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**BEGINNING ESSENTIALS IN EARLY
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Edition, is a streamlined foundations textbook that introduces early childhood students to the field. This unique text is organized to answer four key questions: What is the field? Who is the child? Who is the teacher? and What is being taught? The four sections address the essentials of

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early childhood education, emphasizing multiculturalism and developmentally appropriate practice. New to this edition, “Teacher Talk” boxes are first-person accounts from teachers who reflect on their experiences in the classroom and provide valuable, applicable advice for

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those entering the profession. In addition, “Brain Research” boxes showcase some of the most important aspects of brain research and development today, connecting it to the classroom. Other features include special boxed material that highlights key issues related to standards,

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The Paperless Medical Office: Using
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Simulation Software 2.0 Cd-rom +
Study Guide + Competency Manual +
Mindtap Medical Assisting

*This competency-based
learning system covers the
administrative, clinical, and
general areas necessary for*

entry-level employment as identified by the medical assistant role delineation study issued by the American Association of Medical Assistants. A listing of role delineation areas in each unit

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and in Appendix A make it easy to locate specific skills within each competency. A unit on related therapies presents information on complimentary and alternative treatments.

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Organized by body system and specialty areas of practice, this comprehensive, highly practical text emphasizes anatomy and physiology, pathological conditions, diagnostic techniques, and procedures to

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provide useful real-world context. The study of word parts is integrated into every chapter to enhance comprehension, and definitions progress from simple to complex to steadily strengthen

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