



**MILLEDGEVILLE CAMPUS LIBRARY
VIDEO LIST**

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**MILLEDGEVILLE CAMPUS LIBRARY
VIDEOTAPE LIST**

ACADEMIC SUCCESS

General Academic Success Videos:

Basic Study Skills (DVD)

Career and College Ready Students : Writing, Speaking, Listening, & Test Taking (DVD) :

- Awesome Test Taking Skills
 - Conquering Test Anxiety
 - How to Dissect a Test Question
 - Involving Parents in Test Taking Success
 - Tricks for Improving Test Scores
- Excellent Test Reading Comprehension
 - Analyzing Current Themes in Literature
 - Reading Strategies in Content Areas
 - Summarizing Nonfiction & Finding Supportive Detail
 - Understanding Literary Devices
- Mastering Test Writing Skills
 - Internet Research Techniques
 - Organizing & Writing Effective Test Eesays
 - The Writing Process
- Critical Listening & Speaking Skills
 - Does This Make Sense? Analyzing Communications
 - What Did You Say? Critical Listening & Obervation Skills
 - What Was the Point? Improving Comprehension

Conquering Test Anxiety (DVD)

Taking Notes Without Falling Asleep : Critical Listening Skills (DVD)

Time Management : Prioritize and Organize (DVD)

Where There's a Will There's an A (DVD, 2-disc set with seminar facilitator's guide)

ADULT EDUCATION

GED Connection Series (DVD):

Orientation & Preview

- Orientation
- Fiction
- Passing the GED Science Test
- Problem Solving

Writing I

- Passing the GED Writing Test
- Getting Ideas on Paper
- The Writing Process
- Organized Writing

Writing II

- Writing Style and Word Choice
- Effective Sentences
- Grammar and Usage
- Spelling, Punctuation, and Capitalization
- The GED Essay

Reading

- Passing the GED Reading Test
- Nonfiction
- Fiction
- Poetry
- Drama

Social Studies I

- Passing the GED Social Studies Test
- Themes in U.S. History
- Themes in World History

Social Studies II

- Economics
- Civics & Government
- Geography

Science

- Passing the GED Science Test
- Life Science
- Earth & Space Science
- Chemistry
- Physics

ADULT EDUCATION (CONTINUED)

Mathematics I

- Passing the GED Math Test
- Number Sense
- Problem Solving
- Decimals
- Fractions

Mathematics II

- Ratio, Proportion, and Percent
- Measurement
- Formulas
- Geometry

Mathematics III

- Data Analysis
- Statistics & Probability
- Introduction to Algebra
- Special Topics in Algebra and Geometry

FastTrack I

- Orientation
- Passing the GED Writing Test
- The GED Essay

FastTrack II

- Passing the GED Reading Test
- Passing the GED Social Studies Test
- Passing the GED Science Test
- Passing the GED Math Test

AIR CONDITIONING TECHNOLOGY

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

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

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

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

Carrier Corporation : Electricity Fundamentals Series (GTE2):

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

AIR CONDITIONING TECHNOLOGY (CONTINUED)

Carrier Corporation : Gas Heating Series (GTH):

GTH-3 Gas & Gas Piping (DVD)

Carrier Corporation : Gas Heating Series (GTH2):

GTH2-1V Introduction to Gas Heating (DVD)

GTH2-2V Principles of Gas Combustion (DVD)

GTH2-3V Gas Furnaces (DVD)

GTH2-4V Gas Burners (DVD)

GTH2-5V Gas Controls (DVD)

GTH2-6V Gas Ignition Systems (DVD)

GTH2-7V Safety & Operating Controls (DVD)

GTH2-8V Installation Practices (DVD)

GTH2-9V Ventilation & Combustion Air (DVD)

GTH2-10V Gas Troubleshooting (DVD)

Carrier Corporation : Skills Training Series (SK):

SK1-02 Metering Devices (DVD)

SK2-02 Add-On Air Conditioning Installation

SK3-02V 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

SK23-02 Troubleshooting Furnaces (DVD)

SK31-02V Condensing Furnace Installation, Startup & Checkout (DVD)

AIR CONDITIONING TECHNOLOGY (CONTINUED)

Understanding Manual D (5-disc set)

- Disc 1 Airflow Basics
- Disc 2 Choosing a Blower
- Disc 3 Creating Comfort Using Manual T
- Disc 4 System Design
- Disc 5 Testing and Balancing

Understanding Manual J (4-disc set)

- Disc 1 Guidelines and Limitations
- Disc 2 How Heat Moves and What to Measure
- Disc 3 Design Considerations and Fenestration
- Disc 4 Opaque Surfaces and Duct Systems

General Air Conditioning Technology Videos:

Modern Marvels : Fire and Ice (DVD)

AUDIOBOOKS

- Baldacci, David / Deliver Us From Evil (12 CDs, 14.5 hrs.)
- Baldacci, David / The Whole Truth (12 CDs, 12 hrs.)
- Child, Lee / 3 Novellas: Deep Down, Second Son, High Heat (6 CDs, 7 hrs.)
- Child, Lee / Without Fail (5 CDs, 6 hrs.)
- Crais, Robert / Stalking the Angel (5 CDs, 6 hrs.)
- Crais, Robert / Taken (4 CDs, 5 hrs.)
- Higgins, Jack / The Graveyard Shift (5 CDs, 5 hrs.)
- Lee, Harper / To Kill a Mockingbird (11 CDs, 12 hrs.)
- Lindsey, Johanna / Marriage Most Scandalous (5 CDs, 6 hrs.)
- Patterson, James / Cross (7 CDs, 7 hrs.)
- Robb, J. D. / Ritual in Death (3 CDs, 3 hrs.)
- Robb, J. D. / Salvation in Death (5 CDs, 6 hrs.)
- Sandford, John / Buried Prey (9 CDs, 11 hrs.)
- Saul, John / Perfect Nightmare (9 CDs, 10 hrs.)
- Scottoline, Lisa / Lady Killer (5 CDs, 6 hrs.)
- Stabenow, Dana / Hunter's Moon (6 CDs, 9 hrs.)

BARBERING

Milady's Standard Professional Barbering DVD Series

DVD 1:

Orientation to Barbering

- The History of Barbering
- Your Professional Image

The Science of Barbering

Anatomy & Physiology

- Introduction
- The Skeletal System
- The Muscular System
- The Nervous System

Properties & Disorders of the Skin

- Histology of the Skin
- Disorders of the Skin

Properties & Disorders of the Hair & Scalp

- Introduction
- Hair Analysis
- Hair Loss
- Disorders of the Hair
- Disorders of the Scalp

Infection Control & Safe Work Practices

- Decontamination
- Types of Chemical Disinfectants
- OSHA, MSDS, and Handling Blood Spills
- Disinfection Procedures
- Public Sanitation

Implements, Tools, & Equipment

- Introduction
- Combs
- Shears
- Clippers & Trimmers
- Razors
- Hones

BARBERING (CONTINUED)

DVD 2:

Shaving

Fundamentals of Shaving

- Introduction
- Free-Hand Position & Stroke
- Back-Hand Position & Stroke
- Reverse Free-Hand Position & Stroke
- Reverse Back-Hand Position & Stroke
- The Towel Wrap

The Basic Shave

- Preparing a Client for Shaving
- Position & Strokes in Shaving
- Final Steps of the Facial Shave

The Neck & Outline Shaves

- The Neck Shave
- The Outline Shave

Facial Hair Design

- Introduction to Facial Hair Design
- Analyzing Facial Features
- The Mustache Trim
- The Beard Trim

Men's Haircutting & Styling

Common Terms Used in Haircutting

- Introduction
- Reference Points
- Parting
- Guides & Guidelines
- Tapering
- Layering
- Texturizing
- Tension
- Design Lines
- Angles & Elevation

BARBERING (CONTINUED)

Haircutting Techniques

- Introduction
- Fingers-and-Shear
- Shear-over-Comb
- Freehand Clipper Cutting
- Clipper-over-Comb
- Razor Cutting Techniques

Basic Haircuts

- Precision
- Taper
- Curly Taper
- Clipper Cut Style 1 : Basic Flat Top
- Clipper Cut Style 2 : Quo Vadis
- Clipper Cut Style 3 : Medium-Length Brush Cut
- Clipper Cut Style 4 : Bald Fade
- Razor Cutting
- The Head Shave

Introduction to Men's Hairstyling

- Introduction
- Blow-Drying
- Braiding

BARBERING (CONTINUED)

Milady Standard Barbering DVD (2017 Edition):

Haircutting

- Introduction
- Arching Technique with Shears
- Arching Technique with Outliner
- Arching Technique with Razor
- Basic Taper Cut
- Precision Cut
- Razor Cutting
- Shadow Fade
- Temple Fade
- Head Shaving
- Flat Top
- Crew Cut
- Fade with Star Design
- Modern Pompadour with Fade
- Cornrow Braiding
- Conclusion & Review

Haircoloring

- Introduction
- Coloring Mustaches and Beards
- Conclusion & Review

The Professional Shave

- Introduction
- The Professional Shave
- The Neck Shave
- Conclusion & Review

Treatments of Hair and Scalp

- Introduction
- Methods of Shampooing
- Preparation for Draping
- Draping for Haircutting Services
- Draping for Wet and Chemical Services
- Shampoo and Massage Manipulations
- Scalp Steam
- Scalp Massage
- Conclusion & Review

BARBERING (CONTINUED)

Infection Control

- Introduction
- Proper Hand Washing
- Handling an Exposure Incident
- Cleaning & Disinfecting Non-Electrical Tools & Implements
- Cleaning & Disinfecting Clippers & Outliners
- Clipper & Outliner Maintenance
- Conclusion & Review

BUSINESS OFFICE TECHNOLOGY

Cell Phone Etiquette (DVD)

Fish! : Catch the Energy. Release the Potential (DVD)

Introduction to Filing and Records Management : I Think It's In Here Somewhere (DVD)

Office Etiquette (DVD)

Professional Appearance (DVD)

CHEMISTRY

The Interactive Periodic Table of the Elements DVD Series:

- Disc 1 : Alkali Metals and Alkaline-Earth Metals (DVD)
- Disc 2 : Transition Metals (DVD)
- Disc 3 : Lanthanides and Actinides (DVD)
- Disc 4 : Other Metals, Metalloids, Non-Metals, and Gases (DVD)

COMPUTER INFORMATION SYSTEMS / MICROCOMPUTER SPECIALIST

General CIST Titles

Computer Concepts and Microsoft Office 2010 Illustrated Video Companion (DVD)

HTML5 for Beginners : Learn by Video Workshop (DVD)

Microsoft Office 2007 Video Companion (DVD, 2 copies)

Nerds 2.0.1 - A Brief History of the Internet, Volume 1 – Networking the Nerds (DVD)

Nerds 2.0.1 - A Brief History of the Internet, Volume 2 – Serving the Suits (DVD)

Nerds 2.0.1 - A Brief History of the Internet, Volume 3 – Wiring the World (DVD)

SQL Essential Training (DVD)

Triumph of the Nerds, Volumes 1-3 (DVD)

Windows 7 for Dummies (DVD)

COSMETOLOGY

Beyond Basic Foiling DVD Series:

- Vol. 1 : Soft Dimensions & Face Framing
- Vol. 2 : Color Melding & Splicing
- Vol. 3 : Puddling & Pinwheel
- Vol. 4 : Spot Lighting & Color Streaming

Go Crazy with Colour DVD Series

- Vol. 1 : Visor Lites & The Star Colour
- Vol. 2 : Panels & Vertical Panels

Milady's Soft Skills: Interpersonal Skills for the Beauty Industry DVD Series:

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
- 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

COSMETOLOGY (CONTINUED)

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**

COSMETOLOGY (CONTINUED)

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

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: Haircoloring and Chemical Texture Services

DVD Series:

DVD 1 : Haircoloring

- Demipermanent Haircolor
 - Color Enhancement for Relaxed, Permed, or Keratin Smoothed Hair
- Permanent Haircolor
 - Virgin Application – Bowl and Brush
 - Covering Gray – Applicator Bottle
 - Block Color – Bowl and Brush
- Dimensional Haircolor
 - Face-Frame with Single-Process Color
 - Partial Highlight
 - Retouch Highlight
 - Accent Pieces – Panel Highlights
 - Accent Pieces – Bold Front Pieces
 - Accent Pieces - Baliage
- Haircolor Challenges
 - Challenge 1 : Tinting Back Very Pale Blond to a Lighter Brown Shade
 - Challenge 2 : Tinting Back Very Pale Blond Highlights to a Brown Shade
 - Challenge 3 : Neutralizing Unwanted Ash Tones
 - Challenge 4 : Neutralizing Unwanted Brassy Tones

DVD 2 : Chemical Texture Services

- Permanent Waving
 - Bricklay Roll Technique
 - Curvature Wrap
 - Bricklay Roll Spiral Technique
 - Spiral Wrap with Bender Tools
- Texture Smoothing Services
 - Consultation and Application for a Sodium Hydroxide Relaxer on Virgin Hair
 - Retouch with a Sodium Hydroxide Relaxer
 - Applying Thio Relaxer to Virgin Hair
 - Thermal Reconditioning (Straightening) Treatment

COSMETOLOGY (CONTINUED)

Milady's Standard Cosmetology: Haircutting DVD Series (1st Edition):

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 Standard Cosmetology: Haircutting DVD Series (2nd Edition):

DVD 1 : Women's Haircutting and Styling

- The Blunt Haircut
 - Diagonal Forward Blunt Haircut
 - Diagonal Forward Blunt Haircut Finishing Option
- The Graduated Haircut
 - Subtle Graduated Blunt Haircut
 - Subtle Graduated Blunt Haircut Finishing Option
 - Extreme Graduated Blunt Haircut
 - Low Graduation Haircut
 - Low Graduation Haircut Finishing Option
 - High Graduation Haircut
- The Layered Haircut
 - Perimeter Layers Haircut
 - Light Layers Haircut
 - Heavy Layers Haircut on Long Hair
 - Heavy Layers Haircut on Long Hair Finishing Option
 - Layered Square Shape Haircut
 - Layered Square Shape Haircut Finishing Option
- Technical Options for Consideration
 - Blunt Haircut on Dry Hair
 - Heavy Layers Haircut on Pressed Hair
 - Flat Iron and Curl on Heavy Layers Finishing Option
 - Layered Graduation Haircut with Clippers
 - Layered Razor Haircut

DVD 2 : Men's Haircutting

- Layered Haircuts
 - Long-Length Layers Haircut
 - Medium-to-Long-Length Layers Haircut
 - Medium-Length Layers Haircut
- Tapered Haircuts
 - Uniform Layers with Medium Taper Haircut
 - Combination Taper with Graduation Haircut
 - Gentlemen's Taper Haircut
- High Taper Haircuts
 - Short Brush Haircut
 - Close Taper Haircut

COSMETOLOGY (CONTINUED)

Milady Standard: Haircutting DVD Series (3rd Edition)

DVD 1 : Women's Haircuts

- Long Haircuts
 - Blunt Haircut
 - Long-Layered Haircut
 - Perimeter Graduation
 - Long-Layered Overcut
- Medium Haircuts
 - A-Line
 - Layered Bob
 - Textured Graduation
 - Mid-Length Layers
- Short Haircuts
 - Graduated Haircut
 - Uniform Layered Haircut
 - Graduated Undercut
 - Disconnected Layers

DVD 2 : Men's Haircuts

- Short Texture
- Square Layers
- Versatile Movement

Milady's Standard Esthetics : Fundamentals DVD Series

DVD 1 :

- Basic Mini Facial
 - Client Greetings
 - Analysis of the Client's Skin
 - Cleansing
 - Exfoliation
 - Extractions
 - Facial Massage
 - Masks
 - Clean-up
- Specialty Facial Treatments
 - Oily or Acneic Skin
 - Dry Skin
 - Mature or Sun Damaged Skin
 - Sensitive Skin and Rosacea
 - Treatments for Men's Skin

COSMETOLOGY (CONTINUED)

DVD 2 :

- Specialty Facial Treatments (continued)
 - Introduction to Chemical Exfoliation (Peels)
 - Mature or Anti-Aging Peel (Glycolic)
 - Acne Peel (Salicylic)
 - Sensitive Skin and Rosacea Peel (Lactic)
- Waxing
 - Hard Waxing
 - Soft Wax
- Makeup
 - Basic Daytime Makeup

Milady's Standard Esthetics : Advanced DVD Series

DVD 1 :

- Introduction
- Jessner's Peel
- Manual Microdermabrasion
- Machine-Aided Microdermabrasion
- LED Skin Treatment
- IPL Photorejuvenation

DVD 2 :

- Manual Lymphatic Drainage
- Machine-Aided Lymphatic Drainage
- Ultrasonic Facial
- Ear Reflexology Massage
- Stone Massage for the Face
- Shirodhara Treatment

DVD 3 :

- Brazilian Wax

COSMETOLOGY (CONTINUED)

Milady's Standard Nail Technology DVD Series

DVD 1 :

- Introduction to Nail Technology
- Infection Control : Principles & Practice
- The Basic Manicure
- Pedicure

DVD 2 :

- Tips and Wraps
- Acrylics
- Gels

COSMETOLOGY (CONTINUED)

General Cosmetology Videos:

Express Style (DVD)

Express Way (DVD)

Facials and Facial Massage (DVD)

Look Behind the Bottle (DVD)

Lunchtime Color (DVD)

Milady's Step-by-Step Makeup DVD:

Segment 1 : Step-by-Step Makeup Theory and Application

Segment 2 : Step-by-Step Makeup for Eyes and Eyebrows

Segment 3 : Step-by-Step Corrective Makeup

A New Twist on Texture (DVD)

The Perfect Spa Manicure : Massage, Paraffin Dip & French Polish (DVD)

Professional Pedicure Techniques (DVD)

Topchic HiBlondes Control (DVD)

Wound Healing (DVD)

CRIMINAL JUSTICE TECHNOLOGY

Sunnylands Seminars Series:

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

General Criminal Justice Videos:

Behind the Badge : Ethics in Police Work (DVD)
Business and the Law : Part 2. Law and the Legal System (DVD)
Calibre Presents Roll Call : Ten Behaviors That Could Cost You Your Badge (DVD)
Civil Court Process and Procedure (DVD)
Crime and Death Scene Responses (DVD)
Criminal Court Process and Procedure (DVD)
Death Sentence : The Story of Capital Punishment (DVD)
Domestic Violence : The Response (DVD)
Due Process : Understanding the U.S. Criminal Justice System : Crime, Law, and Enforcement (DVD)
History of American Criminal Justice (DVD) (2 copies)
History of World Criminal Justice (DVD)
Interrogation : Field Interviewing (DVD)
Introduction to the Federal Courts (DVD) (missing 6/9/2017)
Miranda Considerations (DVD) (2 copies)
Offender Profiling (DVD)
Sources of Law (DVD) (missing 6/9/2017)
Textbook Traffic Stops (DVD)
Understanding the Criminal Justice System (DVD)
Understanding the Juvenile Justice System (DVD)

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

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

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

EARLY CHILDHOOD CARE AND EDUCATION (CONTINUED)

Social & Emotional Development of Infants and Toddlers Series (DVD):

Acquiring Self-Regulation
Communication and Learning
Making Friends and Getting Along with Peers

Story in the Early Years Series (DVD):

Part 1 : Befalling
Part 2 : Behappening
Part 3 : Becoming and Was

Vivian Gussin Paley Storytelling Series (DVD):

The Boy Who Could Tell Stories
Storytelling & Story Acting
Storytelling Themes

General Early Childhood Care and Education Videos:

The 101s : A Guide to Positive Discipline (2 DVDs):
Appropriate Curriculum for Young Children (DVD)
The Beauty of Movement : New Games for Child Care Settings (DVD)
Block Play : Constructing Realities (DVD)
Bloodborne Pathogens in Childcare (DVD)
B.U.S.I.N.E.S.S. of Family Child Care (DVD)
Child Care Administration : Tying It All Together (DVD)
Child Care and Children With Special Needs (DVD)
Cooing, Crying, Cuddling : Infant Brain Development (DVD)
Creative Outdoor Environments For Children (DVD)
Daily Dilemmas: Coping With Challenges (DVD)
Designing Developmentally Appropriate Days (DVD)
Developmental Infant Care (DVD)
Dramatic Play : More Than Playing House (DVD)
Early Intervention : Natural Environments For Children (DVD)
Exploring Science and Nature (DVD)
Far Ago and Long Away : Innovative Storytelling (DVD)
Food For Thought : Nutrition and Children (DVD)
Foundations to the Indiana Academic Standards For Young Children From Birth to Age 5 (DVD)
Infant and Toddler Emergency First Aid : Volume 1 : Accidents (DVD)
Infant and Toddler Emergency First Aid : Volume 2 : Illnesses (DVD)
Infection Control in Child Care Settings (DVD)
Laughing, Learning, Loving : Toddler Brain Development (DVD)
Learning Language and Loving It (DVD)
Make a Difference : Report Child Abuse and Neglect (DVD)
Music Play : Bah Bah, BeBop, Beethoven (DVD)

Painting a Positive Picture : Proactive Behavior Management (DVD)
EARLY CHILDHOOD CARE AND EDUCATION (CONTINUED)

General Early Childhood Care and Education Videos (Continued):

Practical Strategies for Teaching Social Emotional Skills (DVD)
Quality Family Child Care (DVD)
Safe and Secure : Part I (DVD)
Safe and Secure : Part II (DVD)
Sensory Play: Constructing Realities (DVD)
Structured Play : Gross Motor Activities For Every Day (DVD)
Welcoming All Children : Inclusive Child Care (DVD)

EMPLOYABILITY SKILLS

Finding A Job (DVD)
Resumes: a How-To Guide (DVD)
Your First Resume and Interview (DVD)
Common Mistakes People Make in Interviews (DVD)

ENGLISH

Standard Deviants School English Grammar Series (DVD):

Disc 1 : Nouns, Pronouns, & Adjectives
Disc 2 : All About the Verb
Disc 3 : Adverbs, Prepositions, & Conjunctions
Disc 4 : Examining the Sentence
Disc 5 : Agreeing With Grammar
Disc 6 : Grammar Follies

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)

DVD 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

MATHEMATICS (CONTNUED)

DVD 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

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

DVD 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

MATHEMATICS (CONTINUED)

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

DVD 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)***

DVD 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

DVD 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)

DVD 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

DVD 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)

DVD 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

DVD 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

DVD 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)

DVD 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

DVD 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

DVD 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

DVD 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)

DVD 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

MEDICAL AND ALLIED HEALTH

The Human Body: How it Works DVD Series – 9 DVDs

Cells, Tissues, and Skin
The Circulatory System
Digestion and Nutrition
The Endocrine System
Human Development and the Reproductive System
The Immune System
The Nervous System and the Senses
The Respiratory System
The Skeletal and Muscular Systems

Medcom Trainex NAST Nursing Assistant DVD Series: – 41 DVDs

1. Infection Control Skills	CNA701
2. Measuring Vital Signs	CNA702
3. Moving and Turning Skills	CNA703
4. Transfer and Ambulation	CNA704
5. Personal Care	CNA705
6. Oral Care	CNA706
7. Essential Elimination Skills	CNA707
8. Techniques in Toileting and Incontinent Care	CNA708
9. Serving a Meal	CNA709
10. Range of Motion Exercises	CNA710
11. Bedmaking	CNA711
12. Measuring Weight and Height	CNA712
13. Positioning Techniques	CNA713
14. Techniques in Bathing : The Bed Bath	CNA714A
15. Techniques in Bathing : Tub Bath, Shower, Shampoo and Perineal Care (missing 6/9/2017) CNA714B	
16. Assessment : Recognizing Abnormal Signs and Symptoms	CNA715
17. Ostomy, Urinary Drainage and Catheter Care	CNA716
18. Communication with Residents and Their Families	CNA717
19. Documentation	CNA718
20. Pain Management	CNA719
21. Wandering and Elopement	CNA720
22. Understanding Abuse and Neglect	CNA721
23. Understanding and Caring for Residents with Depression	CNA722
24. Dementia Care, Part 1	CNA723A
25. Dementia Care, Part 2	CNA723B
26. Dementia Care, Part 3	CNA723C
27. Resident's Rights	CNA724

28. Pressure Ulcer Prevention	CNA725
29. Nutrition and Hydration	CNA726
30. Caring for Residents with Dignity and Respect	CNA727
31. Recognizing and Reporting Changes in a Resident's Physical Condition	CNA728
32. Recognizing and Reporting Changes in a Resident's Mental Condition	CNA729
33. Understanding Skin Breakdown	CNA730
34. Infection Control	CNA731
35. Fall Prevention	CNA732
36. Safe Transfer	CNA733
37. Incontinence Care	CNA734
38. Understanding Restorative Care Part 1: Introduction to Restorative Care	CNA735A
39. Understanding Restorative Care Part 2: Getting a Resident Started	CNA735B
40. Understanding Restorative Care Part 3: Restorative Care Practices	CNA735C
41. CPR : A Guide for Healthcare Workers (2 copies)	M260

Skills DVD for State CNA Exam

Mosby's Nursing Assistant Video Skills (2 DVDs)

DVD 1:

Infection Control & Safety Measures

- Performing Hand Hygiene
- Using Personal Protective Equipment
- Using Restraint Alternatives
- Following Restraint Safety Precautions

Bathing & Bedmaking

- 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

MEDICAL AND ALLIED HEALTH (CONTINUED)

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

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

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

MEDICAL AND ALLIED HEALTH (CONTINUED)

Skills and Procedures for Medical Assistants DVD Series (3-disc set)

DVD 1:

- Program 1 : Administrative Skills
- Program 2 : Practicing Finance Skills
- Program 3 : Modern Reimbursement Procedures

DVD 2:

- Program 4 : Infection Control Procedures
- Program 5 : Taking Measurements and Vital Signs
- Program 6 : Taking a Patient History
- Program 7 : Therapeutic and Rehabilitative Procedures
- Program 8 : Emergencies and First Aid Procedures
- Program 9 : Administering Non-Parenteral Drugs, Prescription Writing, and Inventory Procedures

DVD 3:

- Program 10 : Preparing and Administering Parenteral Medications
- Program 11 : Venipuncture, Hematology, and Immunology Practices
- Program 12 : Specimen Collection and Processing Procedures
- Program 13 : Cardiac Screening Procedures
- Program 14 : Minor Surgical Procedures in the Medical Office

Taylor's Video Guide to Clinical Nursing Skills, 2nd Edition (5 DVDs)

DVD 1:

Module 1: Vital Signs

- Introduction to Vital Signs
- Measuring Oral Temperature, Radial Pulse, Respiratory Rate, and Blood Pressure
 - Measuring Oral Temperature, Radial Pulse, Respiratory Rate, and Blood Pressure: Unexpected Situations
- Assessing Blood Pressure Using an Automatic Electronic Device
- Assessing Systolic Blood Pressure Using a Doppler Ultrasound
- Measuring Blood Pressure and Pulse to Assess for Orthostatic Hypotension
- Measuring a Tympanic Temperature
- Measuring a Rectal Temperature
- Measuring an Axillary Temperature
- Measuring an Apical Pulse
- Measuring an Apical-Radial Pulse

MEDICAL AND ALLIED HEALTH (CONTINUED)

Module 2 : Physical Assessment

- Introduction to Physical Assessment
- Beginning the Physical Assessment
- Assessing the Head
- Assessing the Eyes
- Assessing the Ears
- Assessing the Nose and Sinuses
- Assessing the Mouth and Throat
- Assessing the Neck
- Assessing the Arms, Hands, and Fingers
- Assessing the Posterior and Lateral Thorax
- Assessing the Anterior Thorax
- Assessing the Heart
- Assessing the Abdomen
- Assessing the Legs, Feet, and Toes
- Assessing the Musculoskeletal and Neurological Systems
- Conclusion

Module 3 : Asepsis

- Introduction to Asepsis
- Performing Hand Hygiene
- Key Points for Sterile Technique
- Preparing a Sterile Field::Packaged Drape and Individually Packaged Supplies
- Putting on Sterile Gloves
 - Putting on Sterile Gloves: Unexpected Situation
- Removing Soiled Gloves
- Preparing a Sterile Field: Pre-Packaged Kits
- Putting on Personal Protective Equipment
- Removing Personal Protective Equipment
 - Removing Personal Protective Equipment: Unexpected Situation

DVD 2 :

Module 4 : Oral and Topical Medications

- Introduction to Oral and Topical Medications
- The Three Checks and Rights of Medication Administration
- Preparing Unit-Dose Packaged Medications
- Removing a Medication Tablet From a Bottle
- Splitting Tablet Medication
- Preparing Liquid Medication
- Administering Oral Medications
 - Administering Oral Medications: Unexpected Situations
- Preparing Medications for Administration via a Gastric Tube
- Applying a Transdermal Patch
- Administering Eye Drops
- Administering Eardrops
- Administering a Rectal Suppository
- Administering Medication via a Metered-Dose Inhaler
- Administering Medication via a Small-Volume Nebulizer
- Administering Medication via a Dry Powder Inhaler

Module 5 : Injectable Medications

- Introduction to Injectable Medications
- Preparing Medication From an Ampule
- Preparing Medication From a Vial
- Mixing Two Insulins in One Syringe
- Administering an Intradermal Injection
- Administering a Subcutaneous Injection
- Locating Intramuscular Sites
- Administering an Intramuscular Injection

Module 6 : Intravenous Medications

- Introduction to Intravenous Medications
- Administering IV Medications by Piggyback Infusion via an Electronic Infusion Device
- Administering IV Medications by Piggyback Infusion via Gravity
 - Administering IV Medications by Piggyback Infusion via Gravity: Unexpected Situation
- Administering IV Medications Using a Mini Infusion Pump
- Administering IV Medications Using a Volume Control Administration Set
- Administering a Medication Bolus Through a Medication or Drug-Infusion Lock
 - Administering a Medication Bolus Through a Medication or Drug-Infusion Lock: Unexpected Situation

MEDICAL AND ALLIED HEALTH (CONTINUED)

DVD 3 :

Module 7 : Perioperative Nursing

- Introduction to Perioperative Nursing
- Preoperative Teaching
 - Deep Breathing Exercises
 - Splinting and Coughing
 - Incentive Spirometry
 - Postoperative Leg Exercises
 - Turning Properly in Bed
- Preoperative Nursing Care on the Day of Surgery
- Postoperative Nursing Care on the Day of Surgery
 - Postoperative Nursing Care on the Day of Surgery: Unexpected Situations
- Applying a Pneumatic Compression Device

Module 8 : Hygiene

- Introduction to Hygiene
- Giving a Bed Bath
- Performing Perineal Cleansing for a Male Patient
- Performing Perineal Cleansing for a Female Patient
- Assisting a Patient with Oral Care
- Skill Variation: Providing Denture Care
- Skill Variation: Providing Oral Care for an Unconscious Patient
- Making an Unoccupied Bed
- Making an Occupied Bed
 - Making an Occupied Bed: Unexpected Situation

Module 9 : Skin Integrity and Wound Care

- Introduction to Skin Integrity and Wound Care
- Cleaning a Surgical Wound and Applying a Dry, Sterile Dressing
 - Cleaning a Surgical Wound and Applying a Dry, Sterile Dressing: Unexpected Situation
- Irrigating a Wound Using Sterile Technique
- Caring for a Pressure Ulcer
 - Assessing a Pressure Ulcer
 - Packing a Wound with a Saline-Moistened Dressing
- Collecting a Wound Culture
- Caring for a Jackson-Pratt or Hemovac Drain

MEDICAL AND ALLIED HEALTH (CONTINUED)

Module 10 : Activity

- Introduction to Activity
- Turning a Patient in Bed
- Moving a Patient Up in Bed
- Transferring a Patient From Bed to a Stretcher
- Assisting a Patient From Bed into a Wheelchair
 - Assisting a Patient From Bed into a Wheelchair: Unexpected Situation
- Transferring a Patient Using a Powered Full-Body Sling Lift
- Providing Range of Motion Exercises

DVD 4 :

Module 11 : Comfort

- Introduction to Comfort
- Assessing Pain
- Caring for a Patient Receiving Patient-Controlled Analgesia (PCA)

Module 12 : Nutrition

- Introduction to Nutrition
- Inserting a Nasogastric Tube
 - Inserting a Nasogastric Tube: Unexpected Situation
- Administering a Continuous Tube Feeding: Using a Feeding Pump and a Prefilled Closed Tube Feeding Set-Up
- Administering an Intermittent Tube Feeding: Using a Gravity Set-Up and an Open Feeding Bag System
- Irrigating a Nasogastric Tube
 - Irrigating a Nasogastric Tube: Unexpected Situation
- Removing a Nasogastric Tube

Module 13 : Urinary Elimination

- Introduction to Urinary Elimination
- Assisting with a Bedpan
 - Assisting with a Bedpan: Unexpected Situation
- Assisting with a Urinal
- Applying a Condom Catheter
 - Applying a Condom Catheter: Unexpected Situation
- Caring for a Urinary Stoma
- Collecting a Midstream Urine Specimen

MEDICAL AND ALLIED HEALTH (CONTINUED)

Module 14 : Urinary Catheters

- Introduction to Urinary Catheters
- Catheterizing the Female Urinary Bladder: Intermittent and Indwelling Catheters
 - Catheterizing the Female Urinary Bladder: Unexpected Situation
- Catheterizing the Male Urinary Bladder: Intermittent and Indwelling Catheters
 - Catheterizing the Male Urinary Bladder: Unexpected Situation
- Indwelling Urinary Catheter: Unexpected Situation
- Collecting a Urine Specimen From an Indwelling Catheter
- Removing an Indwelling Urinary Catheter
- Irrigating the Urinary Catheter Using a Closed System

Module 15 : Bowel Elimination

- Introduction to Bowel Elimination
- Administering a Large-Volume Cleansing Enema
 - Administering a Large-Volume Cleansing Enema: Unexpected Situation
- Administering a Small-Volume Cleansing Enema
- Emptying an Ostomy Appliance
- Changing an Ostomy Appliance
 - Changing an Ostomy Appliance: Unexpected Situation

DVD 5 :

Module 16 : Oxygenation

- Introduction to Oxygenation
- Measuring Oxygen Saturation Using a Pulse Oximeter
 - Measuring Oxygen Saturation Using a Pulse Oximeter: Unexpected Situation
- Administering Oxygen via a Nasal Cannula
- Administering Oxygen via an Oxygen Mask
- Nasopharyngeal Suctioning
 - Nasopharyngeal Suctioning: Unexpected Situation

Module 17 : Tracheostomy Care

- Introduction to Tracheostomy Care
- Suctioning a Tracheostomy: Open System
- Suctioning a Tracheostomy: Closed System
- Providing Tracheostomy Care Using a Disposable Inner Cannula
- Providing Tracheostomy Care Using a Nondisposable Inner Cannula
 - Providing Tracheostomy Care Using a Nondisposable Inner Cannula: Unexpected Situation

MEDICAL AND ALLIED HEALTH (CONTINUED)

Module 18 : Intravenous Therapy

- Introduction to Intravenous Therapy
- Initiating a Peripheral Access IV Infusion
- Changing an IV Solution Container and Administration Set
- Changing an IV Solution Container and Administration Set for a Gravity Infusion
 - Changing an IV Solution Container and Administration Set for a Gravity Infusion: Unexpected Situation
- Monitoring an IV Site and Infusion
 - Monitoring an IV Site and Infusion: Unexpected Situations
- Changing a Peripheral Venous Access Dressing
- Capping an IV Line for Intermittent Use

Module 19 : Central Venous Access Devices

- Introduction to Central Venous Access Devices
- Changing a Central Venous Access Device Dressing
- Accessing an Implanted Port
 - Accessing an Implanted Port: Unexpected Situation
- Deaccessing an Implanted Port
- Flushing a Peripherally Inserted Central Catheter (PICC)
- Assessing a Peripherally Inserted Central Catheter (PICC) Site
- Obtaining Blood Samples From a CVAD
 - Obtaining Blood Samples From a CVAD: Unexpected Situation

Today's Medical Assistant (4 DVDs; Correlates to book by the same title)

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

MEDICAL AND ALLIED HEALTH (CONTINUED)

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

MEDICAL AND ALLIED HEALTH (CONTINUED)

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

MEDICAL AND ALLIED HEALTH (CONTINUED)

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

MEDICAL AND ALLIED HEALTH (CONTINUED)

General Medical and Allied Health Videos:

ALHS 1011 PowerPoints and Lecture Notes (DVD, 2 copies)
Assessment of the Newborn : The First 10 Minutes (DVD)
Basic Medical Terminology (DVD)
Bloodborne Pathogens for Non-Healthcare Workers (DVD)
Exactly What Is Critical Thinking? (DVD)
First Aid Basics : Knowing What to Do in an Emergency (DVD)
HIPAA for Healthcare Workers : An Overview (DVD)
HIPAA for Healthcare Workers : The Privacy Rule (DVD)
Skills and Procedures for Medical Assistants, Programs 1-14 (DVD)
Standards for Infection Control : Part1 : Principles of Infection Control (DVD)

MISCELLANEOUS

12 Angry Men (DVD)
2008 SkillsUSA National Leadership and Skills Conference (DVD)
American Psycho (DVD)
Awakenings (DVD)
The Birds (DVD)
CGTC 2001: "A Technical College for a Technological Age" (DVD)
COE Exit Interview 6/27/99 (DVD)
Dead Man Walking (DVD)
Girl, Interrupted (DVD)
Gone Girl (DVD)
I Confess / The Wrong Man [2 movies on 1 disc] (DVD)
Macon Tech Library...In the Beginning: DVD Segments From 1993-94 (DVD)
MTI Milledgeville Open House 12/09/97 (DVD)
North by Northwest (DVD)
Notorious (DVD)
Psycho (DVD)
Rear Window (DVD)
Rebecca (DVD)
Shawshank Redemption (DVD)
The Shining (DVD)
The Snake Pit (DVD)
Spellbound (DVD)
The Stranger Beside Me (DVD)
Strangers on a Train / Suspicion [2 movies on 1 disc] (DVD)
The Three Faces of Eve (DVD)
Traffic (DVD)
Training Day (DVD)
Vertigo (DVD)

PSYCHOLOGY

Anxiety-Related Disorders : the Worried Well Series:

Body Dysmorphic Disorder (DVD)
Obsessive-Compulsive Disorder (DVD)

Bill Moyers Healing and the Mind Series:

Tape 1 : The Mystery of Chi (DVD)
Tape 2 : The Mind Body Connection (DVD)
Tape 3 : Healing From Within (DVD)
Tape 4 : The Art of Healing (DVD)
Tape 5 : Wounded Healers (DVD)

Death : the Trip of a Lifetime Series:

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

Phobia : When an Irrational Fear Takes Control Series:

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

General Psychology Videos:

Anorexic's Tale : the Brief Life of Catherine (DVD)
Brain-Body Connection (DVD)
Dying to be Heard... : Is Anybody Listening? (DVD)
Inside Out (DVD)
Growing the Mind (DVD)
Substance Misuse (DVD)
Torment of Schizophrenia (DVD)
Tourette's Syndrome (DVD)