Build kitchen cabinets	☹️	☹️	😐	😊	😊
2	Lay brick or tile	☹️	☹️	😐	😊	😊
3	Develop a new medicine	☹️	☹️	😐	😊	😊
4	Study ways to reduce water pollution	☹️	☹️	😐	😊	😊
5	Write books or plays	☹️	☹️	😐	😊	😊
6	Play a musical instrument	☹️	☹️	😐	😊	😊
7	Teach an individual an exercise routine	☹️	☹️	😐	😊	😊
8	Help people with personal or emotional problems	☹️	☹️	😐	😊	😊
9	Buy and sell stocks and bonds	☹️	☹️	😐	😊	😊
10	Manage a retail store	☹️	☹️	😐	😊	😊
11	Develop a spreadsheet using computer software	☹️	☹️	😐	😊	😊

- Approachable, 60-question survey takes less than 5 minutes to complete
- The RIASEC web overlay compares personal profile to a specific occupation
- Matching occupations can be filtered by interest and RIASEC attribute
- Over 1,000 careers to discover and explore



Biofuels Production Managers

E C R



Median Wage:

\$ \$\$ \$\$\$ **\$\$\$\$** \$\$\$\$\$

Education Requirement:

College 1280 - 1570

900 - 1410



Mc Graw Hill



mheducation.com/cte