

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 15, 2012

SUBJECT: Surplus Textbooks

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

Attached is a detailed RCTC textbooks that are to be declared as surplus.

RECOMMENDATION:

Motion to approve the list of surplus RCTC textbooks available for disposition

INVENTORY OF SURPLUS BOOKS

RCTC FEBRUARY 2012

<u>Name of Book</u>	<u>ISBN#</u>	<u>Copyright</u>
2 Digital Multimeter	0-8269-1468-3	2006
1 Modern Residential Wiring	1-56637-914-8	1999
1 Industrial Pneumatic Technology set	1-55769-015-4	1980
1 Refrigeration & Air Con Tech	978-1-4018-3765-5	2005
2 Electronics Princ & Application	978-0-07-310694-6	2008
1 Grob's Basic Electronics	987-0-07-297475-1	2007
1 Medical Dictionary	0-8036-1559-5	2009
2 MS Excel 2003	978-0-619-18354-7	2005
1 Industrial Electricity 7 th ED	978-1-4018-4301-4	2005
1 Modern Carpentry Teachers	1-56637-201-1	1996
2 Modern Carpentry	1-59070-202-6	2003
2 Modern Carpentry workbook	1-56637-199-6	1996
3 MS Windows XP	978-1-4188-6041-7	2007
8 HCPCS Physician		2009
1 Insurance Handbook Med Office	0-7216-0617-2	2004
1 The Language of Medicine	0-7216-8569-2	2001
1 Medical Language	978-0-13-505578-6	2011
1 Mastering Healthcare Term	978-0-323-04208-6	2006
1 ICD 9 CM 2010	978-1-4377-0600-0	2010

1	ICD 9 CM 2010	978-1-4377-0207-1	2010
1	ICD 9 CM 2009	978-1-58383-576-0	2008
1	ICD 9 CM 2008	978-1-4160-4415-4	2008
1	ICD 9 CM 2006 minibook	1-56337-698-9	2006
1	CPT 2010	978-1-60359-119-5	2010
1	CPT 2010	978-1-60359-118-8	2010
2	CPT 2009	978-1-60359-064-8	2009
3	Medical Insurance – CD's	0-7216-9517-5	2003
1	Medical Insurance	0-02-804879-2	2002
1	Computers Medical Office Set	978-0-07-310803-2	2007
1	Medical Transcription	0-13-188143-4	2007
1	Mastering Medical Coding	978-1-4160-3332-5	2007
1	Mastering Healthcare Term	978-0-323-04598-8	2006
1	ICD9 CM 2004	0-7216-0216-9	2004
1	Medisoft Made Easy	978-0-13-813139-5	2011
3	Step by step Medical Coding set	978-1-4377-1643-6	2011
1	Step by Step Medical Coding set	978-1-4160-6836-5	2010
1	Medical Terminology	0-07-302261-6	2006
1	Medical Terminology	0-7216-9553-1	2003
1	Medical Terminology	0-8036-2302-X	2010
2	Step by Step Medical Coding 2008	978-1-4160-4623-3	2008
1	Step by Step Medical Coding Set	0-7216-8458-0	2000

1	Administrative Medical Assisting	978-0-13-199932-9	2010
4	Blueprint Reading for Machine Trades	978-0-13-503878-9	2009
1	Medical Coding notes	0-8036-1493-4	2006
1	ECG notes	0-8036-2142-6	2010
1	Human Diseases	978-0-13-515556-1	2010
1	Mental Health Worker	0-89262-437-X	2000
1	Medical Terminology	0-8036-2146-9	2009