

## SUGGESTED SEARCH TERMS

Accounting procedures	Customer service	Professional image
Bookkeeping	Filing systems	Punctuation
Business etiquette	Interpersonal communication	Resumes (employment)
Business writing	Job search	Teamwork (workplace)
Communication skills	Listening skills	Time management
Conflict resolution	Medical terminology	
Cover letters	Office workers	
Cultural awareness	Professional ethics	

## CALL NUMBERS (LIBRARY 2ND FLOOR)

174	Ethics	651.504261	Medical Records Management
303.69	Conflict Resolution	651.7	Business Communication
395.52	Business Etiquette	657	Accounting
428.2	Grammar	658.402	Teamwork
610-619	Health / Medical	658.45	Business Communication
650.14	Resumes / Cover Letters / Interviews	658.812	Customer Service
651	Office Professional	808.02-.07	Professional Writing Skills

## DATABASES

<a href="#">Academic Search Premier</a>	<a href="#">Issues &amp; Controversies</a>
<a href="#">AHFS Consumer Medication Information</a>	<a href="#">MasterFILE Premier</a>
<a href="#">Alt HealthWatch</a>	<a href="#">MEDLINE</a>
<a href="#">Business Source Premier</a>	<a href="#">Nursing Reference Center</a>
<a href="#">CINAHL</a>	<a href="#">OmniFile Full Text Select</a>
<a href="#">Consumer Health Complete</a>	<a href="#">Opposing Viewpoints</a>
<a href="#">Credo Reference</a>	<a href="#">ProQuest Nursing &amp; Allied Health Source</a>
<a href="#">Ebrary</a>	<a href="#">ProQuest Research Library</a>
<a href="#">Ebsco E-Book Collection</a>	<a href="#">Salem Health</a>
<a href="#">Films on Demand</a>	<a href="#">Wausau Daily Herald</a>
<a href="#">Gale Virtual Reference Library (GVRL)</a>	<a href="#">World News Digest</a>
<a href="#">Health Source: Nursing / Academic Edition</a>	
<a href="#">INTELCOM</a>	

## BOOKS (PRINT)

651.961 L498L 2017	Lippincott Williams & Wilkins' Administrative Medical Assisting (2017)
610.14 W726m 2016	Medical terminology complete! (2016)

### Library Hours

Monday—Friday 7:30 am—10:00 pm  
Saturday-Sunday 9:00 am—3:00 pm

### Contact Us

Website [www.ntc.edu/library](http://www.ntc.edu/library)  
Email [library@ntc.edu](mailto:library@ntc.edu)  
Phone 715.803.1115

## REFERENCE SHELF

610.14 D789s	Sloane's Medical Word Book (2012)
610.14 M468	Medical Phrase Index (2006)
610.3 St31	Stedman's Medical Dictionary for the Health Professions and Nursing (2012)
610.3 T113	Taber's Cyclopedic Medical Dictionary (2013)
610.73 Am35h	Health Care Careers Directory (2013)
611 G792	Gray's anatomy : the anatomical basis of clinical practice (2016)
615 Am351	American Drug Index (2016)
615.03 D789s	Saunders Pharmaceutical Word Book (2012)
615.1 L666	Lippincott's Nursing Drug Guide (2015)
615.321 P569	Physician's Desk Reference (2016)
808.06661 Am35s	AMA Style Guide (2015)
615.321 P569	PDR for Nonprescription Drugs (2014)
616.075 F521m	A Manual of Laboratory and Diagnostic Tests (2015)
616.075 M537	The Merck Manual (2011)
616.89 D54d	DSM-5: Diagnostic and Statistical Manual of Mental Disorders (2013)
808.042 Sa13g	Gregg Reference Manual (2011)

## E-BOOKS

### CREDO

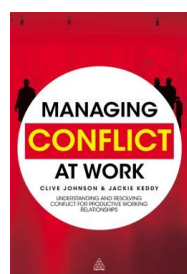
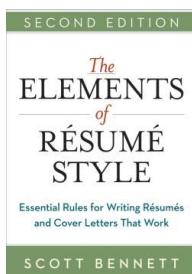
[Black's Medical Dictionary](#) (2010)

[Dictionary of Accounting](#) (2007)

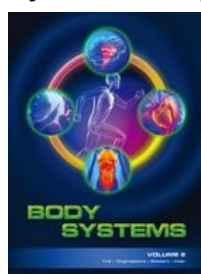
[Encyclopedia of Neuropsychological Disorders](#) (2011)

[Human Body Book: An Illustrated Guide to Its Structure, Function and Disorders](#) (2009)

### Ebrary



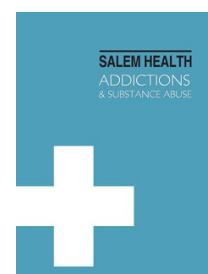
### Gale Virtual Reference Library



### Ebsco E-book Collection



### Salem Health



## STREAMING VIDEOS

### Films on Demand (2014)

[Customer Service Essentials Series](#) (2016)

[Workplace Essentials Series](#) (2014)

[Accounting Fundamentals Series](#) (2014)

[Diversity in the Workplace: Playing Your Part](#) (2012)

[Workplace Excellence Series](#) (2009)

### INTELECOM

[Customer Service Basics](#) (2009)

[Email Essentials](#) (2009)

### Lynda.com

[Customer Service Fundamentals](#) (2014)

[Customer Service over the Phone](#) (2016)

[Time Management Tips](#) (2016)