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TABLE OF CONTENTS

SUBJECT	PAGE
ACCOUNTING	1
AIR CONDITIONING TECHNOLOGY	2
BUSINESS OFFICE TECHNOLOGY	4
COMPUTER INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST	5
COSMETOLOGY	8
CRIMINAL JUSTICE TECHNOLOGY	13
EARLY CHILDHOOD CARE AND EDUCATION	16
EMPLOYABILITY SKILLS	19
ENGLISH	20
HUMANITIES	21
MATHEMATICS	22
MEDICAL AND ALLIED HEALTH	30
MISCELLANEOUS	39
PSYCHOLOGY	40
VICA : VOCATIONAL INDUSTRIAL CLUBS OF AMERICA	41

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ACCOUNTING

Merrill Lynch : Funding Your Dreams Series

Volume 1 : Creating A Financial Plan

Volume 2 : The Emerging Investor

Volume 3 : Real Estate Investments

Volume 4 : Estate Planning

Volume 5 : Your Own Business

Volume 6 : Kids & Money

Volume 7 : Retirement

Wild and Wacky World of Finance - Part I

Wild and Wacky World of Finance - Part II

Wild and Wacky World of Finance - Part III

AIR CONDITIONING TECHNOLOGY

Carrier Corporation : Air Conditioning Fundamentals Series (GTAC-1):

GTAC1-1 Introduction to Air Conditioning
GTAC1-2 Temperature / Pressure
GTAC1-3 The Refrigeration Cycle
GTAC1-4 Systems
GTAC1-5 Compressors
GTAC1-6 Condensers
GTAC1-7 Evaporators
GTAC1-8 Metering Devices
GTAC1-9 Electrical & Refrigerant Controls
GTAC1-10 Accessories

Carrier Corporation : Air Conditioning Advanced Series (GTAC-2):

GTAC2-1A Refrigerant Characteristics
GTAC2-2A Refrigerant Oils
GTAC2-3 Refrigerant Piping
GTAC2-4 System Dehydration
GTAC2-5A Charging, Recovery, Recycling and Reclamation
GTAC2-6 Installation Procedures
GTAC2-7 Heat Pumps
GTAC2-8 Part Load
GTAC2-9 Troubleshooting

Carrier Corporation : Electricity Fundamentals Series (GTE2):

GTE2-1 Introduction to Electricity
GTE2-2 Electrical Components and Their Symbols
GTE2-3 Wiring Diagrams
GTE2-4 Wiring Diagram Exercises
GTE2-5 Electric Meters and Their Uses
GTE2-6 Alternating Current Fundamentals
GTE2-7 Motor Fundamentals and Motor Protection
GTE2-8 Electronic Devices and Circuits
GTE2-9A Electrical Troubleshooting

AIR CONDITIONING TECHNOLOGY (CONTINUED)

Carrier Corporation : Skills Training Series (SK):

SK1-02 Metering Devices
SK2-02 Add-On Air Conditioning Installation
SK3-02 Gas Furnace Replacement
SK4-02 Advanced Troubleshooting
SK5-02 Electrical Test Instruments
SK6-02 Air Conditioning Tune-Up
SK14-02 Electrical Troubleshooting
SK15-02 Residential Condensing Unit Replacement
SK16-02 Hermetic Compressor Replacement
SK17-02 Brazing
SK18-02 Evacuation and Charging
SK19-02 Air Measurement

Electrical Safety

BUSINESS OFFICE TECHNOLOGY

The Basics of Telephone Skills: with Workbook
Better Business Grammar
Does This Make Sense? Analyzing Communications
Effective Listening Skills: Listening to What You Hear
The Exceptional Employee
First Impressions: Etiquette and Work Habits for New Employees
Fish! : Catch the Energy. Release the Potential (DVD)
How Can I Organize My Textbook Reading? Or Unraveling the Textbook Maze
How to Deal with Difficult People: Volume 1
How to Deal with Difficult People: Volume 2
How to Deal with Difficult People: Volume 3
It's Not What You Say: Mastering Basic Communication
May I Help You? Commendable Customer Service
Nonverbal Communication & Positive Body Language
Professional Telephone Skills: Volume 1
Professional Telephone Skills: Volume 2
Professional Telephone Skills: Volume 3
Sexual Harassment (GSU-416)
Stress Management for Professionals: Volume 1
Stress Management for Professionals: Volume 2
Stress Management for Professionals: Volume 3
Taking Control of Your Workday: Volume 1
Taking Control of Your Workday: Volume 2
Taking Control of Your Workday: Volume 3
What Did They Say? Critical Listening and Observation Skills
What Was the Point? Improving Comprehension

COMPUTER INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST

LearnKey Video Training

A+ Certification, Tape 1
A+ Certification, Tape 2
A+ Certification, Tape 3
A+ Certification, Tape 4
A+ Certification, Tape 5
A+ Certification, Tape 6
A+ Certification, Tape 7
A+ Certification, Tape 8

HTML for Developers, Tape 1
HTML for Developers, Tape 2
HTML for Developers, Tape 3

i-Net+, Tape 1
i-Net+, Tape 2
i-Net+, Tape 3
i-Net+, Tape 4
i-Net+, Tape 5

JavaScript for Developers, Tape 1
JavaScript for Developers, Tape 1 Part 2
JavaScript for Developers, Tape 2
JavaScript for Developers, Tape 2 Part 2
JavaScript for Developers, Tape 3

Mastering Web Searches

Network+, Tape 1
Network+, Tape 2
Network+, Tape 3
Network+, Tape 4

COMPUTER INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST (continued)

Server Administrator, Tape 1
Server Administrator, Tape 2
Server Administrator, Tape 3
Server Administrator, Tape 4
Server Administrator, Tape 5

Server Designer, Tape 1
Server Designer, Tape 2
Server Designer, Tape 3
Server Designer, Tape 4

Understanding the Internet

VB.NET for Developers, Tape 1
VB.NET for Developers, Tape 2
VB.NET for Developers, Tape 3
VB.NET for Developers, Tape 4
VB.NET for Developers, Tape 5
VB.NET for Developers, Tape 6
VB.NET for Developers, Tape 7
VB.NET for Developers, Tape 8

XML Essentials, Tape 1

XML for Developers Using Microsoft Tools, Tape 1
XML for Developers Using Microsoft Tools, Tape 2
XML for Developers Using Microsoft Tools, Tape 3
XML for Developers Using Microsoft Tools, Tape 4
XML for Developers Using Microsoft Tools, Tape 5

**COMPUTER INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST
(continued)**

General CIS Titles

Biography - Bill Gates
CNN Newsroom: Digital Age
Computer Basics for Non-Techies, Course 1: Practical Uses
Computer Basics for Non-Techies, Course 2: Understanding the Basics
E-mail for Everyone
Getting Acquainted with Your Computer, Volume 1
Getting Acquainted with Your Computer, Volume 2
The History of Computers
The Internet
MS Office 2007 (DVD, 2 copies)
Nerds 2.0.1 - A Brief History of the Internet, Volume 1
Nerds 2.0.1 - A Brief History of the Internet, Volume 2
Nerds 2.0.1 - A Brief History of the Internet, Volume 3
SQL Essential Training (DVD)
Triumph of the Nerds, Volume 2: Riding the Bear
Triumph of the Nerds, Volume 3: Great Artists Steal
Triumph of the Nerds, Volumes 1-3 (DVD)
Using the Internet for Research
Using the World Wide Web
Windows 7 for Dummies (DVD)

COSMETOLOGY

Milady's Standard Cosmetology DVD Series:

DVD 1 : Client Consultation / Needs Assessment:

- Introduction
- The Client Consultation
- Infection Control: Principles and Practices
 - Introduction
 - Preventing the Spread of Disease
 - Procedure: Proper Hand Washing**
 - Disinfection
 - Procedure: Disinfecting Nonelectrical Tools and Implements**
 - Disinfect or Dispose?
 - Procedure: Handling an Exposure Incident**
- General Anatomy and Physiology
 - Introduction
 - Organs and Body Systems
- Properties of the Hair and Scalp
 - Introduction
 - Properties of the Hair and Scalp
- Basics of Chemistry
 - Introduction
 - pH Potential Hydrogen
- Principles of Hair Design
 - Introduction
 - Principles of Hair Design
- Scalp Care, Shampooing and Conditioning
 - Introduction
 - Procedure: Draping the Client**
 - Procedure: Hair Brushing**
 - The Chemistry of Shampoo
 - The Chemistry of Conditioner
 - Procedure: Basic Shampooing, Conditioning, and Scalp Massage**

DVD 2 : Haircutting

- Introduction
- Principles of Haircutting
- Haircutting Tools
- Lines and Angles
- Procedure: Blunt Haircut**
- Procedure: Graduated Haircut**
- Procedure: Uniform-Layered Haircut**
- Procedure: Long-Layered (180 Degree) Haircut**
- Procedure: Men's Basic Clipper Cut**

COSMETOLOGY (continued)

Hairstyling

Introduction

Styling Products

Methods of Wet Styling

Procedure: Horizontal Finger Waving

Pin Curls

Procedure: Carved or Sculpted Curls

Roller Setting

Thermal Styling

Procedure: Blowdrying Short, Layered, Curly Hair to Produce Smooth Full Finish

Procedure: Blowdrying Straight or Wavy Hair with Maximum Volume

Thermal Hair Straightening and Hair Pressing

Procedure: Pleat

DVD 3 : Braiding and Braid Extensions

Introduction

Procedure: Single Braids with Extensions

Procedure: Basic Cornrows

Chemical Texture Services

Introduction

How Chemical Products Work

Wrapping Techniques

Procedure: Permanent Wave and Processing Using a Basic Permanent Wrap

Procedure: Permanent Wave and Processing Using a Double-Rod or Piggyback Technique

Procedure: Permanent Wave and Processing Using a Spiral Wrap Technique

Chemical Hair Relaxers

Procedure: Applying Hydroxide Relaxer to Virgin Hair

Procedure: Hydroxide Relaxer Retouch

COSMETOLOGY (continued)

Milady's Standard Cosmetology: Haircutting DVD Series:

DVD 1 (Women's Haircutting and Styling):

- Horizontal Blunt Cut
- Diagonal Forward Blunt Cut
- Diagonal Back Blunt Cut
- Blunt Cut on Dry Hair
- Graduated Blunt Cut
- Low Graduation Blunt Cut
- Horizontal Graduation Blunt Cut
- Layered Square Shape Cut
- Perimeter Layers
- Light Layers
- Heavy Layers
- Heavy Layers/Pressed Hair
- Full Layers
- Layered Graduation with Clippers
- Razor Cutting
- Uniform Layers

DVD 2 (Men's Haircutting):

- Long Layer
- Layered Shape
- Short Layer
- Long Graduation
- Medium Graduated Taper
- Layers Over Short Graduated Taper
- Classic Taper
- High Taper
- Short Brush Cut
- Contemporary Taper
- Gentleman's Taper

COSMETOLOGY (continued)

Milady's Step-by-Step Makeup DVD:

1. Step-by-Step Makeup Theory and Application
2. Step-by-Step Makeup for Eyes and Eyebrows
3. Step-by-Step Corrective Makeup

Milady's Standard Video Series:

- Tape 1. Haircutting
- Tape 2. Wet Hairstyling
- Tape 3. Thermal Hairstyling and Thermal Hair Straightening
- Tape 4. Permanent Waving Theory and Techniques
- Tape 5. Chemical Hair Relaxing and Soft Curl Permanent
- Tape 6. Haircoloring Theory and Single-Process Techniques
- Tape 7. Haircoloring: Double-Process Technique
- Tape 8. Manicuring and Pedicuring
- Tape 9. The Nail and Its Disorders
- Tape 10. The Skin and Its Disorders
- Tape 11. Facials and Makeup
- Tape 12. Cells, Anatomy and Physiology, and Chemistry

COSMETOLOGY (CONTINUED)

Milady's Soft Skills DVD Series:

Interpersonal Skills for the Beauty Industry (2 DVD set)

DVD 1 : Introduction

- Ethics
- Honesty
- Respect
- Etiquette
- Personal Appearance
- Hygiene
- Listening
- Professionalism
- Time Management
- Resume Preparation
- Interview Skills
- Personal Communications
- Effective Verbal and Non-Verbal Communications
- Interpersonal Skills for the Beauty Industry 2 DVD series
- Coworker Communications
- Manager Relations Communications

DVD 2 : Front-Desk Management

- Scheduling
- Communications with Unhappy Clients
- Communications with Difficult Clients
- Client Retention Strategies
- Marketing Strategies
- Retailing/Promotions
- Team Building

General Cosmetology Videos:

The Art of Razor Cutting

Facials and Facial Massage (DVD)

Hair Structure and Chemistry Simplified

CRIMINAL JUSTICE TECHNOLOGY

ALERT's Law and Liability Series:

Series 1, Video 11: Miranda Considerations
Series 2, Video 4: Probable Cause and Reasonable Suspicion, Part II
Series 3, Video 1: Making Your Case, Part I: Voluntary Contacts/Terry Stops
Series 4, Video 1: Professional Ethics in Law Enforcement

Domestic Violence in America Series:

Battered Women: Under Siege
Battered Women: Fighting Back

Medical Detectives : Explorations in Forensic Science Series:

Bitter Potion: Psychological Profiling
Blood Trail: Blood, Fiber, and Imprint Forensics
Insect Clues: Forensic Entomology
List Murders: Police Artistry
Magic Bullet: Ballistics
Slippery Motives: Crime Scene Reconstruction

On Common Ground Series:

Tape 8: Rules of the Game

On the Trail of Crime Series:

Scene of the Crime
Science in the Courtroom
Telltale Bodies

Sunnylands Seminars Series:

Key Constitutional Concepts
Mandate: The President and the People
Our Constitution: A Conversation

Prisons : Questioning the System Series:

Kids Behind Bars
Life Behind Bars

CRIMINAL JUSTICE TECHNOLOGY (CONTINUED)

Understanding the Criminal Justice System Series:

- Tape 1. Law Enforcement
- Tape 2. Courts
- Tape 3. Corrections

General Criminal Justice Videos

20th Century with Mike Wallace: Cops Under Fire
Amendments to the Constitution: Amendment 4: Unreasonable Search and Seizure
Anti-terrorism for Law Enforcement
Best Kept Secrets of Law Enforcement
Blaze: The Forensics of Fire: Burning Suspicion
Crime & Human Nature
Crime Fighting Into the 21st Century
Crime Tech: New Tools for Law Enforcement
Criminal Conversations
Date Rape
Deviance and Social Control
DNA Profiling
Domestic Violence and Children
Field Interviewing Techniques
Forensic Firsts: The Criminal Mind/Under the Microscope
Forensic Science: A Shred of Evidence
History of Policing in America: All In a Day's Work
Hunt: Fingerprinting and Ballistics
In The Blood: Is Criminal Behavior Genetic?
Inside the Criminal Mind: To Catch a Killer: the Use and Abuse of Criminal Profiling
Introduction to the Federal Courts
Investigative Interviewing: the Methodology Behind Police Interrogation
Investigative Reports: Criminal Evidence
Investigative Reports: Urban Search and Seizure
Juvenile Justice: In the Child's Best Interest
Law Enforcement Ethics
Modern Marvels: Police Technology
Police
Prison Tech: Keeping Order in "Hell"
Psychology of Criminal Behavior
Racial Profiling and Law Enforcement: America in Black and White
Search and Seizure Without a Warrant
Sources of Law
Suicide Missions: Counter Terrorist Teams

CRIMINAL JUSTICE TECHNOLOGY (CONTINUED)

General Criminal Justice Videos (continued)

True Stories of Hostage Negotiation

Vehicle Search

Witness To Execution: Capital Punishment

Young Criminals, Adult Punishment

EARLY CHILDHOOD CARE AND EDUCATION

Child Care Video Magazine (DVD):

(Reserved for In-Library use by students enrolled in ECCE 2330 or ECCE 2332)

The Ages of Infancy: Caring for Young, Mobile, and Older Infants
Discoveries of Infancy: Cognitive Development and Learning
Early Messages: Facilitating Language Development and Communication
Essential Connections: Ten Keys to Culturally Sensitive Child Care
First Moves: Welcoming a Child to a New Caregiving Setting
Flexible, Fearful, or Feisty: The Different Temperaments of Infants and Toddlers
Getting in Tune: Creating Nurturing Relationships with Infants and Toddlers
It's Not Just Routine: Feeding, Diapering, and Napping Infants and Toddlers , 2nd Ed.
Protective Urges: Working with the Feelings of Parents and Caregivers
Respectfully Yours: Magda Gerber's Approach to Professional Infant/Toddler Care
Space to Grow: Creating a Child Care Environment for Infants and Toddlers, 2nd Ed.
Together in Care: Meeting the Needs of Infants and Toddlers in Groups
The Next Step: Including the Infant in the Curriculum

Essentials of Discipline Series:

Toddler and Preschool Years
Middle Years (Ages 5-11)

Infant and Toddler Care Series (DVD):

Child-Centered Curriculum
Exploring and Learning
Investing in Caring Relationships
Keys to Quality Care
Promoting Language and Literacy
Sensory and Art

Leading Edge Video Series:

Tools for Teaching Developmentally Appropriate Practice: Tape One - Introduction to Developmentally Appropriate Practice
Tools for Teaching Developmentally Appropriate Practice: Tape Two - The Principles of Child Development and Learning: Part 1 - The Circle
Tools for Teaching Developmentally Appropriate Practice: Tape Three - The Principles of Child Development and Learning: Part 2 - The Triangle
Tools for Teaching Developmentally Appropriate Practice: Tape Four - Guidelines for Early Childhood Teaching Practices

EARLY CHILDHOOD CARE AND EDUCATION (CONTINUED)

Reframing Discipline Series:

Unit 1: Doing the Groundwork (Teaching)
Unit 1: Doing the Groundwork (Practice)
Unit 2: Connecting With Every Child (Teaching)
Unit 2: Connecting With Every Child (Practice)
Unit 3: Understanding Difficult Behavior (Teaching)
Unit 3: Understanding Difficult Behavior (Practice)

Super Groups Series:

Program 1: Come Join In!: Guidelines for Successful Group Times
Program 2: Give Yourself a Hand: Guidance Techniques for Successful Group Times
Program 4: Once Upon a Time: Skills for Reading Aloud at Group Time

The Effective Teacher Series (DVD):

Part 1: The Effective Teacher
Part 2: The First Days of School
Part 3: Discipline and Procedures
Part 4: Procedures and Routines
Part 5: Cooperative Learning and Culture
Part 6: Lesson Mastery
Part 7: The Professional Educator
Part 8: Positive Expectations

General Early Childhood Care and Education Videos:

After School Programming: Plan It! Part I
After School Programming: Plan It! Part II
The Beauty of Movement: New Games for Child Care Settings
Before and After School...Creative Experiences
Block Play: Constructing Realities
Business of Family Child Care with Tom Copeland: How to be Successful in Your Caring Profession
Child Care and Children With Special Needs (2 tapes)
Common Childhood Injuries, Tape 1
Common Childhood Injuries, Tape 2
Cooing, Crying, Cuddling: Infant Brain Development
Coping with Attention Deficit Disorder in Children
Daily Dilemmas: Coping With Challenges
Designing Developmentally Appropriate Days
Exploring Science and Nature

EARLY CHILDHOOD CARE AND EDUCATION (continued)

General Early Childhood Care and Education Videos: (Continued)

Guidance and Discipline: Coping with Challenging Behavior

How to Start a Family Day Care

Infant and Toddler Emergency First Aid: Volume 1: Accidents (DVD)

Infant and Toddler Emergency First Aid: Volume 2: Illnesses (DVD)

Language and Literacy (High/Scope Preschool Key Experiences)

Learning Language and Loving It (DVD)

Music Play: Bah Bah, BeBop, Beethoven

Responsible Babysitter

Sensory Play: Constructing Realities

Social & Emotional Development of Infants and Toddlers: Acquiring Self-Regulation

Social & Emotional Development of Infants and Toddlers: Communication and Learning

Social & Emotional Development of Infants and Toddlers: Making Friends and Getting
Along with Peers

Steps and Stages

Vivian Gussin Paley: The Boy Who Could Tell Stories

Vivian Gussin Paley: Storytelling & Story Acting

Vivian Gussin Paley: Storytelling Themes

EMPLOYABILITY SKILLS

Job Search:

Complete Job Search System: Succeeding on the Job
Finding A Job (DVD)
Finding The Right Part Time Job For You
Planning Your Career
Self-Esteem & Your First Job
Shhh! I'm Finding a Job
Skills Search
Tough Times Job Strategies
Very Quick Job Search

Resumes:

Effective Resumes
Effective Resumes and Job Applications
Ideal Resume
Resumes: a How-To Guide (DVD)
Resumes and Cover Letters
Ten Commandments of Resumes
Top 9 ½ Resume Tips
Your First Resume and Interview (DVD)

Interviewing:

Common Mistakes People Make in Interviews (DVD)
Interviewing
Interviewing For a Job

General Employability Skills:

Discover Your Best Series:

Acquiring Motivation
Learning for Life
Overcoming Fear & Gaining Confidence
Developing Self-Discipline
Achieving Success

ENGLISH

Grammar

Language Construction Company Series (with accompanying booklet for instructors):

- LCC-1: Parts of Speech
- LCC-2: The Simple Sentence
- LCC-3: Nouns
- LCC-4: Personal Pronouns
- LCC-5: More Pronouns
- LCC-6: Verbs
- LCC-7: Verb Tenses
- LCC-8: Verb Mood and Voice, and Some Problem Verbs
- LCC-9: Adjectives and Adverbs
- LCC-10: Clauses and Phrases
- LCC-11: Capitalization and Punctuation
- LCC-12: Compound Sentences
- LCC-13: Paragraph Organization and Style
- LCC-14: Underlining, Italics, Hyphenation, Quotations
- LCC-15: Building a Term Paper

Public Speaking

Delivering Successful Presentations
Public Speaking

Reading

Annotation and Active Reading (How to Become a SuperStar Student, Vol. 3)

Writing

Correct Citations & Works Cited Page (DVD)
Write It Right: It All Starts with Paragraphs
Writing Skills -The Final Touch: Editing, Rewriting, and Polishing

HUMANITIES

Clearvue/Eav Art & Music Series:

Medieval Art and Music (DVD)

Renaissance Art and Music (DVD)

Baroque Art and Music (DVD)

Great Epochs of European Art Series:

The Art of the Ancient Greeks & The Art of the Romans (DVD)

Early Christian and Byzantine Art, Romanesque Art & Gothic Art (DVD)

General Humanities Videos:

The Power of Music, Part 1 (DVD)

The Power of Music, Part 2 (DVD)

MATHEMATICS

Basic College Mathematics, 6e (Tobey/Slater/Blair)(DVD)

Disc 1:

Chapter 1 (Whole Numbers)

- 1.1 Understanding Whole Numbers
- 1.2 Adding Whole Numbers
- 1.3 Subtracting Whole Numbers
- 1.4 Multiplying Whole Numbers
- 1.5 Dividing Whole Numbers
- 1.6 Exponents and the Order of Operations
- 1.7 Rounding and Estimating
- 1.8 Solving Applied Problems Involving Whole Numbers

Chapter 2 (Fractions)

- 2.1 Understanding Fractions
- 2.2 Simplifying Fractions
- 2.3 Converting Between Improper Fractions and Mixed Numbers
- 2.4 Multiplying Fractions and Mixed Numbers
- 2.5 Dividing Fractions and Mixed Numbers
- 2.6 The Least Common Denominator and Creating Equivalent Fractions
- 2.7 Adding and Subtracting Fractions
- 2.8 Adding and Subtracting Mixed Numbers and the Order of Operations
- 2.9 Solving Applied Problems Involving Fractions

Disc 2:

Chapter 3 (Decimals)

- 3.1 Using Decimal Notation
- 3.2 Comparing, Ordering, and Rounding Decimals
- 3.3 Adding and Subtracting Decimals
- 3.4 Multiplying Decimals
- 3.5 Dividing Decimals
- 3.6 Converting Fractions to Decimals and the Order of Operations
- 3.7 Estimating and Solving Applied Problems Involving Decimals

Chapter 4 (Ratio and Proportion)

- 4.1 Ratios and Rates
- 4.2 The Concept of Proportions
- 4.3 Solving Proportions
- 4.4 Solving Applied Problems Involving Proportions

MATHEMATICS (continued)

Chapter 5 (Percent)

- 5.1 Understanding Percent
- 5.2 Changing Between Percents, Decimals, and Fractions
- 5.3A Solving Percent Problems Using Equations
- 5.3B Solving Percent Problems Using Proportions
- 5.4 Solving Applied Percent Problems
- 5.5 Solving Commission, Percent of Increase or Decrease, and Interest Problems

Disc 3:

Chapter 6 (Measurement)

- 6.1 American Units
- 6.2 Metric Measurements: Length
- 6.3 Metric Measurements: Volume and Weight
- 6.4 Converting Units
- 6.5 Solving Applied Measurement Problems

Chapter 7 (Geometry)

- 7.1 Angles
- 7.2 Rectangles and Squares
- 7.3 Parallelograms, Trapezoids, and Rhombuses
- 7.4 Triangles
- 7.5 Square Roots
- 7.6 The Pythagorean Theorem
- 7.7 Circles
- 7.8 Volume
- 7.9 Similar Geometric Figures
- 7.10 Solving Applied Problems Involving Geometry

Chapter 8 (Statistics)

- 8.1 Circle Graphs
- 8.2 Bar Graphs and Line Graphs
- 8.3 Histograms
- 8.4 Mean, Median, and Mode

MATHEMATICS (continued)

Disc 4:

Chapter 9 (Signed Numbers)

- 9.1 Adding Signed Numbers
- 9.2 Subtracting Signed Numbers
- 9.3 Multiplying and Dividing Signed Numbers
- 9.4 Order of Operations with Signed Numbers
- 9.5 Scientific Notation

Chapter 10 (Introduction to Algebra)

- 10.1 Variables and Like Terms
- 10.2 The Distributive Property
- 10.3 Solving Equations Using the Addition Property
- 10.4 Solving Equations Using the Division or Multiplication Property
- 10.5 Solving Equations Using Two Properties
- 10.6 Translating English to Algebra
- 10.7 Solving Applied Problems

MATHEMATICS (continued)

***Developmental Mathematics: Basic Mathematics and Algebra, 2e
(Lial/Hornsby/McGinnis/Salzman/Hestwood)(DVD)***

Disc 1:

Chapter 1 (Whole Numbers)

- 1.1 Reading and Writing Whole Numbers
- 1.2 Adding Whole Numbers
- 1.3 Subtracting Whole Numbers
- 1.4 Multiplying Whole Numbers
- 1.5 Dividing Whole Numbers
- 1.6 Long Division
- 1.7 Rounding Whole Numbers
- 1.8 Exponents, Roots, and Order of Operations
- 1.9 Reading Pictographs, Bar Graphs, and Line Graphs
- 1.10 Solving Application Problems

Disc 2:

Chapter 2 (Multiplying and Dividing Fractions)

- 2.1 Basics of Fractions
- 2.2 Mixed Numbers
- 2.3 Factors
- 2.4 Writing a Fraction in Lowest Terms
- 2.5 Multiplying Fractions
- 2.6 Applications of Multiplication
- 2.7 Dividing Fractions
- 2.8 Multiplying and Dividing Mixed Numbers

Chapter 3 (Adding and Subtracting Fractions)

- 3.1 Adding and Subtracting Like Fractions
- 3.2 Least Common Multiples
- 3.3 Adding and Subtracting Unlike Fractions
- 3.4 Adding and Subtracting Mixed Numbers
- 3.5 Order Relations and the Order of Operations
- 3.6 Converting Fractions to Decimals and the Order of Operations

MATHEMATICS (continued)

Disc 3:

Chapter 4 (Decimals)

- 4.1 Reading and Writing Decimals
- 4.2 Rounding Decimals
- 4.3 Adding and Subtracting Decimals
- 4.4 Multiplying Decimals
- 4.5 Dividing Decimals
- 4.6 Writing Fractions as Decimals

Chapter 5 (Ratio and Proportions)

- 5.1 Ratios
- 5.2 Rates
- 5.3 Proportions
- 5.4 Solving Proportions
- 5.5 Solving Application Problems with Proportions

Disc 4:

Chapter 6 (Percent)

- 6.1 Basics of Percent
- 6.2 Percents and Fractions
- 6.3 Using the Percent Proportion and Identifying the Components in a Percent Problem
- 6.4 Using Proportions to Solve Percent Problems
- 6.5 Using the Percent Equation
- 6.6 Solving Application Problems with Percent
- 6.7 Simple Interest
- 6.8 Compound Interest

Chapter 7 (Geometry)

- 7.1 Lines and Angles
- 7.2 Rectangles and Squares
- 7.3 Parallelograms and Trapezoids
- 7.4 Triangles
- 7.5 Circles
- 7.6 Volume and Surface Area
- 7.7 Pythagorean Theorem
- 7.8 Congruent and Similar Triangles

MATHEMATICS (continued)

Disc 5:

Chapter 8 (Statistics)

- 8.1 Circle Graphs
- 8.2 Bar Graphs and Line Graphs
- 8.3 Frequency Distributions and Histograms
- 8.4 Mean, Median, and Mode

Chapter 9 (The Real Numbers)

- 9.1 Exponents, Order of Operations, and Inequality
- 9.2 Variables, Expressions, and Equations
- 9.3 Real Numbers and the Number Line
- 9.4 Adding Real Numbers
- 9.5 Subtracting Real Numbers
- 9.6 Multiplying and Dividing Real Numbers
- 9.7 Properties of Real Numbers
- 9.8 Simplifying Expressions

Disc 6:

Chapter 10 (Equations, Inequalities, and Applications)

- 10.1 The Addition Property of Equality
- 10.2 The Multiplication Property of Equality
- 10.3 More on Solving Linear Equations
- 10.4 An Introduction to Applications of Linear Equations
- 10.5 Formulas and Additional Applications from Geometry
- 10.6 Solving Linear Inequalities

Disc 7:

Chapter 11 (Graphs of Linear Equations and Inequalities in Two Variables)

- 11.1 Reading Graphs; Linear Equations in Two Variables
- 11.2 Graphing Linear Equations in Two Variables
- 11.3 Slope of a Line
- 11.4 Equations of Lines
- 11.5 Graphing Linear Inequalities in Two Variables

MATHEMATICS (continued)

Disc 8:

Chapter 12 (Exponents and Polynomials)

- 12.1 Adding and Subtracting Polynomials
- 12.2 The Product Rule and Power Rules for Exponents
- 12.3 Multiplying Polynomials
- 12.4 Special Products
- 12.5 Integer Exponents and the Quotient Rule
- 12.6 Dividing a Polynomial by a Monomial
- 12.7 Dividing a Polynomial by a Polynomial
- 12.8 An Application of Exponents: Scientific Notation

Disc 9:

Chapter 13 (Factoring and Applications)

- 13.1 Factors; The Greatest Common Factor
- 13.2 Factoring Trinomials
- 13.3 Factoring Trinomials by Grouping
- 13.4 Factoring Trinomials Using FOIL
- 13.5 Special Factoring Techniques
- 13.6 A General Approach to Factoring
- 13.7 Solving Quadratic Equations by Factoring
- 13.8 Applications of Quadratic Equations

Disc 10:

Chapter 14 (Rational Expressions and Applications)

- 14.1 The Fundamental Property of Rational Expressions
- 14.2 Multiplying and Dividing Rational Expressions
- 14.3 Least Common Denominators
- 14.4 Adding and Subtracting Rational Expressions
- 14.5 Complex Fractions
- 14.6 Solving Equations with Rational Expressions
- 14.7 Applications of Rational Expressions
- 14.8 Variation

Disc 11:

Chapter 15 (Systems of Linear Equations and Inequalities)

- 15.1 Solving Systems of Linear Equations by Graphing
- 15.2 Solving Systems of Linear Equations by Substitution
- 15.3 Solving Systems of Linear Equations by Elimination
- 15.4 Application of Linear Systems
- 15.5 Solving Systems of Linear Inequalities

MATHEMATICS (continued)

Disc 12:

Chapter 16 (Roots and Radicals)

- 16.1 Evaluating Roots
- 16.2 Multiplying, Dividing, and Simplifying Radicals
- 16.3 Adding and Subtracting Radicals
- 16.4 Rationalizing the Denominator
- 16.5 More Simplifying and Operations with Radicals
- 16.6 Solving Equations with Radicals

Chapter 17 (Quadratic Equations)

- 17.1 Solving Quadratic Equations by the Square Root Property
- 17.2 Solving Quadratic Equations by Completing the Square
- 17.3 Solving Quadratic Equations by the Quadratic Formula
- 17.4 Graphing Quadratic Equations
- 17.5 Introduction to Functions

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- Following Restraint Safety Precautions

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- Performing a Complete or Partial Bed Bath
- Assisting With a Tub Bath or Shower
- Performing Perineal Care for a Female Patient
- Performing Perineal Care for a Male Patient
- Making an Unoccupied Bed
- Making an Occupied Bed
- Making a Surgical Bed

Body Mechanics & Exercise

- Moving a Patient Up in Bed
- Positioning a Patient in Bed
- Transferring From a Bed to a Wheelchair with a Transfer Belt
- Transferring From a Bed to a Stretcher
- Transferring From a Bed to a Chair Using a Mechanical Lift
- Assisting With Range-of-Motion Exercises
- Assisting With Ambulation

Elimination Assistance

- Assisting the Patient to the Commode
- Assisting With a Urinal
- Assisting With a Bedpan
- Applying a Condom Catheter
- Providing Indwelling Catheter Care
- Emptying a Urinary Drainage Bag
- Changing a Urinary Drainage Bag
- Administering an Enema
- Changing an Ostomy Bag or Pouch

MEDICAL AND ALLIED HEALTH (continued)

Nutrition & Fluids

- Serving Meal Trays
- Assisting With Eating
- Measuring Input and Output

DVD 2:

Personal Hygiene & Grooming

- Performing Oral Hygiene
- Cleaning Dentures
- Performing Hair Care and Shampooing in Bed
- Giving a Shampoo in a Tub or Shower
- Shaving a Male Patient
- Performing Nail and Foot Care
- Assisting With Undressing and Dressing
- Changing a Hospital Gown

Vital Signs

- Measuring Height and Weight
- Taking a Radial Pulse
- Taking an Apical Pulse
- Counting Respirations
- Taking a Temperature With an Electronic Thermometer
- Taking a Temperature With a Tympanic Thermometer
- Taking a Blood Pressure
- Using Pulse Oximetry

Skin & Wound Care

- Applying Elastic Stockings
- Performing a Back Rub
- Providing Care for a Stage I Pressure Ulcer
- Applying a Dry Non-Sterile Dressing
- Applying an Elastic Abdominal Binder

MEDICAL AND ALLIED HEALTH (continued)

Heat & Cold Application

- Performing a Hot or Cold Soak
- Performing a Hot Bath or Sitz Bath
- Applying a Hot or Cold Compress
- Applying a Hot or Cold Pack or an Ice Bag, Collar, or Glove
- Using an Aquamatic or Aquathermia Pad

Specimen Collection & Surgical Care

- Collecting a Midstream Urine Specimen
- Performing Fecal Occult Blood Testing
- Collecting a Sputum Specimen
- Performing a Non-Sterile Surgical Skin Preparation
- Assisting With Deep Breathing and Coughing Exercises

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DVD 1:

Chapter 17: Medical Asepsis and the OSHA Standard

17-1: Handwashing

17-2: Applying an Alcohol-Based Hand Rub

17-3: Application and Removal of Clean Disposable Gloves

Chapter 18: Sterilization and Disinfection

18-1: Sanitation of Instruments

18-2 and 18-3: Wrapping Instruments Using Paper or Muslin and Wrapping
Instruments Using a Pouch

18-4: Sterilizing Articles in the Autoclave

Chapter 19: Vital Signs

19-1: Measuring Oral Body Temperature

19-2: Measuring Axillary Body Temperature

19-3: Measuring Rectal Body Temperature

19-4: Measuring Aural Body Temperature

19-5: Measuring Temporal Artery Body Temperature

19-6: Measuring Pulse and Respiration

19-7: Measuring Apical Pulse

19-8: Performing Pulse Oximetry

19-9: Measuring Blood Pressure

Chapter 20: The Physical Examination

20-1: Measuring Weight and Height

20-2 – 20-9: Positioning and Draping

20-10: Assisting with the Physical Examination

Chapter 21: Eye and Ear Assessment and Procedures

21-1: Assessing Distance Visual Acuity – Adult

21-1: Assessing Distance Visual Acuity – Child

21-2: Assessing Color Vision

21-3: Performing an Eye Irrigation

21-4: Performing an Eye Instillation

21-5: Performing an Ear Irrigation

21-6: Performing an Ear Instillation

DVD 2:

Chapter 22: Physical Agents to Promote Tissue Healing

- 22-1: Applying a Heating Pad
- 22-2: Applying a Hot Soak
- 22-3: Applying a Hot Compress
- 22-4: Applying an Ice Bag
- 22-5: Applying a Cold Compress
- 22-6: Applying a Chemical Pack
- 22-7: Measuring for Axillary Crutches
- 22-8: Instructing a Patient in Crutch Gaits
- 22-9: Instructing a Patient in the Use of a Cane
- 22-10: Instructing a Patient in the Use of a Walker

Chapter 23: The Gynecological Examination and Prenatal Care

- 23-1: Breast Self-Examination Instructions
- 23-2: Assisting with a Gynecological Examination
- 23-3: Assisting with a Return Prenatal Examination

Chapter 24: The Pediatric Examination

- 24-1: Measuring the Weight and Length of an Infant
- 24-2: Measuring Head and Chest Circumference of an Infant
- 24-3: Calculating Growth Percentiles
- 24-4: Applying a Pediatric Urine Collector

Chapter 25: Minor Office Surgery

- 25A: Applying Bandages
- 25-1: Applying and Removing Sterile Gloves
- 25-2 and 25-3: Opening a Sterile Package, Adding a Peel-Pack Dressing, and Pouring a Sterile Solution
- 25-4: Changing a Sterile Dressing
- 25-5: Removing Sutures and Staples
- 25-6: Applying and Removing Adhesive Skin Closures
- 25-7: Assisting with Minor Office Surgery

DVD 3:

Chapter 26: Administration of Medication and Intravenous Therapy

- 26-2: Preparing an Injection
- 26-3: Reconstituting Powdered Drugs
- 26-4: Administering a Subcutaneous Injection
- 26-5: Administering an Intramuscular Injection
- 26-6: Z-Track Intramuscular Injection Techniques
- 26-7: Administering an Intradermal Injection

Chapter 27: Cardiopulmonary Procedures

- 27-1: Running a 12-Lead, Three-Channel Electrocardiogram
- 27-2: Spirometry Testing

Chapter 28: Specialty Examinations and Procedures: Colon Procedures, Male Reproductive Health, and Radiology and Diagnostic Imaging

- 28-1 and 28-2: Fecal Occult Blood Testing and Developing the Hemoccult Slide Test

Chapter 30: Urinalysis

- 30-1: Clean-Catch Midstream Specimen Collection Instructions
- 30-2: Chemical Testing of Urine with the Multistix 10 SG Reagent Strip
- 30-4: Performing a Urine Pregnancy Test

Chapter 31: Phlebotomy

- 31-1: Venipuncture – Vacuum Tube Method
- 31-2: Venipuncture – Butterfly Method
- 31-3 and 31-4: Obtaining a Capillary Blood Specimen

Chapter 32: Hematology

- 32-A: Performing a Hemoglobin Determination
- 32-1: Hematocrit
- 32-2: Preparation of a Blood Smear for a Differential Cell Count

DVD 4:

Chapter 33: Blood Chemistry and Serology

33-1: Blood Glucose Measurement Using the Accu-Chek Advantage Glucose Meter

33-B: Performing a Mononucleosis Test

Chapter 34: Medical Microbiology

34-A: Rapid Strep Testing

34-2: Collecting a Specimen for a Throat Culture

Chapter 36: The Medical Record

36-2: Release of Medical Information

36-3: Preparing a Medical Record

Chapter 37: Patient Reception

37-3: Obtaining New Patient Information

Chapter 39: Telephone Techniques

39-2: Taking a Telephone Message

Chapter 40: Scheduling Appointments

40-2: Making an Appointment

40-5: Scheduling Inpatient or Outpatient Diagnostic Tests or Procedures

Chapter 41: Medical Records Management

41-1: Filing Patient Records – Alphabetic

41-2: Filing Patient Records – Numeric

41-3: Filing Reports

Chapter 42: Written Communications

42-4: Sending a Fax

Chapter 43: Mail

43-1: Processing Incoming Mail

43-3: Preparing Envelopes for Mailing

Chapter 44: Managing Practice Finances

44-1: Completing a Patient Charge Slip

44-7: Preparing a Bank Deposit

Chapter 46: Medical Insurance

46-1: Completing/Reviewing the CMS-1500 Insurance Claim Form

Chapter 47: Billing and Collections

47-1: Processing Patient Bills

Chapter 48: The Medical Assistant as Office Manager

48-1: Performing Routine Maintenance of Equipment

48-2: Taking a Supply or Equipment Inventory

MISCELLANEOUS

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AMX Training Tape
CGTC 2001: "A Technical College for a Technological Age"
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Learning Revolution in Higher Education-Satellite Teleconference 01/29/98
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Anorexic's Tale : the Brief Life of Catherine
Brain-Body Connection
Dying to be Heard... : Is Anybody Listening?
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Tourette's Syndrome

Anxiety-Related Disorders : the Worried Well Series:

Body Dysmorphic Disorder
Obsessive-Compulsive Disorder

Bill Moyers Healing and the Mind

Tape 1, The Mystery of Chi
Tape 2, The Mind Body Connection
Tape 3, Healing From Within
Tape 4, The Art of Healing
Tape 5, Wounded Healers

Death : the Trip of a Lifetime Series:

Episode 1: The Chasm
Episode 2: The Good Death
Episode 3: Letting Go
Episode 4: Going for Glory

Phobia : When an Irrational Fear Takes Control Series:

Treating Phobias: Behavioral Therapy, Hypnosis, Flooding, and SSRIS
Treating Phobias: Desensitization, Virtual Reality Exposure Therapy, and EMDR

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