



**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 (missing 5/2018)

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

## **MEDICAL AND ALLIED HEALTH (CONTINUED)**

### **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) (missing 5/2018)  
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)  
Growing the Mind (DVD)  
Inside Out (DVD)  
Substance Misuse (DVD)  
Torment of Schizophrenia (DVD)  
Tourette's Syndrome (DVD)