

# Business Education

<b>Accounting</b> .....	4
<b>Business &amp; Workplace Ethics</b> .....	5
<b>Business Etiquette</b> .....	7
<b>Business Technology</b> .....	8
<b>Communication Skills</b> .....	13
<b>Consumer Finance</b> .....	15
<b>Desktop Publishing</b> .....	15
<b>Economics</b> .....	16
<b>Entrepreneurship</b> .....	17
<b>FBLA</b> .....	17
<b>Finance</b> .....	19
<b>General Business</b> .....	23
<b>Human Resources</b> .....	24
<b>International Business &amp; Globalization</b> .....	24
<b>Job Search</b> .....	25
<b>NBEA</b> .....	27
<b>Professional Development</b> .....	27
<b>Teaching Resources</b> .....	28
<b>Workplace Skills</b> .....	29

---

## Accounting

---

BE 10.0101 G 72

### **Accounting Real-World Applications & Connections**

*Donald J Guerrieri; F Barry Haber; William B Hoyt; Robert E Turner*

BOOK ---- This book contains 6 units. Each unit is divided into chapters; each chapter is divided into sections. There are a total of 29 chapters. This structure, together with numerous special features, will help you learn and apply various accounting concepts and procedures to the real business world. New York, NY, Glencoe McGraw-Hill, 2004.

---

BE DVD ROM 14

### **Accounting Equation**

*Teacher's Video Company*

DVD ROM ---- A thorough understanding of the accounting equation provides a solid foundation for your students' business studies. Clear explanations and interesting examples teach students about balance sheets, general ledgers, assets, liabilities, equities, and more. Grades 9-12. Approximately 22 minutes. Scottsdale, AZ, Teacher's Video Company, 2001.

---

BE DVD ROM 34

### **On the Money: The ABCs of Accounting Introductions and Definitions**

*Cambridge Educational*

DVD ROM ---- When it comes to finances, "approximately" is just not good enough. Accounting professionals are expected to understand all the ins and outs of money matters, applying the rules of accountancy with good sense and care. With that in mind, this program starts with the basics, introducing the purpose of accounting, identifying the AICPA and FASB, explaining the concept of GAAP, and spelling out the differences between CPAs and CMAs. After contrasting three types of business organizations, the program moves on to the actual process of recording and tracking transactions. 15 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE VIDEO 39

### **Assets and Payroll**

*Cambridge Educational*

VIDEO ---- Giving equal time to two vital accounting topics, this program explains how accountants handle assets and payroll. The video begins with the acquisition and retention of tangible fixed assets through capital expenditures and revenue expenditures. Then, methods of accounting for tangible fixed assets with respect to depreciation and disposal are presented. 13 minutes. Monmouth Junction, NJ, Cambridge Educational, 2002.

---

BE VIDEO 86

### **On the Money: The ABCs of Accounting Introductions and Definitions**

*Cambridge Educational*

VIDEO ---- When it comes to finances, "approximately" is just not good enough. Accounting professionals are expected to understand all the ins and outs of money matters, applying the rules of accountancy with good sense and care. With that in mind, this program starts with the basics, introducing the purpose of accounting, identifying the AICPA and FASB, explaining the concept of GAAP, and spelling out the differences between CPAs and CMAs. After contrasting three types of business organizations, the program moves on to the actual process of recording and tracking transactions. 15 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE VIDEO 87

### **On the Money: The ABCs of Accounting The Matching Concept and the Accounting Cycle**

*Cambridge Educational*

VIDEO ---- This program divides its time between the matching concept and the accounting cycle. First, the cash basis of accounting is compared to the accrual basis of accounting. Next, the five main types of entry adjustments are defined and illustrated. And then, with suitable fanfare, the accounting cycle is described in detail. Its eight steps include analyzing and journalizing transactions, posting transactions to the ledger, preparing the unadjusted trial balance, assembling and recording adjustments, preparing the financial statements, journalizing and posting adjusted entries, journalizing and posting closing entries, and preparing the post-closing trial balance. 15 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE VIDEO 88

### **On the Money: The ABCs of Accounting The Story of Inventory**

*Cambridge Educational*

VIDEO ---- Keeping track of inventory is a crucial yet challenging process and the more raw materials, components, and products a company has, the more challenging it gets. This program explores key aspects of managing inventory while keeping an eye on how inventory figures impact a company's bottom line. 16 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE VIDEO 157

### **Profit & Loss Statement**

*Teacher's Video Company*

VIDEO ---- A BUSINESS BASICS (TM) program presenting essential concepts and valuable skills. Scottsdale, AZ, Teacher's Video Company, 2001.

---

BE VIDEO 158

### **Accounting Equation**

*Teacher's Video Company*

VIDEO ---- A thorough understanding of the accounting equation provides a solid foundation for your students' business studies. Clear explanations and interesting examples teach students about balance sheets, general ledgers, assets, liabilities, equities, and more. Grades 9-12. Approximately 22 minutes. Scottsdale, AZ, Teacher's Video Company, 2001.

---

BE VIDEO 160

### **Takin' Care of Business**

*American Institute of Certified Public Accountants*

VIDEO ---- This video features five young, successful CPAs in exciting career paths ranging from an FBI Special Agent to Controller of the New York Jets. Combining animation with real-life profiles, this enlightening video uses a career day discussion as a backdrop for highlighting the CPA profession. Includes a presenter's guide. New York, NY, American Institute of Certified Public Accountants, 2003.

---

BE VIDEO 161

**Accounting, The Basics**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants introduce you to the basics of accounting including GAAP. You'll learn about owners' equity, the three types of business organizations, the five types of accounts, and three types of financial statements. Its fun, its feisty, its financial accounting. 26 minutes. Falls Church, VA, Cerebellum Corp, 2002.

---

BE VIDEO 162

**Accounting, Using Ledgers**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants uncover the dark secrets of the double nature of accounting, and expose Stan's unique television network. There's also the hidden mysteries of double entry accounting, the ledger, balancing accounts, and the general ledger. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 163

**Accounting, Accounting Tools**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants show you the trusty trial balance, the gutsy T-account, the agile adjusting entry, diabolical depreciation, and receptive accounts receivable. Plus more fun with Stan and a special guest appearance by Corduroy Cal. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 164

**Accounting, Income Statements**

*Cerebellum Corporation*

VIDEO ---- Standard Deviants Productions brings you a show ripped from the headlines. That's right, the income statement! See why all the CPAs are raving about this magnificent accounting tool. You'll laugh, you'll cry, you'll balance your accounts. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

---

BE VIDEO 165

**Accounting, Preparing an Income Statement**

*Cerebellum Corporation*

VIDEO ---- You'll learn how to prepare an income statement for a merchandising concern. Concerned? Don't be, the Standard Deviants know how to make this stuff easier to grasp. They'll drop by Greta's Imaginary Friends store and go through the entire process step-by-simple-step. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 166

**Accounting: Applications**

*Cerebellum Corporation*

VIDEO ---- Learn more about Greta's Imaginary Friends shop, spend some time with the Expose gang - including Melissa Makeover and Petty Cash - and drop by Al's Hot Dog Stand, home of the best Polish sausages in the world. Oh Yeah! You'll also learn some great techniques to keep those books balanced. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 167

**Accounting: Business Accounting**

*Cerebellum Corporation*

VIDEO ---- Learn more than you ever wanted to know about Al and his hot dog stand. The Standard Deviants take you on a half-hour joy ride through the Polish sausage business, including inventory intricacies, LIFO, FIFO, current assets, cash, and how to get away with playing computer games at work. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 168

**Accounting, Account Management**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants wrap up the accounting series with a spectacular look at checks outstanding, accounts receivable, non collectable accounts, and notes receivable. They make it fun, thanks to their friends at Steve's Driving Service, Henrietta's Meaty Treats, and the gang at Rent-a-Revolution. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

---

BE VIDEO 191.1

**The Language of Money: Reading the Income Statement**

*Teacher's Media Company*

VIDEO ---- Interpreting the income statement. Topics included: Realization of income; Calculating gross margin; Calculating cost of goods sold; Calculating earnings/share; Calculating profit margin. Grade 9. Hawthorne, NY, Teacher's Media Company.

---

**Business and Workplace Ethics**

---

BE DVD ROM 40

**Business Ethics on the Job**

*Human Relations Media*

DVD ROM ---- This program defines what business ethics are and identifies why they are necessary for success in the workplace. Vignettes show the importance of honesty, loyalty, integrity, confidentiality, and respect for others. Includes teacher's resource book. High School, Post-secondary and Adult. 21 minutes. Mount Kisco, NY, Human Relations Media, 2004.

---

BE DVD ROM 40.1

**Work Ethics Skills**

*The School Company*

DVD ROM ---- Good work ethic skills translate into personal satisfaction and career advancement. Focusing on the needs of the company and the customer are a few of the work ethic attitudes presented in this program. 6 minutes. Vancouver, WA, The School Company, 2002.

---

BE DVD ROM 41

**Business Law and Ethics--If It Is Legal, Is It Ethical?**

*Palomar College*

DVD ROM ---- Enron, MCI, and Tyco have become household words, not because of their products or services, but rather because of their unethical conduct setting new records in the annals of business. A panel of experts help the viewer to understand the ethics of business. High School. 22 minutes. San Marcos, CA, Palomar College, 2005.

---

---

BE DVD ROM 42

**Ethics at Work: Doing the Right Thing on the Job**

*Linx Educational*

DVD ROM ---- Is it okay to give your friends free food at the restaurant where you work? Do you make appointments during work time? Or bring home supplies from the office? Are these practices just as wrong as stealing from the proverbial cash drawer? That's what this video explores, by looking at the ins and outs of ethical behavior in today's work environment. From extended lunches to computer hacking to sexual harassment, we discuss the fine lines of business ethics with employers, employees, and workplace professionals. Grades 8 to Adult. 20:19 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE GAME 4

**The Ethics Challenge**

*Lockheed Martin*

GAME ---- Lockheed Martin's Ethics Challenge is a set of training materials based on cartoonist Scott Adams' famous DILBERT characters. The heart of the program consists of fifty Case Files that set up a wide variety of issues and dilemmas, covering virtually every aspect of business. Includes video, game board & playing pieces, leader's guide, 6 guide books. Westlake Village, CA, Lockheed Martin Corporation, 1998.

---

BE GAME 5

**Perspectives**

*Lockheed Martin*

GAME ---- Doing the right thing calls for a great deal of common sense, but sometimes what is right is not obvious. Perspectives, Lockheed Martin Ethics Challenge 2002 game focuses on many of the ethical challenges that employees may encounter. The theme for Lockheed Martin Ethics Challenge 2002 is perspectives and their role in decision-making. Includes video, leaders guide, and twelve workbooks. (Same author as Gray Matters game) Westlake Village, CA, Lockheed Martin Corporation, 2002.

---

---

BE GAME 7

**Ethics on the Job**

*Franklin Learning Systems, Inc*

GAME ---- Players have fun while they learn standards for ethical behavior on the job - in their relationships with the company, supervisors, co-workers, customers, suppliers, and subordinates. Players learn proper conduct with respect to: stealing time; dating; breaking rules; accepting gifts; being under the influence of drugs or alcohol; taking items home; sexual harassment; confidential information and outside employment. 2-5 players (more with team play) Westport, CT, Franklin Learning Systems, Inc, 1998.

---

BE VIDEO 9

**Not for Sale: Ethics in the American Workplace**

*Live Wire Media*

VIDEO ---- Teach your students about ethics in the workplace. This video shows a 10-episode story about the experiences of four young people who become new employees of a fictional department store named Krieger's. The episodes are related serially, i.e. what happens in later episodes depends upon what happened in previous ones. 105 minutes. Ethics Resource Center, Inc., Live Wire Media, 1997.

---

BE VIDEO 10

**Business Ethics in the 21st Century**

*Meridian Education Corporation*

VIDEO ---- How ethics plays an important role in good business management. Explains how ethics affect standards and helps reinforce organizational integrity. 16:14 minutes. Bloomington, IL, Meridian Education Corporation, 2000.

---

---

BE VIDEO 26

**Ethics at Work: Doing the Right Thing on the Job**

*Linx Educational*

VIDEO ---- Is it okay to give your friends free food at the restaurant where you work? Do you make appointments during work time? Or bring home supplies from the office? Are these practices just as wrong as stealing from the proverbial cash drawer? That's what this video explores, by looking at the ins and outs of ethical behavior in today's work environment. From extended lunches to computer hacking to sexual harassment, we discuss the fine lines of business ethics with employers, employees, and workplace professionals. Grades 8 to Adult. 20:19 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE VIDEO 40

**Right To Privacy?**

*Discovery School*

VIDEO ---- Security measures have changed the way we live. Surveillance cameras arguably help to solve crimes, keep employee theft in check, deter criminals, and in some cases, replace the physical presence of law enforcement. But does their presence pose a threat to privacy? 26 minutes. Bethesda, MD, Discovery Communications, Inc, 2002.

---

BE VIDEO 46

**Responsibility: Owning Your Actions**

*Jaguar Educational*

VIDEO ---- This video examines accountability, diligence, self-restraint, perseverance, and other important characteristics of a responsible person. Topics include: What is Responsibility?; Where Does It Come From?; and Building a Reputation. Students discuss their own roles and responsibilities, including responsibility to oneself and to others. 17 minutes. Charleston, WV, Jaguar Educational, 2004.

---

---

BE VIDEO 47

**Respect: Get It Where You Give It**

*Jaguar Educational*

VIDEO ---- This program focuses on aspects of respectful behavior, such as using good manners, being courteous, and resolving conflicts peacefully. It also examines respect for others' property and privacy, self-respect, and recognizing the importance of rules and laws. Educators and students discuss the sometimes-difficult relationship between teens and authority figures. 17 minutes. Charleston, WV, Jaguar Educational, 2004.

---

BE VIDEO 48

**Trustworthiness: The Security of Knowing**

*Jaguar Educational*

VIDEO ---- Trust is the foundation of all healthy relationships, and many consider it the foundation upon which good character is built. In this program, teens discuss elements of trustworthiness such as honesty, reliability, dependability, loyalty, and integrity. The program also addresses the consequences of violating trust, and how difficult it can be to regain. 16 minutes. Charleston, WV, Jaguar Educational, 2004.

---

BE VIDEO 180

**Professional Development: Business Ethics and Social Responsibility**

*Diamond Educational Productions/MarkED*

VIDEO ---- Through group discussions, industry professionals, educators, and recent college graduates look at the social responsibilities of businesses and processes of ethical decision-making. Codes of ethics and theories are discussed. Great for class discussions. Discussion centers around the recent events with Martha Stewart, Tyco, WorldCom, Enron and others. FORMAT: Panels and focus groups discuss trust issues involved between consumers and businesses since the recent barrage of illegal and in ethical activities of business CEOs. Columbus, OH, Diamond Educational Productions, 2004.

---

---

## Business Etiquette

---

BE 13.1303 B585

**Don't Take the Last Donut: New Rules of Business Etiquette**

*Judith Bowman*

BOOK ---- This book provides the reader with the tools needed to be confident in any business setting from pitch to presentation, from networking to contract negotiations, and everything in between. Addresses the art of small talk, the protocol of the perfect business introduction, and the many nuances of the business lunch. Included are: The protocol of the proper business introduction; The art of creating a positive first impression; Tips for fool-proof small talk; How to manage an awkward moment; How to gracefully work a room; The vast differences in rules of etiquette around the world. Franklin Lakes, NJ, Career Press, 2007.

---

BE DVD ROM 16

**Dining and Social Skills for Business**

*Peggy Newfield*

DVD ROM ---- Peggy Newfield, an internationally recognized expert in the fields of etiquette and business protocol, and a group of men and women demonstrate Continental and American dining styles, toasting, silent signals, finger bowls and finishing touches. The program shows commonly made mistakes and how to avoid them. 2 DVD set, 27 minutes and 47 minutes. Atlanta, GA, Personal Best, Inc., 2002.

---

BE DVD ROM 16.1

**Manners for the Real World: Basic Social Skills**

*Coulter Video*

DVD ROM ---- This DVD demonstrates how to act during some of the most common interactions between people. Designed for ages from upper elementary school through adult, it features clear descriptions and demonstrations of: personal hygiene; conversations; introductions; telephone and Internet use; table manners; behavior for ladies and gentlemen; manners in public; serving as a host; being a guest. Each topic is discussed in a segment with an review of key points listed in on-screen captions at the end of each segment. Upper elementary to adult. 43 minutes. Winston Salem, NC, Coulter Video, 2004.

---

---

BE DVD ROM 16.2

**Every Call Counts**

*Cambridge Educational*

DVD ROM ---- This program combines real-world workplace scenarios with up-to-date "how to" narratives to illustrate key concepts and skills for proper telephone techniques. A strong base of communication etiquette is developed through a series of telephone Dos and Don'ts. Students will learn how to deliver the perfect greeting, screen calls, handle irate callers, transfer callers, and use voicemail. 34 minutes. Monmouth Junction, NJ, Cambridge Educational, 2003.

---

BE DVD ROM 16.4

**Manners At Work**

*Learning Seed*

DVD ROM ---- Good manners are good business, because they make people want to work with you. Etiquette isn't merely about being "nice," it's about being effective in the corporate world. Learn: Making and acknowledging introductions; Proper etiquette up and down the organizational hierarchy; Cubicle courtesy; How to shake hands; Getting along with office co-workers; Electronic etiquette, using cell phones, camera phones, voicemail, and e-mail; Sharing office space and equipment. 20 Minutes. Chicago, IL, Learning Seed, 2006.

---

BE DVD ROM 16.5

**Best 10 1/4 Tips for Table Manners**

*The School Company*

DVD ROM ---- This program covers the basics for students to feel comfortable in nearly any dining situation. Important tips like learning to read the table setting for clues are discussed. 23 minutes. Vancouver, WA, The School Company, 2000.

---

BE DVD ROM 16.6

**Table Setting: Banquets to Barbeques**

*Meridian Education Corporation*

DVD ROM ---- This program reviews the techniques of the various table settings including family-style and buffet. It also reviews the difference between formal and informal settings, and touches on creating a pleasant atmosphere at mealtime. 10 minutes. Lawrenceville, NJ, Meridian Education Corporation, 2000.

---

---

BE DVD ROM 16.7

**Office Etiquette**

*The School Company*

DVD ROM ---- This program points out where the rules of social and office etiquette differ and suggests ways to ensure grace and smooth functioning in a variety of situations. Polite behavior and proper office etiquette can help provide a sense of confidence in business situations. 6 minutes. Vancouver, WA, The School Company, 2004.

---

BE DVD ROM 45

**Mind Your Manners: Practical Etiquette for Every Day**

*Linx Educational*

DVD ROM ---- This video provides a practical guide for everyday etiquette--from handling a phone call to assisting a customer to maintaining a friendship to dining with new acquaintances. Minding your Manners is more than remembering not to talk with your mouth full. It's useful advice to put you at ease in almost any situation. Grades 8-Adult. 21 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE DVD ROM 45.1

**Classic Social Etiquette & Courtesy Films**

*Quality Information Publishers*

DVD ROM ---- This historic social etiquette films collection from 1946 to 1961 brings back to life the desire for social conformity of the 40's, 50's and 60's. A time when success was judged upon one's popularity and reputation. All you had to do was say please, thank you, delighted, never get mad, always act happy, and treat women like they are helpless. A collection of 10 films totaling 1 hour and 58 minutes. Asheville, NC, Quality Information Publishers, 2006.

---

---

BE DVD ROM 46.1

**Head to Toe: Grooming & Dressing for the Best Possible You**

*Linx Educational*

DVD ROM ---- Whether it's business casual or warehouse comfortable, improve your appearance today with the tried and true techniques collected by experts. Find out exactly why image is everything and how to use it to your advantage . . . with the perfect tie, the right jewelry, the proper shoes. From shampoo to cologne, tattoos to body piercing, uniforms to business suits--we've got all the tips you need to look your very best and get ahead in the workplace. Grades 8-Adult. 22 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE VIDEO 2

**Business Etiquette**

*RMI Media Publications*

VIDEO ---- Includes sending a resume, making a good first impression at the job. 10 minutes. Olathe, KS, RMI Media Publications, 1998.

---

BE VIDEO 5

**Every Call Counts**

*Cambridge Educational*

VIDEO ---- This program combines real-world workplace scenarios with up-to-date "how to" narratives to illustrate key concepts and skills for proper telephone techniques. A strong base of communication etiquette is developed through a series of telephone Dos and Don'ts. Students will learn how to deliver the perfect greeting, screen calls, handle irate callers, transfer callers, and use voicemail. 34 minutes. Monmouth Junction, NJ, Cambridge Educational, 2003.

---

BE VIDEO 15

**Business Etiquette: Maximizing Your Opportunity for a Successful Career**

*Diamond Educational Productions*

VIDEO ---- Business notables address the various facets of proper business etiquette and how it can maximize one's potential for success. Appropriate dress for the industry, acceptable business behavior, and global relationships are addressed. High School, Post-secondary, Adult 25 minutes. Columbus, OH, Diamond Educational Productions, 2005.

---

---

BE VIDEO 63

**Head to Toe: Grooming & Dressing for the Best Possible You**

*Linx Educational*

VIDEO ---- Whether it's business casual or warehouse comfortable, improve your appearance today with the tried and true techniques collected by experts. Find out exactly why image is everything and how to use it to your advantage . . . with the perfect tie, the right jewelry, the proper shoes. From shampoo to cologne, tattoos to body piercing, uniforms to business suits--we've got all the tips you need to look your very best and get ahead in the workplace. Grades 8-Adult. 22 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE VIDEO 64

**Mind Your Manners: Practical Etiquette for Every Day**

*Linx Educational*

VIDEO ---- This video provides a practical guide for everyday etiquette--from handling a phone call to assisting a customer to maintaining a friendship to dining with new acquaintances. Minding your Manners is more than remembering not to talk with your mouth full. It's useful advice to put you at ease in almost any situation. Grades 8-Adult. 21 minutes. Jacksonville Beach, FL, Linx Educational, 2004.

---

BE VIDEO 156

**Business Writing**

*Teachers Video Company*

VIDEO ---- Effective writing is an essential skill for any business career. This lively, easy-to-understand video teaches students to write professional-looking documents using the language of business. Your class will master the professional form for letters, memos, emails, and more! Learn to do it the "write" way! Scottsdale, AZ, Teacher's Video Company, 2001.

---

**Business Technology**

---

BE 09.0101 J 53

**Keyboarding with Computer Applications**

*Jack E Johnson, PhD; Judith Chiri-Mulkey; Delores Sykes Cotton; Carole G Stanley, MEd*

BOOK ---- This textbook is divided into eight units, the first seven of which contain 20 lessons each, with the last unit containing 10 lessons. New York, NY, Glencoe McGraw-Hill, 2000.

---

---

BE 11.0101 A24

**61 Cooperative Learning Activities For Computer Classrooms**

*Rachel Anderson*

BOOK ---- Activities to teach computer technology, word processing, database management, spreadsheet usage. ME, J. Weston Walch Publisher, 1996.

---

BE CD ROM 4

**PowerPoint Training XP Course Vol 1**

*MacAcademy/WindowsAcademy*

CD ROM ---- PowerPoint Training XP Course Vol 1: Window Anatomy, Create Presentations, Create Slides, Enter Text, Format Text, Help Menu, Drawn Objects, Format Drawn Objects, Autoshape Toolbar, Using Clip Art, Slide Sorter, Printing. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 5

**PowerPoint Training XP Course Vol 2**

*MacAcademy/WindowsAcademy*

CD ROM ---- PowerPoint Training XP Course Vol 2: Advanced Drawn Objects, Modify Pictures, Insert Graphics, Clip Art Gallery, Word Art, Headers & Footers, Masters, Speaker Notes, Handouts, Background Format, Sharing With Word, Organization Charts. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 6

**PowerPoint Training XP Course Vol 3**

*MacAcademy/WindowsAcademy*

CD ROM ---- Powerpoint Training XP Course Vol 3: Charts, Create Templates, Advance Text, Diagrams, Combine Presentations, Basic Slide Show, Advance Slide Show, Hyperlinks, Reminders & Options, Linking, Customize Tools, Web Or PPT Show. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 8

**Dreamweaver MX Training Course Vol 1**

*MacAcademy/WindowsAcademy*

CD ROM ---- Dreamweaver MX Training Course Vol 1: Introduction, Dreamweaver Interface, Setting Up, Content, Text Formatting, Document Properties, Save For Web, File Formats, Inserting Images, Image Properties, Image Links, Creating Image Maps. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

---

BE CD ROM 9

**Dreamweaver MX Training Course Vol 2**

*MacAcademy/WindowsAcademy*

CD ROM ---- Dreamweaver MX Training Course Vol 2: Understanding Links, Site Links, Working With Anchors, email Links, Hyperlinks, Using Libraries, Tracing Images, Understanding Layers, Navigation Bars, The Layers Panel, Understanding Behaviors, Creating Rollovers. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 10

**Dreamweaver MX Training Course Vol 3**

*MacAcademy/WindowsAcademy*

CD ROM ---- Dreamweaver MX Training Course Vol 3: Understanding Tables, Table Setup, Importing Tabular Data, Selecting Table Elements, Pixels vs Percent, Setting Table Properties, Table Layout, Format Table, Understanding Frames, The Frame Panel, Frame Properties, Frame Doc Layout. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 11

**Dreamweaver MX Training Course Vol 4**

*MacAcademy/WindowsAcademy*

CD ROM ---- Dreamweaver MX Training Course Vol 4: Understanding Forms, The Form Tag, Form Objects, Understanding Style Sheets, HTML Styles vs CSS, HTML Style Sheets, Cascading Style Sheets, Custom Styles, CSS Selector Styles, External Style Sheets, Server Connection, Home Page & Upload Files. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 13

**Flash MX Training Course Vol 1**

*MacAcademy/WindowsAcademy*

CD ROM ---- Flash MX Training Course Vol 1: Introduction; Flash MX Interface; Customizing Flash MX; Timeline; Layers; Stage; Toolbox Setup; Making Selections; Working With Text; Drawing & Painting Tools; Editing Tools; Mixing Colors In Flash MX. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

---

BE CD ROM 14

**Flash MX Training Course Vol 2**

*MacAcademy/WindowsAcademy*

CD ROM ---- Flash MX Training Course Vol 2: Alignment & Distribution; Transformation; Grids, Guides & Points; Gradients; Working With Frames; Keyframes; Onion Skinning; Motion Tweens; Ease In & Ease Out; Shape Tweens; Shape Hints; Layer Techniques. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

BE CD ROM 15

**Flash MX Training Course Vol 3**

*MacAcademy/WindowsAcademy*

CD ROM ---- Flash MX Training Course Vol 3: Text Effects; Advanced Text; Libraries; Symbols; Clip Effects; Labels; Making Clips; Interactivity; Components; Using Sound; Testing The Movie; Publishing The Movie. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

BE CD ROM 19

**FrontPage 2000 Training Volume 1**

*MacAcademy/WindowsAcademy*

CD ROM ---- FrontPage 2000 Training Course Vol 1: Installation Program Overview, Views, Help, Getting Started, Text Basics, Text Formatting, Graphic Effects, Themes, Tasks, Working with HTML, Working with Webs. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2000.

---

BE CD ROM 20

**FrontPage 2000 Training Volume 2**

*MacAcademy/WindowsAcademy*

CD ROM ---- FrontPage 2000 Training Course Vol 2: Hyperlinks, Bookmarks, Add Images, Graphic Types, Text & Thumbnail, Position, Tools, Image Adjustment, Crop & Resample, Hot Spots, Navigation Basics, Analyze Web Site, Publish Web Site. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2000.

---

BE CD ROM 21

**FrontPage 2000 Training Volume 3**

*MacAcademy/WindowsAcademy*

CD ROM ---- FrontPage 2000 Training Course Vol 3: Tables, Table Tools, Editing Tables, Frame Basics, Search Form, Form Basics, Form Design Extras, The Form Wizard, Handling Forms, Form Prop Options, CSS, Shared Borders. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2000.

---

---

BE CD ROM 22

**FrontPage 2000 Training Volume 4**

*MacAcademy/WindowsAcademy*  
CD ROM ---- FrontPage 2000 Training Course Vol 4: Sound, Video, Etiquette, Dynamic HTML, Page Transition, Marquees, Hover Buttons, GIF Animations, Office 2000, Customize FrontPage 2000, Meta Tags, Create a Web Site. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2000.

---

BE CD ROM 23

**FrontPage XP Training Volume 1**

*MacAcademy/WindowsAcademy*  
CD ROM ---- FrontPage XP Training Course Vol 1--For Windows: Installation, Windows Anatomy, View Options, Design Principles, Help, Create A Web Document, Working With Text, Formatting, Color, Themes, Tasks, Managing Your Web Site. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

BE CD ROM 24

**FrontPage XP Training Volume 2**

*MacAcademy/WindowsAcademy*  
CD ROM ---- FrontPage XP Training Course Vol 2--For Windows: Hyperlinks, Edit Hyperlinks, Link Bars, Shared Borders, HTML, Import & Export Web Sites, Add Images, Graphic Formats, Thumbnails, Image Adjustments, Draw Tools, Using Hyperlink Hotspots. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

BE CD ROM 25

**FrontPage XP Training Volume 3**

*MacAcademy/WindowsAcademy*  
CD ROM ---- FrontPage XP Training Course Vol 3--For Windows: Navigation, Sub Webs, Tables, Advanced Tables, Frames, Search Form, Form Wizard, Form Toolbar, Confirmation Page, Form Results, Style Sheets, Shared Borders & Shading. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

BE CD ROM 26

**FrontPage XP Training Volume 4**

*MacAcademy/WindowsAcademy*  
CD ROM ---- FrontPage XP Training Course Vol 4--For Windows: Sound & Video, Server Extensions, Dynamic HTML Effects, Page Transition, Marquees, GIF Motion & Hover, Buttons, Reports, Office Components, Import Files, Customize FrontPage, Meta Tags. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2002.

---

---

BE CD ROM 27

**Illustrator 9.0 Training Volume 1**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 1--For Macintosh & Windows: Overview, Work With Palettes, Work Area, Basic Tools, Advanced Tools, Strokes & Fills, Drawing Views, Selection Tools, Color Palette, Moving Objects, Stacking Intro, Snap To. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 28

**Illustrator 9.0 Training Volume 2**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 2--For Macintosh & Windows: Modify Paths, Rulers & Guides, Shape Shortcuts, Pencil Tool, Pen Practice, Simplifying Paths, Cutting & Grouping, Transform Tools, Free Transform, Transform Each, Stacking Objects, Preferences. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 29

**Illustrator 9.0 Training Volume 3**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 3--For Macintosh & Windows: Web & Print Colors, Preview Modes, Color Separation, Startup File, Color Swatches, Stroke Palette, Stylized Strokes, Patterns, Type Tools, Formatting Type, Stylized Type, Shadows & Glow. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 30

**Illustrator 9.0 Training Volume 4**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 4--For Macintosh & Windows: Compound Paths, Layers Palette, Auto Trace, Graphic Styles, Brush Types, Create Brushes, Brush Libraries, Masks, Transparent, Blending Modes, Rasterize Art, Artistic Filters. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

---

BE CD ROM 31

**Illustrator 9.0 Training Volume 5**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 5--For Macintosh & Windows: Keyboard Shortcuts, Blend Tool, Advanced Blends, Gradients, Gradient Mesh, Actions, Modify Actions, Batch Processing, Graph Tool, Graphing With Art, Color Filters. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 32

**Illustrator 9.0 Training Volume 6**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 9.0 Training Course Vol 6--For Macintosh & Windows: Printing Artwork, Manual Trapping, Auto Trapping, File Formats, Print Project, Web Features, SVG & Flash, Export Options, Save For Web, Image Maps, PDF Files, Web Project. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE CD ROM 33

**Illustrator 10 New Features Training, Vol 1**

*MacAcademy/WindowsAcademy*  
CD ROM ---- Illustrator 10 New Features Training Course Vol 1 - For Macintosh & Windows: Interface, Wand & Line Tools, Flare, Reshape & Twist, Warp Tools, Symbols, Envelopes, Variables, Compound Shapes, Image Maps & Animation, Save For Web, Save For Print, Help Menu. Ormond Beach, FL, MacAcademy/WindowsAcademy, 2003.

---

BE DVD ROM 1

**Total Training for Adobe® InDesign® CS2**

*Total Training, Inc.*  
DVD ROM ---- Adobe Certified Expert, Steve Holmes demonstrates how to develop and advance design, typography, and layout skills. Lessons include: Design, Typography & Layout; Production Magic & Streamlined Output. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe InDesign CS2 is required to work along with the supplied project files. Applicable for both Mac and Windows users. Runtime 16 hours 34 minutes. Carlsbad, CA, Total Training, Inc., 2005.

---

BE DVD ROM 3

**Total Training: Adobe Photoshop CS Part 1**

*Total Training, Inc*

DVD ROM ---- Hosted by Deke McClelland has prepared a comprehensive and complete learning experience for you that will benefit first time users, hobbyists, hardcore professionals and everyone in-between. Includes Adobe Photoshop fundamentals; color correction & camera raw; select, paint & edit; project file disc. MacIntosh and Windows compatible. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe Photoshop CS is required to work along with the supplied project files. Carlsbad, CA, Total Training, Inc, 2003.

---

BE DVD ROM 4

**Total Training: Adobe Photoshop CS Part 2**

*Total Training, Inc*

DVD ROM ---- Host Deke McClelland has prepared a comprehensive and complete learning experience for you that will benefit first time users, hobbyist, hardcore professionals and everyone in-between. Includes: Layers, blends & channels; filters & distortions; text, vectors & output; the bonus disc. MacIntosh and Windows compatible. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe Photoshop CS is required to work along with the supplied project files. Carlsbad, CA, Total Training, Inc, 2003.

---

BE DVD ROM 5

**Total Training: Adobe Photoshop 7 Set 1**

*Total Training, Inc*

DVD ROM ---- Host Deke McClelland has prepared a comprehensive and complete learning experience that includes these Photoshop Fundamentals: Introducing Photoshop; Editing Basics; Creating & Using Selections; and, Fill, Paint & Edit. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe Photoshop 7 is required to work along with the supplied project files. 2 DVDs containing 8 hours of training, 1 CD-ROM with project & support files, 1 quick reference booklet. Carlsbad, CA, Total Training, Inc., 2002.

---

BE DVD ROM 6

**Total Training: Adobe Photoshop 7 Set 2**

*Total Training, Inc*

DVD ROM ---- Host Deke McClelland has prepared a comprehensive and complete learning experience that includes these Photoshop Essentials: Retouching & History; Working with Layers; Extract & Mask; Blend & Stylize; and, Shapes & Paths. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe Photoshop 7 is required to work along with the supplied project files. Carlsbad, CA, Total Training, Inc., 2002.

---

BE DVD ROM 7

**Total Training: Adobe Photoshop 7 Set 3**

*Total Training, Inc*

DVD ROM ---- Host Deke McClelland has prepared a comprehensive and complete learning experience that includes Photoshop At Its Best: Create & Edit Type; Correcting Colors; Adjustment Layers & Corrective Filters; Distortions & Custom Effects; and, Printing, Color Management & Automation. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe Photoshop 7 is required to work along with the supplied project files. Carlsbad, CA, Total Training, Inc., 2002.

---

BE DVD ROM 8

**Total Training for Adobe InDesign CS**

*Total Training, Inc*

DVD ROM ---- Steve Holmes takes you step by step through the process of making beautiful, elegant and smart page layouts. This training series covers: The fundamentals & formatting type; Typography, graphic elements & color; Images, transparency & pages; and, tables, cross-media & print output. Macintosh & Windows compatible. A DVD player (computer or set-top) is required to view the DVD version of this product. A computer with a working copy of Adobe InDesign CS is required to work along with the supplied project files. Carlsbad, CA, Total Training, Inc, 2003.

---

BE DVD ROM 10

**HTML Basics**

*Films for the Humanities & Sciences*  
DVD ROM ---- A powerful learning tool in both the classroom and the computer lab, this outstanding DVD ROM introduces the subject of HTML hand-coding. In addition, exciting employment opportunities in the digital media industry are discussed. Twelve interactive, self-paced HTML lessons cover the creation and manipulation of text, color, images, links, tables, and frames. Section summaries, practice exercises, and tests are also included, as are personality assessment questions and an animated slideshow illustrating career paths in the digital media industry. Can be used with both Windows and Macintosh. A computer with a DVD ROM drive is required to access all of the disc's video and interactive content. However, the video content can also be viewed on... Princeton, NJ, Films for the Humanities & Sciences, 2004.

---

BE DVD ROM 16.3

**Telephone Skills and Tips**

*The School Company*

DVD ROM ---- This program is designed to help the viewer understand the importance of creating a positive rapport with customers when using the telephone. How to project a caring attitude, respond to hostile customers, and create a positive image for the company. High School, Post-secondary and Adult. 16 minutes. Vancouver, WA, The School Company, 2005.

---

BE DVD ROM 25

**An Introduction To Keyboarding**

*Teacher's Video Company, LLC*

VIDEO ---- Keyboarding skills are necessary at school and at work. This helpful program illustrates the importance of keyboarding skills. An engaging host demonstrates and explains finger placement on the keyboard and the keys controlled by each finger. 19 minutes. Scottsdale, AZ, Teacher's Video Company, LLC, 2001.

---

---

BE DVD ROM 26

**The History of Computers**

*Cambridge Educational*

DVD ROM ---- Initially designed as large-scale calculators, computers have quickly become indispensable tools in every field of endeavor. This program traces the course of technological innovations leading up to today's computers, from Charles Babbage and his analytical engine of the 1860s to the latest laptops. This program shows how ideas such as Boolean logic, the binary system, magnetic/iron core memory, and microprocessors have dramatically increased the capacity of computers while drastically reducing their size, a phenomenon known as Moore's Law. 26 minutes. Lawrenceville, NJ, Cambridge Educational, 2001.

---

BE DVD ROM 28

**Lifting the Lid: How Computers Work**

*Cambridge Educational*

DVD ROM ---- Most computer users are familiar with terms such as chips, hard drives, and RAM, but what exactly is a chip and what does it do? What does a hard drive look like and how does it work? This program goes inside today's typical computer to look at the functions of its main components. Close-up visuals show the inner workings of the hard disc drive, and demonstrations make concepts such as memory, binary coding, and RAM easy to understand. 31 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE DVD ROM 50

**Total Training For Adobe® GoLive® CS2**

*Total Training, Inc.*

DVD ROM ---- Hosted by Lynn Grillo, learn how to create basic web pages with Cascading Style Sheets (CSS), image maps, forms and tables, viewing and editing source code, optimizing images for the Web, and all the necessary steps needed to build and post an entire site. Plus, Web design tips and tricks incorporating different scripting languages including DHTML, JavaScript - as well as 10 do's and don'ts for maximizing viewing in browsers on different platforms. Experience Level: Beginner Through Advanced. Running Time: 7 Hours. Platform: Windows & MAC OS. Carlsbad, CA, Total Training, Inc., 2005.

---

---

BE DVD ROM 51

**Total Training For Adobe® Illustrator® CS2**

*Total Training, Inc.*

DVD ROM ---- Hosted by Deke McClelland, learn the latest drawing techniques and enhanced functionality using new product features like Live Trace and Live Paint. Publish artwork to virtually any medium desired with Adobe's cross-media publishing capabilities. Achieve optimal efficiency by locating commonly used tools in a context-sensitive Control palette. Create cool and innovated projects using expert advice Matthew Richmond (The Chopping Block). Experience Level: Beginner Through Advanced. Running Time: 18 Hours. Platform: Windows & MAC OS. Carlsbad, CA, Total Training, Inc., 2005.

---

BE DVD ROM 52

**Total Training for Adobe® Flash® CS4 Professional: Essentials**

*Total Training, Inc.*

DVD ROM ---- Hosted by John Ulliman, this training is tailored specifically to the needs of a beginner or intermediate user of Adobe Flash CS4. The course covers how to create, animate and efficiently manage rich media content via the new CS4 interface. Learn to correctly implement features like motion tween, motion presets, ActionScript3 event handling and how to professionally set up a site. Specific lessons include working with video and video controllers, building and modifying a Motion Tween, motion presets, production animation techniques and how to set up and use the new Frame Spans. Platform: Windows & MAC OS. Level: Beginner to Intermediate. Carlsbad, CA, Total Training, Inc., 2008.

---

BE DVD ROM 60

**Research Basics on the Internet**

*Meridian Education Corporation*

DVD ROM ---- Making sense of the landslide of information available on the Internet is a challenge to many students. This program explains how to use search engines to browse for Web sites. The program also explores the concept of research itself, contrasting online and traditional types. 19 minutes. Lawrenceville, NJ, Meridian Education Corporation, 1999.

---

---

BE DVD ROM 61

**Modern Research Skills for Secondary Students: Internet: Beyond the Browser**

*Clearvue & SVE, Inc.*

DVD ROM ---- Introduces students to the Internet and explains how to use it as a research tool. Discusses topics such as e-commerce, online learning, browsers, URLs, search engines, effective search strategies, Boolean operators, and much more. Grades 7 - 12. 20 minutes. Chicago, IL, Clearvue & SVE, Inc., 2001.

---

BE DVD ROM 65

**Your Computer and Your Health**

*Educational Video Network*

DVD ROM ---- Discover how computer use can affect your physical well-being, and learn what you can do to prevent injuries. Includes: How to recognize and prevent workplace-related injuries; How to seat oneself properly in the workplace; Exercises that can be used to reduce daily strain. 30 minutes. Huntsville, TX, Educational Video Network, 2004.

---

BE VIDEO 13

**Internet Tips and Tricks**

*Diamond Entertainment Corporation*

VIDEO ---- Discover simple techniques for finding information as quickly as possible! Get up to speed with the technology and terms. 30 minutes. Cerritos, CA, Diamond Entertainment Corporation, 2000.

---

BE VIDEO 20

**Key Ways for Making E-Mail Work for You: Gaining the Competitive Edge in the 21st Century**

*At Ease Inc.*

VIDEO ---- Topics cover: describing the subject of a message; format of an e-mail message, opening sentence; use spell-check; discusses signature; what should not be included in e-mail. Tape two of three. 21 minutes. Cincinnati, OH, At Ease Inc., 1999.

---

---

BE VIDEO 37

**Research Basics on the Internet**

*Meridian Education Corporation*

VIDEO ---- Making sense of the landslide of information available on the Internet is a challenge to many students. This program explains how to use search engines to browse for Web sites. The program also explores the concept of research itself, contrasting online and traditional types. 19 minutes.

Lawrenceville, NJ, Meridian Education Corporation, 1999.

---

BE VIDEO 50

**Safeguarding Your Privacy**

*Meridian Education Corporation*

VIDEO ---- Learn how to safeguard your privacy and private information. 25 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2000.

---

BE VIDEO 71

**Whatever Happened to Privacy?**

*Films for the Humanities and Sciences*

VIDEO ---- Americans have grown used to being watched at ATMs, in lobbies, and even while driving. Now they are being tracked by satellite if they rent a car or make a cellular phone call and timed if they use an electronic pass to pay a toll. In this program, ABC News anchor Ted Koppel and correspondent John Donvan survey the increasing intrusion real or perceived of technology into Americans privacy. In order to look at the issue from two sides, Koppel is joined by House majority leader Dick Armey, who feels many of these technologies violate constitutional rights, and San Diego Police Chief David Bejarano, a strong advocate of his city's use of cameras at traffic intersections. 23 minutes. Princeton, NJ, Films for the Humanities and Sciences, 2001.

---

BE VIDEO 135

**Lifting the Lid: How Computers Work**

*Cambridge Educational*

VIDEO ---- Most computer users are familiar with terms such as chips, hard drives, and RAM, but what exactly is a chip and what does it do? What does a hard drive look like and how does it work? This program goes inside today's typical computer to look at the functions of its main components. Close-up visuals show the inner workings of the hard disc drive, and demonstrations make concepts such as memory, binary coding, and RAM easy to understand. 31 minutes. Lawrenceville, NJ, Cambridge Educational, 2002.

---

---

BE VIDEO 141

**The Do's and Taboos of Using Voice-Mail: Gaining the Edge in the 21st Century**

*At Ease Inc*

VIDEO ---- Ways to use voice-mail as caller and as recipient of message, appropriate greetings and leaving clear, concise messages. 17 minutes. Cincinnati, OH, At Ease Inc., 1999.

---

BE VIDEO 152

**Telephone Skills and Tips**

*The School Company*

VIDEO ---- This program is designed to help the viewer understand the importance of creating a positive rapport with customers when using the telephone. How to project a caring attitude, respond to hostile customers, and create a positive image for the company. High School, Post-secondary and Adult. 16 minutes. Vancouver, WA, The School Company, 2005.

---

BE VIDEO 153

**Telephone Skills at Work**

*JWA Video*

VIDEO ---- Video based on book "Telephone Skills at Work" by Judith E. Fisher, 1994 McGraw Hill Co. How to use a business telephone effectively. 40 minutes. Chicago, IL, JWA Video, 2000.

---

BE VIDEO 179

**An Introduction To Keyboarding**

*Teacher's Video Company, LLC*

VIDEO ---- Keyboarding skills are necessary at school and at work. This helpful program illustrates the importance of keyboarding skills. An engaging host demonstrates and explains finger placement on the keyboard and the keys controlled by each finger. 19 minutes. Scottsdale, AZ, Teacher's Video Company, LLC, 2001.

---

BE VIDEO 197

**Workstation Workout**

*Brien Lee Creative Solutions Inc*

VIDEO ---- Workstation Workout is here to help you do just that. It includes 33 simple, easy-to-use exercises that you can do at your computer-or virtually anywhere - to help ease tension, strengthen key muscles and reduce your risk of Repetitive Stress Injuries. 30 minutes. Milwaukee, WI, Enliten Video Publishing, 2000.

---

---

## Communication Skills

---

BE 13.1303 L18

**50 Communication Skills Activities**

*Karen Lawson , PhD*

BOOK ---- Lay the groundwork for skill development with this collection of 50 activities. These exercises are basic enough to incorporate into any training program that includes communication skills. King of Prussia, PA, HRDQ, 2000.

---

BE CD ROM 16

**Breaking the Barriers: Improving Communication Skills**

*Cambridge Educational*

CD ROM ---- Two-CD-ROM set exposes the entire range of communication barriers while providing users with an opportunity to apply what they learn through interactive video scenarios of real-world workplace situations. The tutorial exposes the potential pitfalls of spoken, written, and visual communication. In addition to a wide variety of basic issues, such as talking too fast, writing imprecisely, and not paying attention, many subtle issues are also addressed, like cultural insensitivity, negative body language, bad timing, choosing the wrong medium, and jumping to conclusions. Lawrenceville, NJ, Cambridge Educational, 2003.

---

BE DVD ROM 19

**Communicating With Customers**

*Learning Seed*

DVD ROM ---- This program features five scenarios of young people relating to customers. Viewers will learn: The importance of making a connection with customers; The value of listening and taking a real interest in customers; How tone of voice and body language influence job performance; To avoid making negative comments about customers on the job; How to handle miscommunications and phrase helpful responses; A five step process to use with angry customers. 15 minutes. Lake Zurich, IL, Learning Seed, 2005.

---

---

BE DVD ROM 46

**Nonverbal Communication & Positive Body Language**

*The School Company*

DVD ROM ---- This program describes the various components of non-verbal communication and how it contributes to success or failure in the workplace. Points out that when verbal and non-verbal communication conflicts, customers trust the non-verbal messages. High School, Post-secondary and Adult. 17 minutes. Vancouver, WA, The School Company, 2005.

---

BE DVD ROM 47

**It's Not What You Say: Mastering the Art of Communication**

*Linx Educational Publishing, Inc.*

DVD ROM ---- Discover the difference word choice can make. Find out what non-verbal communication is all about. Understand the power of emotional tone. From body language to listening, communication is a skill you can learn . . . today! Grades 8-Adult. 26 minutes. Jacksonville Beach, FL, Linx Educational Publishing, Inc., 2003.

---

BE KIT 6

**How to Develop Effective Communication Skills**

*Robert W Lucas*

KIT ---- This systematic, detailed training program gives you a blueprint for effective communication; a formula for understanding. You will learn the skills needed in order to successfully compete in the worldwide marketplace. Chicago, IL, Jack Wilson & Associates Inc, 2004.

---

BE KIT 7

**Succeed By Listening**

*Madelyn Burley-Allen*

KIT ---- Discover the basic principles and techniques needed to become an active listener and better communicator in both your business and personal life. You'll learn to handle the tough situations by really understanding what has been said and have the confidence needed to solve the difficult problems and react without misunderstanding. Chicago, IL, Jack Wilson & Associates Inc, 2004.

---

---

BE KIT 10

**Let's Talk...Telephone Tactics for Better Business: Every Call Counts**

*Cambridge Educational*

KIT ---- Despite advancing technology, one communication tool remains a constant: the telephone. Using it competently and courteously is vital to customer and client satisfaction. This 2-part series is designed to help students and professionals improve their telephone skills and understand the impact that both good and bad phone etiquette can have on the bottom line of any business. Combining the video's tutorial examples with the reinforcement of practical exercises on the CD ROM, this interactive series will prepare students and professionals to: make outgoing and receive incoming calls; conduct effective and efficient telephone calls in a business environment; take control of a conversation and direct it towards a specific purpose; use tone,... Monmouth Junction, NJ, Cambridge Educational, 2003.

---

BE KIT 10.1

**Let's Talk...Telephone Tactics for Better Business: Every Call Counts**

*Cambridge Educational*

KIT ---- Despite advancing technology, one communication tool remains a constant: the telephone. Using it competently and courteously is vital to customer and client satisfaction. This 2-part series is designed to help students and professionals improve their telephone skills and understand the impact that both good and bad phone etiquette can have on the bottom line of any business. Combining the DVD's tutorial examples with the reinforcement of practical exercises on the CD ROM, this interactive series will prepare students and professionals to: make outgoing and receive incoming calls; conduct effective and efficient telephone calls in a business environment; take control of a conversation and direct it towards a specific purpose; use tone,... Monmouth Junction, NJ, Cambridge Educational, 2003.

---

---

BE VIDEO 52

**It's Not What You Say: Mastering the Art of Communication**

*Linx Educational Publishing, Inc.*

VIDEO ---- Discover the difference word choice can make. Find out what non-verbal communication is all about. Understand the power of emotional tone. From body language to listening, communication is a skill you can learn . . . today! Grades 8-Adult. 26 minutes. Jacksonville Beach, FL, Linx Educational Publishing, Inc., 2003.

---

BE VIDEO 54

**Communication Skills for the Workplace**

*HRM Human Relations Media*

VIDEO ---- Includes guide. By viewing this video and working on the activities in this Teacher's Resource Book, your students will learn valuable techniques to help them communicate effectively. 27:42 minutes. Mt Kisco, NY, HRM Human Relations Media, 2000.

---

BE VIDEO 65

**Communicating Between Cultures**

*Learning Seed*

VIDEO ---- Some "cultural givens" are so deeply imbedded in thought patterns they are invisible to those who hold them. This video shows how to make some of these patterns visible and improve communication. A series of cross-cultural situations show how even good intentions often go astray. 23 minutes. Lake Zurich, IL, Learning Seed, 2004.

---

BE VIDEO 99

**Nonverbal Communication & Positive Body Language**

*The School Company*

VIDEO ---- This program describes the various components of non-verbal communication and how it contributes to success or failure in the workplace. Points out that when verbal and non-verbal communication conflicts, customers trust the non-verbal messages. High School, Post-secondary and Adult. 17 minutes. Vancouver, WA, The School Company, 2005.

---

---

BE VIDEO 104

**Marketing and Customer Service**

*Princess Co, Ltd.*

VIDEO ---- Good listening and speaking skills for dealing with customers are highlighted in this video. The difference between hearing and listening and how to ask the right questions to get the information needed from the customer are presented. The importance of writing and filling out customer service reports and writing letters to clients is also stressed. Grades middle school to Adult. 17:42 minutes. Vancouver, WA, The School Company, 2005.

---

BE VIDEO 106

**Accounting & Office Systems**

*Princess Company, Ltd.*

VIDEO ---- Communicating effectively in an office setting is the theme of this relevant video. Preston Prudente, Director of Administration for Arthur Anderson & Co. demonstrates the importance of good writing skills for writing memos, letters, and proposals. Appropriate phone skills, message taking, and understanding the business vocabulary is also stressed. Ages middle to adult. 17:12 minutes. Vancouver, WA, The School Co., 2004.

---

BE VIDEO 139

**The Basics of Telephone Skills**

*The Princess Company, Ltd.*

VIDEO ---- This program presents the basics of office telephone skills: taking clear and complete messages, tactfully screening calls, and handling customer concerns. The importance of having an outline for complaint calls is emphasized, and turning complaint calls into a second chance to satisfy the customer is discussed. 19 minutes. Lawrenceville, NJ, Cambridge Educational, 2000.

---

BE VIDEO 140

**E-Mail Etiquette**

*Video Education Australasia*

VIDEO ---- This program gives viewers an understanding of the conventions that have been developed by e-mail users over the years to facilitate effective communication. In addition, the video exposes many of the myths that exist regarding such issues as e-mail privacy, and warns of possible dangers when using e-mail. 20 minutes. Lawrenceville, NJ, Cambridge Educational, 2000.

---

---

BE VIDEO 189

**Public Speaking**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants. Learning public speaking skills has never been so much fun! This lively video contains segments on organizing presentations, creating outlines, practicing, voice projection, audience control, and self-confidence. Students master easy techniques for delivering high impact presentations without stress! 60 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

**Consumer Finance**

---

BE DVD ROM 38

**Extra Credit: Recognizing the Do's and Don'ts of Using Credit, Managing Your Personal Finances Video Series**

*LINX Educational Publishing Inc.*

DVD ROM ---- It's credit cards, debit cards, loans and debt as we explore the advantages and disadvantages of using credit. Make sense out of simple interest and compound interest. Understand finance charges and annual fees. Learn how to read a credit report. And most importantly, discover the secrets to a good credit rating! 23 minutes. Jacksonville, FL, LINX Educational Publishing Inc., 2002.

---

BE VIDEO 61

**Extra Credit: Recognizing the Do's and Don'ts of Using Credit-Managing Your Personal Finances Video Series**

*LINX Educational Publishing Inc.*

VIDEO ---- It's credit cards, debit cards, loans and debt as we explore the advantages and disadvantages of using credit. Make sense out of simple interest and compound interest. Understand finance charges and annual fees. Learn how to read a credit report. And most importantly, discover the secrets to a good credit rating! 23 minutes. Jacksonville, FL, LINX Educational Publishing Inc., 2002.

---

---

**Desktop Publishing**

---

BE 11.0101 W23

**Desktop Publishing BASICS**

*Suzanne Weixel*

BOOK ---- This text provides introductory coverage of many desktop publishing topics, including working with, enhancing, and formatting documents. Additionally, there is coverage of the use of graphics and design concepts. Spiral-bound, 256 pages. Boston, MA, Thomson Learning, Inc., 2004.

---

BE 50.0401 C589B

**How To Create High Impact Designs: Over 90 Examples Of What Works And What Doesn't For Creating Brochures, Newsletters, Ads, Reports, etc.**

*Jane K. Cleland*

BOOK ---- Examples of designs for printed materials. CO, Career Track, 1995.

---

BE DVD ROM 49

**Desktop Publishing: Getting the Message Out**

*Meridian Education Corporation*

DVD ROM ---- This program introduces the key components of a basic DTP system including: a fast microprocessor, large hard drive storage capacity, CD-ROM drive, large-screen monitor, b/w-color printer and flatbed scanner and more. Learn about software, page layout programs, drawing programs, editing, clip art and lots more! 16 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2000.

---

BE VIDEO 49

**Desktop Publishing: Getting the Message Out**

*Meridian Education Corporation*

VIDEO ---- This program introduces the key components of a basic DTP system including: a fast microprocessor, large hard drive storage capacity, CD-ROM drive, large-screen monitor, b/w-color printer and flatbed scanner and more. Learn about software, page layout programs, drawing programs, editing, clip art and lots more! Monmouth Junction, NJ, Meridian Education Corporation, 2000.

---

---

## Economics

---

BE 10.0102 M567

### **Financial Fitness for Life: Bringing Home the Gold, Grades 9-12 Student Workouts**

*John S. Morton, Mark C. Schug*

BOOK ---- This book contains 22 lessons divided into five theme areas the economic way of thinking, earning an income, saving, spending and borrowing, and managing money. Most of the lessons are estimated to take one class period; some may take up to two class periods. The lessons in each theme area can be used sequentially; each can also be used alone. New York, NY, National Council on Economic Education, 2001.

---

BE 10.0102 M567.1

### **Financial Fitness for Life: Bringing Home the Gold, Grades 9-12 Teacher Guide**

*John S. Morton, Mark C. Schug*

BOOK ---- Designed to accompany the Student Workouts, this book contains 22 lessons divided into five theme areas the economic way of thinking, earning an income, saving, spending and borrowing, and managing money. Most of the lessons are estimated to take one class period; some may take up to two class periods. The lessons in each theme area can be used sequentially; each can also be used alone. New York, NY, National Council on Economic Education, 2001.

---

BE DVD ROM 17

### **Introduction to Economics: The Nature of Economics**

*Clearvue & SVE*

DVD ROM ---- This program explains the relationship between people's wants and available resources. Defines the principle of Opportunity Cost and relates its application to everyday life. Grades 7 through 12. 21 minutes. Chicago, IL, Clearvue & SVE, 2001.

---

BE DVD ROM 17.1

### **The Invisible Hand: An Introduction To Economics**

*Learning Seed*

DVD ROM ---- Economics is a study of how we use opportunities, spend time, make choices, respond to incentives, and share limited resources. Learn about cost, supply and demand, prices, profits and losses, and trade using everyday examples from making a bed to buying an ice cream cone to sharing housework. 22 minutes. Chicago, IL, Learning Seed, 2004.

---

BE DVD ROM 80

### **Cappuccino Trail: The Global Economy in a Cup**

*Films for the Humanities and Sciences*

DVD ROM ---- A 150-pound bag of coffee beans might earn a farmer \$50; the "street value" of that same bag 10,000 cups of coffee is around \$20,000. By following the trail of two coffee beans grown in the Peruvian Andes, this program takes a unique look at the ubiquitous stimulant which, after oil, is the most globally traded commodity. One of the beans takes the route of the open market where its price is determined by commodities traders and analysts, such as Merrill Lynch's Judy Gaines, the industry oracle who discusses the markets volatility. The other bean finds its way into Caf-Direct, a new gourmet coffee launched in Britain by a company dedicated to paying fair prices to farmers for their high-quality organic crop. 50 minutes. Princeton, NJ, Films for the Humanities and Sciences, 2002.

---

BE VIDEO 12

### **Alan Greenspan: Man Behind the Money**

*A&E Video*

VIDEO ---- Explore the factors and trends that influence world economy. the renowned economist monitors trends such as inflation, taxes, unemployment, investing and more. 79 minutes. New York, NY, A&E Video, 1999.

---

BE VIDEO 38

### **International Trade**

*The School Company*

VIDEO ---- This video series is an excellent resource for economics. It presents snapshots of the topics that include clear definitions, distinguishing differences, relevant backgrounds, and overall summaries. This fast-paced series will help answer some of the basic questions students have about economics in an easy-to-understand way. Vancouver, WA, The School Company, 2001.

---

BE VIDEO 89

### **Cappuccino Trail: The Global Economy in a Cup**

*Films for the Humanities and Sciences*

VIDEO ---- A 150-pound bag of coffee beans might earn a farmer \$50; the "street value" of that same bag 10,000 cups of coffee is around \$20,000. By following the trail of two coffee beans grown in the Peruvian Andes, this program takes a unique look at the ubiquitous stimulant which, after oil, is the most globally traded commodity. One of the beans takes the route of the open market where its price is determined by commodities traders and analysts, such as Merrill Lynch's Judy Gaines, the industry oracle who discusses the markets volatility. The other bean finds its way into Caf-Direct, a new gourmet coffee launched in Britain by a company dedicated to paying fair prices to farmers for their high-quality organic crop. 50 minutes. Princeton, NJ, Films for the Humanities and Sciences, 2002.

---

BE VIDEO 111

### **A New Economy**

*ACT Multimedia Products and Services*

VIDEO ---- The American economy headed in a different direction in the late 20th century. Why did this happen? What did it mean? Public policy, the effects of technology, the changing nature of work and the workforce, and the decline of organized labor are examined. High School, Post-secondary and Adult. 30 minutes. Olathe, KS, ACT Multimedia Products and Services, 2005.

---

---

BE VIDEO 134

**Introducing Economics**

*The School Company*

VIDEO ---- This video introduces students to economics. Topics include: why study economics, innovations in modern economics, micro and macro economics. 6:51 minutes. Vancouver, WA, The School Company, 2002.

---

**Entrepreneurship**

---

BE 08.0301 C626A

**Entrepreneurship- Teaching Strategies (NBEA)**

*John, E. Clow*

BOOK ---- Teaching strategies to achieve mastery of the standards for entrepreneurship education as developed for the National Standards for Business Education. Twenty six lessons to be used with teacher's curriculum; includes objectives and procedures. Reston, VA, National Business Education Association, 1998.

---

BE 08.0301 C626B

**Entrepreneurship Teaching Strategies - Handouts (NBEA)**

*Clow, John, E.*

BOOK ---- Teaching strategies to achieve mastery of the standards for entrepreneurship education as developed for the National Standards for Business Education. Twenty six lesson plans to be used with teacher's curriculum; includes objectives and procedures. Reston, VA, National Business Education Association, 1998.

---

BE 08.0301 M 29

**Entrepreneurship and Small Business Management**

*Earl C Meyer, PhD; Kathleen R Allen, PhD*

BOOK ---- This program can help your students be successful in creating and running a small business. Its focus is on selecting a business, preparing a business plan, and managing an ongoing operation. (Teacher's Annotated Edition) New York, NY, Glencoe McGraw-Hill, 2000.

---

---

**FBLA**

---

BE 11.0112 FBLA 1

**FBLA Competitive Events Study Guide 2001-2004**

*Future Business Leaders of America*

BOOK ---- This study guide is to be used as a resource for preparing students for FBLA competition. It is written from the perspective of a competitor at the national level, but the concepts and information should translate easily to assist with preparation for district/regional or state competition. FBLA, 2002.

---

BE 11.0112 FBLA 1A

**FBLA Competitive Events Study Guide Update 2002-2004**

*Future Business Leaders of America*

BOOK ---- Contains new events for 2002-2003 as well as the guideline changes for the chapter reports. Sample questions and guideline changes included: American Enterprise, Community Service, and Partnership with Business changes; Network Design sample questions; Programming: C++, Java, and Visual Basic sample questions. FBLA, 2002.

---

BE 11.0112 FBLA 2

**2004 Winning Reports FBLA, First Place**

*Future Business Leaders of America*

BOOK ---- Includes FBLA Winning Reports for the year 2004. Reston, VA, Future Business Leaders of America, 2004.

---

BE 11.0112 FBLA 2a

**2004 Winning Reports FBLA, Second Place**

*Future Business Leaders of America*

BOOK ---- Includes second place FBLA Winning Reports for the year of 2004. Reston, VA, Future Business Leaders of America, 2004.

---

BE 11.0112 FBLA 3

**FBLA Competitive Events Study Guide (2004-2007)**

*Future Business Leaders of America*

BOOK ---- This study guide has been developed to prepare students for FBLA competition. It is written from the perspective of a competitor at the national level, but the concepts and information should translate easily to assist with preparation for district/regional or state competition. Reston, VA, Future Business Leaders of America, 2004.

---

---

BE 11.0112 FBLA 4

**FBLA Middle Level Achievement Program Guide (2004-2007)**

*Future Business Leaders of America*

BOOK ---- This guide is to be used as a resource for preparing middle level students for the competitive recognition tests as well as to give helpful tips on completing the individual and chapter achievement programs. The program consists of three parts: Competitive Recognition, Individual Achievement, and Chapter Achievement. Reston, VA, Future Business Leaders of America, 2004.

---

BE 11.0112 FBLA 4.1

**FBLA Middle Level Achievement Program Guide (2004-2008)**

*Future Business Leaders of America*

BOOK ---- This guide is to be used as a resource for preparing middle level students for the competitive recognition tests as well as to give helpful tips on completing the individual and chapter achievement programs. The program consists of three parts: Competitive Recognition, Individual Achievement, and Chapter Achievement. Reston, VA, Future Business Leaders of America, 2004.

---

BE 11.0112 FBLA 5

**2002-2005 PBL Competitive Events Study Guide**

*Future Business Leaders of America*

BOOK ---- This guide was developed to be used as a resource for preparing students for FBLA competition. Reston, VA, Future Business Leaders of America, 2002.

---

BE 11.0112 FBLA 5.1

**2005-2008 PBL Competitive Events Study Guide**

*Future Business Leaders of America*

BOOK ---- This guide was developed to be used as a resource for preparing students for FBLA competition. Reston, VA, Future Business Leaders of America, 2005.

---

BE 11.0112 FBLA 5.2

**2008-2011 PBL Competitive Events Study Guide**

*Future Business Leaders of America*

BOOK ---- This guide was developed to be used as a resource for preparing students for FBLA competition. Reston, VA, Future Business Leaders of America, 2005.

---

---

BE 11.0112 FBLA 6

**FBLA Competitive Events Study Guide (2007-2010)**

*Future Business Leaders of America* BOOK ---- This study guide has been developed to prepare students for FBLA competition. It is written from the perspective of a competitor at the national level, but the concepts and information should translate easily to assist with preparation for district/regional or state competition. Reston, VA, Future Business Leaders of America, 2007.

---

BE 11.0112 NLC

**2001 NLC Winning Reports: American Enterprise Report - First Place: NLC Winning Reports**

*FBLA-IBA*

BOOK ---- This is the NLC Winning Reports for the year of 2001. The Lockwood, Missouri FBLA chapter created the Cookie & Brownie Works in order to share knowledge of the American Enterprise system with their 5th grade students. Their objectives were to create interest in their students in owning business as well as benefiting the community by promoting an understanding of the American Enterprise system. This project plan will take you through the planning, development, implementation, and results of this project. FBLA-IBA, 2001.

---

BE 11.0112 NLC 2

**2003 NLC Winning Reports, First Place**

*Future Business Leaders of America* BOOK ---- This is the NLC Winning Reports for the year of 2003; Mapping the Spirit of Beach, Community Service Report, Local Chapter Annual Business Report, Partnership with Business Report. Prepared for FBLA State Leadership Conference. March 30-April 1, 2003. FBLA, 2003.

---

BE 11.0112 NLC 2.3

**2006 NLC Winning Reports, First Place**

*Future Business Leaders of America* BOOK ---- This is the NLC Winning Reports for the year of 2006. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2006.

---

---

BE 11.0112 NLC 2.4

**2007 NLC Winning Reports, First Place**

*Future Business Leaders of America* BOOK ---- This is the NLC Winning Reports for the year of 2007. Reston, VA, Future Business Leaders of America, 2007.

---

BE 11.0112 NLC 2.5

**2007 NLC Winning Reports, Second Place**

*Future Business Leaders of America* BOOK ---- This is the Second Place NLC Winning Reports for the year of 2007. Reston, VA, Future Business Leaders of America, 2007.

---

BE 11.0112 NLC3

**2004 NLC Winning Reports, 1st Place**

*Future Business Leaders of America* BOOK ---- Included are the Winning Reports for the year of 2004. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2004.

---

BE 11.0112 NLC 3.2

**2006 NLC Winning Reports, 1st Place**

*Future Business Leaders of America* BOOK ---- Included are the Winning Reports for the year of 2006. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2006.

---

BE 11.0112 NLC 3.3

**2007 NLC Winning Reports, 1st Place**

*Future Business Leaders of America* BOOK ---- Included are the Winning Reports for the year of 2007. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2007.

---

BE 11.0112 NLC 3.4

**2007 NLC Winning Reports, 2nd Place**

*Future Business Leaders of America* BOOK ---- Included are the second place Winning Reports for the year of 2007. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2007.

---

BE 11.0112 NLC 3.5

**Future Business Leaders of America: 2008 NLC Winning Reports, 1st Place**

*Future Business Leaders of America* BOOK ---- Included are the Winning Reports for the year of 2008. Reston, VA, Future Business Leaders of America, 2008.

---

---

BE 11.0112 NLC 3.6

**Future Business Leaders of America: 2008 NLC Winning Reports, 2nd Place**

*Future Business Leaders of America* BOOK ---- This is the Second Place NLC Winning Reports for the year of 2008. Reston, VA, Future Business Leaders of America, 2008.

---

BE 11.0112 NLC4

**2004 NLC Winning Reports, 2nd Place**

*Future Business Leaders of America* BOOK ---- Includes Second Place Winning Reports for the year of 2004. Phi Beta Lambda. Reston, VA, Future Business Leaders of America, 2004.

---

BE DVD ROM 11

**Partnership Prospecting for Chapter Advisors**

*Rich King*

DVD ROM ---- This DVD program details a step-by-step approach to help chapter advisors focus in on and call upon select area companies to secure financial and in-kind donations, mentors for student officers, coaches to help prepare members for competitions, internships to provide invaluable work experience, regular speakers, volunteers, and more! The program takes Chapter Advisors through the prospecting process to include sorting opportunities; making an initial, compelling contact; follow-up telephone contact skills; and getting an appointment with a decision-maker. Spokane, WA, Acumen Development Systems, Inc., 2004.

---

BE DVD ROM 70

**Missouri FBLA 2008 Opening Ceremony**

*FBLA*

DVD ROM ---- 2008 Missouri FBLA Leadership Conference opening ceremony. Norman, OK, PDC Productions, 2008.

---

BE DVD ROM 71

**Missouri FBLA 2008 Awards Ceremony**

*FBLA*

DVD ROM ---- FBLA 2008 Leadership Conference awards ceremony. Norman, OK, PDC Productions, 2008.

---

---

BE VIDEO 21

**NLC 2000 Parliamentary Procedure Finals**

*Future Business Leaders of America*  
VIDEO ---- NLC 2000 Parliamentary procedure finals. 106:46 minutes. Reston, VA, Future Business Leaders of America, 2000.

---

**Finance**

---

BE 12.0101 F57

**Financial Literacy for Teens: The Teen's Guide to the Real World of Money**

*Chad Foster, Misty Elliott*  
BOOK ---- This book will convince students to develop good financial habits at an early age-habits that will enable them to successfully make, manage, multiply, and protect their hard-earned money. Conyers, GA, Financial Literacy for Teens, 2005.

---

BE CD ROM 2

**Accounts: From Savings to Checking**

*Meridian Education Corporation*  
CD ROM ---- More than ever, people want convenience and flexibility in how they buy things and make payments - and a profit on their deposits, too. This CD-ROM guides users through the ins and outs of savings and checking accounts, the starting place for anyone interested in getting money from MAC machines, paying bills by mail, and making profits on bank-sponsored investments... Windows/Mac. Lawrenceville, NJ, Meridian Education Corporation, 2002.

---

BE CD ROM 17

**Dollars & Sense: Taxes**

*C. W. Publications*  
CD ROM ---- A unit of study on all types of taxes. In this simulation, your students will be completing the federal 1040EZ income tax return. Sterling, IL, C.W. Publications, 2002.

---

---

BE DVD ROM 12

**Show Me the Money: Understanding Your Paycheck - Managing Your Personal Finances Video Series**

*LINX Educational*  
DVD ROM ---- Ever tried to decipher a paystub? Wondering why you pay for Medicare when you're still in your teens? Do you even know what your take-home pay is? It's time to understand your paycheck! You've got questions, we've got answers - from experts with the real deal. Learn the difference between net pay and gross pay. Find out how to fill in a W-4 form. Unravel the mysteries of withholding taxes. From FICA to Worker's Comp, it's everything you need to understand your paycheck...and more! Jacksonville Beach, FL, LINX Educational, 2002.

---

BE DVD ROM 13

**Business Basics: Ups & Downs of Stocks**

*Sunburst Visual Media*  
DVD ROM ---- Learn how stock markets work, how they promote economic growth, and how investors analyze the numbers. Grades 9-12. 24 minutes. Plainview, NY, Sunburst Visual Media, 2004.

---

BE DVD ROM 15

**Business Basics: Profits and Pitfalls of Mutual Funds**

*Teacher's Video Company*  
DVD ROM ---- While financial experts manage mutual funds, students need to understand how they work and how to analyze their performance. 20 minutes. Hawthorne, NY, Teacher's Media Company, 2003.

---

BE DVD ROM 29

**Checks and Balances: The Basics of Banking**

*Meridian Education Corporation*  
DVD ROM ---- This informative, practical, and entertaining program covers the fundamentals of checking and bank accounts, such as filling out a check correctly, maintaining a checkbook register, and reconciling a bank statement. Viewers will learn what factors to consider when choosing a bank, as well as how to identify different types of checking accounts. 26 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2003.

---

---

BE DVD ROM 29.1

**Banks: A User's Guide**

*Learning Seed*  
DVD ROM ---- This program helps viewers understand the basic principles of banking and teaches the basic skills needed to manage money: both the "why" and the "how". From the origins of money and banking, through the basics of checking, savings, and lending, viewers learn about the core functions of a bank, and how these fundamentals affect their daily lives. More than just numbers, the flow of money from depositor to bank to borrower and back again is clearly illustrated. Also covered; debit cards, EFT, online banking, and ATMs. 25 minutes. Chicago IL, Learning Seed, 2006.

---

BE DVD ROM 30

**Valuing Your Money: Financial Fitness for Young Adults**

*Film Ideas, Inc.*  
DVD ROM ---- This program for young adults helps them to better understand what trade-offs they make for the money they earn. Programs on spending are countered by programs on saving. Also, money managers will provide very practical tips on how to save more of that hard earned money. 20 minutes. Wheeling, IL, Film Ideas, Inc., 2005.

---

BE DVD ROM 31

**Taking Credit for Your Credit: Financial Fitness for Young Adults, Part 2**

*Film Ideas, Inc.*  
DVD ROM ---- Credit can be a double-edged sword. It offers us the ability to purchase things we might need and want without spending cash but then ties us to the debt that has been created. Understanding the importance of this trade-off is crucial. This program is designed to reach young earners before serious credit problems begin. 20 minutes. Wheeling, IL, Film Ideas, Inc., 2005.

---

---

BE DVD ROM 32

**Saving Here, Saving Now: Financial Fitness for Young Adults, Part 3**

*Film Ideas, Inc.*

DVD ROM ---- For any wage earner learning the basic pitfalls of money management is a formidable task. It takes a steady course well researched and well monitored. Finding one's way to financial security and independence is everyone's goal. This program shares some of the tactics successful people use for staying fit financially. 20 minutes. Wheeling, IL, Film Ideas, Inc., 2005.

---

BE DVD ROM 33

**Protecting Your Identity: Financial Fitness for Young Adults, Part 4**

*Film Ideas, Inc.*

DVD ROM ---- Identity theft is one of the fastest growing crimes in America and other parts of the world. Young adults are the most likely to become victims. This program includes a step-by-step examination of the problem, possible defenses, and important solutions for protecting one's identity. 20 minutes. Wheeling, IL, Film Ideas, Inc., 2005.

---

BE DVD ROM 35

**E-Commerce in Business**

*Films for the Humanities & Sciences*

DVD ROM ---- This program presents compelling case studies of the Internet's use in capturing and exploiting new markets. Three leading e-commerce initiatives include: analyzing the growth, revenue and future of MP3's Web site, visiting Ford's online "showroom" and showcasing the customer benefits of Coronet - Fashion at Work's online planning system. Grades 9 and up. 30 minutes. Princeton, NJ, Films for the Humanities & Sciences, 2003.

---

---

BE DVD ROM 36

**Money Matters: Mastering Basic Money Management - Managing Your Personal Finances Video Series**

*LINX Educational Publishing, Inc.*

DVD ROM ---- Are you always strapped for cash? Finding it hard to set aside a few bucks for a rainy day? Do you really know where your money goes? We can help you find out with the answers you've been looking for! Like the difference between fixed, flexible, and periodic expenses. How to set spending priorities you can live with. When to use software tools and online banking. And why some expenses are necessary, while others aren't. What's more, we'll show you how to put together a budget that works! Plus, tips on stretching the mighty dollar and living better for less! Jacksonville Beach, FL, LINX Educational Publishing, Inc., 2002.

---

BE DVD ROM 37

**Business Basics Supply & Demand**

*Teachers Video Company*

VIDEO ---- Supply and demand drives the free market economy. Enrich any economics or social studies class with this "demanding" video! 19 minutes. Scottsdale, AZ, Teachers Video Company, 2001.

---

BE DVD ROM 38

**Extra Credit: Recognizing the Do's and Don'ts of Using Credit, Managing Your Personal Finances Video Series**

*LINX Educational Publishing Inc.*

DVD ROM ---- It's credit cards, debit cards, loans and debt as we explore the advantages and disadvantages of using credit. Make sense out of simple interest and compound interest. Understand finance charges and annual fees. Learn how to read a credit report. And most importantly, discover the secrets to a good credit rating! 23 minutes. Jacksonville, FL, LINX Educational Publishing Inc., 2002.

---

---

BE DVD ROM 39

**Stash That Cash: Budgeting, Saving and Investing for Teens**

*Human Relations Media*

DVD ROM ---- Program introduces the concepts of money management and financial planning for the future. Experts coach students on how to budget for expenses, set and attain savings goals, and choose the best ways to save and invest their money. Students learn how to make monthly budgets, how to estimate expenses, how to balance a checkbook, how internet banking works, how credit cards work, how to avoid credit traps, and how to protect themselves from identity theft. Students learn the basics about how to spend smart, save, and invest for the future. Grades 7 - 12. 22 minutes. Mount Kisco, NY, Human Relations Media, 2006.

---

BE DVD ROM 39.1

**Make Your Money Grow**

*Linx Educational*

DVD ROM ---- An Introduction to Saving & Investing. Learn: the difference between simple and compound interest; savings accounts; investment strategies; passbook accounts; and, Mutual Funds. Includes Instructor's guide. 18 minutes. Jacksonville Beach, FL, Linx Educational, 2002.

---

BE GAME 8

**Lingo Bingo: Stocks: A Financial Literacy Game**

*Financial Education Corporation*

GAME ---- An interactive game for 2-36 players, ages 12+. Play individually or teams. Learn terms used in this world of finance such as: stocks, bonds, mutual funds. Bellevue, IA, Financial Education Corporation, 1999.

---

BE KIT 12

**Financial Literacy for Teens: The Teen's Guide to the Real World of Money**

*Chad Foster, Misty Elliott*

KIT ---- This program will convince students to develop good financial habits at an early age-habits that will enable them to successfully make, manage, multiply, and protect their hard-earned money. Includes comprehensive Teacher's Guide with a complete 10-day lesson plan. Conyers, GA, Financial Literacy for Teens, 2005.

---

---

BE VIDEO 11

**Taxes: No-Brainers**

*Cerebellum Corporation*

VIDEO ---- Covers the basics of taxes including lessons on Form 1040, dividends, mutual funds, capital gains, dependents, itemized deductions, moving expenses and more. 60 minutes. Falls Church, VA, Cerebellum Corporation, 1999.

---

BE VIDEO 61

**Extra Credit: Recognizing the Do's and Don'ts of Using Credit-Managing Your Personal Finances Video Series**

*LINX Educational Publishing Inc.*

VIDEO ---- It's credit cards, debit cards, loans and debt as we explore the advantages and disadvantages of using credit. Make sense out of simple interest and compound interest. Understand finance charges and annual fees. Learn how to read a credit report. And most importantly, discover the secrets to a good credit rating! 23 minutes. Jacksonville, FL, LINX Educational Publishing Inc., 2002.

---

BE VIDEO 62

**Show Me the Money: Understanding Your Paycheck - Managing Your Personal Finances Video Series**

*LINX Educational Publishing, Inc.*

VIDEO ---- Ever tried to decipher a paystub? Wondering why you pay for Medicare when you're still in your teens? Do you even know what your take-home pay is? It's time to understand your paycheck! You've got questions, we've got answers from experts with the real deal. Learn the difference between net pay and gross pay. Find out how to fill in a W-4 form. Unravel the mysteries of withholding taxes. From FICA to Worker's Comp, it's everything you need to understand your paycheck...and more! Jacksonville Beach, FL, LINX Educational Publishing, Inc., 2002.

---

---

BE VIDEO 62A

**Money Matters: Mastering Basic Money Management - Managing Your Personal Finances Video Series**

*LINX Educational Publishing, Inc.*

VIDEO ---- Are you always strapped for cash? Finding it hard to set aside a few bucks for a rainy day? Do you really know where your money goes? We can help you find out with the answers you've been looking for! Like the difference between fixed, flexible, and periodic expenses. How to set spending priorities you can live with. When to use software tools and online banking. And why some expenses are necessary, while others aren't. What's more, we'll show you how to put together a budget that works! Plus, tips on stretching the mighty dollar-and living better for less! Jacksonville Beach, FL, LINX Educational Publishing, Inc., 2002.

---

BE VIDEO 102

**Debt Stress: Teen Budgeting**

*Educational Video Network*

VIDEO ---- Money and financial responsibility go hand in hand. This program shows students how to manage their money, live within their means and stay out of debt. Grades 7 - 12. 23 minutes. Huntsville, TX, Educational Video Network, Inc., 2002.

---

BE VIDEO 113

**Business Basics: Ups & Downs of Stocks**

*Sunburst Visual Media*

VIDEO ---- Learn how stock markets work, how they promote economic growth, and how investors analyze the numbers. Grades 9-12. 24 minutes. Plainview, NY, Sunburst Visual Media, 2004.

---

BE VIDEO 114

**Business Basics: Profits and Pitfalls of Mutual Funds**

*Teacher's Video Company*

VIDEO ---- While financial experts manage mutual funds, students need to understand how they work and how to analyze their performance. 20 minutes. Hawthorne, NY, Teacher's Media Company, 2003.

---

---

BE VIDEO 115

**Tools For Financial Success**

*United Learning*

VIDEO ---- This program introduces a number of simple tools that anyone can use to improve his or her financial position. Participants will see the importance of having financial goals and keeping good records. Basic financial tools such as checking accounts, bank accounts, and credit are addressed. Grades 9 - Adult. 23 minutes. Closed captioned. Evanston, IL, Discovery Education, 2004.

---

BE VIDEO 116

**What is Financial Success?**

*United Learning*

VIDEO ---- This program explores what it means to be in control of your financial future. The viewer will be encouraged to see financial success as something anyone can obtain, with the right viewpoint and tools. Grades 9 to Adult. 20 minutes. Florence, KY, Discovery Education, 2004.

---

BE VIDEO 159

**Give Yourself Some Credit**

*Teacher's Video Company*

VIDEO ---- Students will learn important life skills on establishing and maintaining good credit. This video teaches the ins and outs of credit management, including the use, abuse, and pitfalls all consumers need to be aware of. Help your students take the proper steps into their financial future. Scottsdale, AZ, Teacher's Video Company, 2001.

---

BE VIDEO 169

**Finance, Money Management**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants help you navigate a future path for your money, with example calculations and handy reference charts. They'll also aid in the unraveling of confusing interest rates. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 170

**Finance, Diversification**

*Cerebellum Corporation*

VIDEO ---- Learn why "diversification" is the nicest thing you can say to an investor, and why two funny sounding names, Beta and CAP-M are music to investor's ears. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

---

BE VIDEO 171

**Finance, Bonds**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants show you why bonds are super investments. You'll learn all about coupons, par values, maturities, discounts, yields, and premiums. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 172

**Finance, Cost**

*Cerebellum Corporation*

VIDEO ---- This program is all about cost. You'll learn cost of debt, cost of preferred stock and the cost of retained earnings. Remember, you have to spend money to make money, and the Standard Deviants will get you started. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 177

**Personal Finance**

*Cerebellum Corporation*

VIDEO ---- This informative video presents the main steps of successful personal finance: setting goals, financial planning, budgeting, saving, investing, and reviewing a portfolio. Your students will learn how to apply their math skills, gain control of their money, and take their first step toward financial independence. 60 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 183

**Checks and Balances: The Basics of Banking**

*Meridian Education Corporation*

VIDEO ---- This informative, practical, and entertaining video cover the fundamentals of checking and bank accounts, such as filling out a check correctly, maintaining a checkbook register, and reconciling a bank statement. Viewers will learn what factors to consider when choosing a bank, as well as how to identify different type of checking accounts. 26 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2003.

---

---

BE VIDEO 184

**Finance, The Basics**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants School learn how to maximize stockholder wealth, choose your corporate structure, and explore different kinds of markets. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 185

**Finance, Investing**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants School. Excitement. Adventure. Surprises galore! Does this sound like a pulp fiction cliffhanger? No! It's even better. It's risk, the chance you take when you invest in a company. Students learn to take their chances and roll the dice, the smart way. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 186

**Finance, Important Concepts**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants explore new financial concepts, seek out stocks and diversifications, and boldly split infinitives. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 187

**Finance, Corporate Finance**

*Cerebellum Corporation*

VIDEO ---- The Standard Deviants School. Students find out what they have in common with big companies. They both worry about budgets and projects. But do they worry about them the same way? 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 188

**Finance, Raising Capital**

*Cerebellum Corporation*

VIDEO ---- Pretend you're a pirate in the Lesser Antilles and you want to raise capital to buy a new ship to raid along the Mexican coast. Does that sound difficult? Don't fret. Stick around for cash flows and more capital budgeting, and let your pirate dreams come true. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

---

BE VIDEO 190

**Business Basics Supply & Demand**

*Teachers Video Company*

VIDEO ---- Supply and demand drives the free market economy. Enrich any economics or social studies class with this "demanding" video! 19 minutes. Scottsdale, AZ, Teachers Video Company, 2001.

---

BE VIDEO 195

**Marketing**

*The Standard Deviants Academic Team, John McCarty, PhD, Barbara Rosenthal, PhD*

VIDEO ---- The Standard Deviants. Discover all the fundamentals: distribution channels, market share, research, focus groups, interviews, mission statements, positioning, pricing, the promotional mix, and much more! Students catch on quickly as young hosts present the valuable information and illustrate each concept. Colorful 3D graphics, humorous skits, and detailed narration enhance this extraordinary video. 105 minutes. Falls Church, VA, Cerebellum Corporation, 1998.

---

BE VIDEO 199

**The Fed Today**

*Federal Reserve Bank of Philadelphia*

VIDEO ---- This 13 minute video covers the Fed's history from its creation in 1914 to the technological innovations of 21st century banking. It explores the structure of the Fed as well as monetary policy, banking supervision, financial services, and more. Philadelphia, PA, Federal Reserve Bank of Philadelphia.

---

BE VIDEO 201

**Suze Orman; The Laws of Money, The Lessons of Life**

*Suze Orman*

VIDEO ---- Suze is renowned for her unique brand of financial savvy, tell-it-like-it-is honesty, and dynamic motivational style, which propels audiences to change the course of their financial destiny. With straight talk, warmth and humor, Suze will offer the class we never had, the lesson of a lifetime: the chance to learn-from a master teacher-the essential laws of money. These five laws are timely as well as timeless and provide an eminently sensible, highly effective process for gaining control over your life and your money. Alexandria, VA, Public Broadcasting Service, 2003.

---

## General Business

---

BE 13.1303 G135

### **Class Acts: Activities and Games For The Business Classroom**

*Pat A. Gallo*

BOOK ---- Collection of 30 business classroom activities that encourage students to become active thinkers and doers. Exercises may be used in a variety of courses. VA, National Business Education Association, 1997.

---

BE CD ROM 7

### **Business 101- An Interactive Introduction to Business**

*Cambridge Educational*

CD ROM ---- Teaches the language of business, basic terms and business concepts that students need to know. For Windows only. South Charleston, WV, Cambridge Educational, 1997.

---

BE DVD ROM 9

### **Business Basics: Copyrights**

*Global Video, LLC*

DVD ROM ---- Program describes what needs to be copyrighted and what does not. Visit the U.S. Copyright Office and learn the answers to common questions about copyright law. 18 minutes. Grades 9-12. Scottsdale, AZ, Global Video, LLC, 2004.

---

BE DVD ROM 37

### **Business Basics Supply & Demand**

*Teachers Video Company*

VIDEO ---- Supply and demand drives the free market economy. Enrich any economics or social studies class with this "demanding" video! 19 minutes. Scottsdale, AZ, Teachers Video Company, 2001.

---

BE VIDEO 28

### **Business Basics: Copyrights**

*Global Video, LLC*

VIDEO ---- Video describes what needs to be copyrighted and what does not. Visit the U.S. Copyright Office and learn the answers to common questions about copyright law. 18 minutes. Grades 9-12. Scottsdale, AZ, Global Video, LLC, 2001.

---

BE VIDEO 148

### **Consumers Know Your Rights!**

*Meridian Education Corporation*

VIDEO ---- When are telemarketers legally allowed to call you? Can you return an item if you bought it from a door-to-door salesman? In a retail store, over the phone, at home, or online you have specific rights as a consumer-it's in your best interest to know exactly what they are! Presented in an engaging "news magazine" format, this program will provide students with an understanding of their rights as consumers and what expectations they should have when purchasing goods and services. Many important areas are explored, from how to interpret food labels to disclosure of your medical and financial information. Experts offer advice on how to deal with scams and fraud. A list of consumer advocate agencies and related Web sites is also provided for... Monmouth Junction, NJ, Meridian Education Corporation, 2003.

---

BE VIDEO 173

### **Business Law, The Basics**

*Cerebellum Corporation*

VIDEO ---- What exactly is a law? Where do laws come from anyway? And how does this all apply to business law? You'll find out as the Standard Deviants let the light of truth shine on common laws, civil laws, contract laws, and maybe even your in-laws. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 174

### **Business Law, Torts**

*Cerebellum Corporation*

VIDEO ---- Tort time! What's a tort? Well, we'll give you a hint - a tort is a wrong one person does to another. That means assault and battery, theft, defamation, and other forms of dastardly behavior. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 174A

### **Business Law, Contract Law**

*Cerebellum Corporation*

VIDEO ---- Get your pen and paper ready, because the Standard Deviants will show you the ins and outs on sealing a deal. It's time to learn about contract law. You'll come face to face with offers, counter offers, and withdrawing offers, not to mention incompetent drywallers, delusional bigwigs and a dog dressed up as a turtle. Contains incidents of profane language, may elect to preview before showing to class. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 175

### **Business Law, Contract Law: The Sequel**

*Cerebellum Corporation*

VIDEO ---- The return of the contract! This piece of paper is a monster that just wont go away. Once you sign your name, you're up to your elbows in alligators, legal detriments, enforcement option, and a theory inspired by a peppercorn. 26 minutes. Falls Church, VA, Cerebellum, 2002.

---

BE VIDEO 176

### **Business Law, Breaking the Deal**

*Cerebellum Corporation*

VIDEO ---- Want to know how to get out of a contract? There are seven, yes, seven reliable defenses to get out a contract, and they'll cover them all, plus what to do when someone else breaks a contract with you. 26 minutes. Falls Church, VA, Cerebellum Corporation, 2002.

---

BE VIDEO 178

### **Capitalism**

*Teachers Video Company, LLC*

VIDEO ---- How does capitalism work? Is the system good for everybody? Who were the first great capitalists? Understand the roots of capitalism and how it exists in our world today. Students will distinguish between pre capitalism and mixed economies. Excellent background for today's young students. Scottsdale, AZ, Teachers Video Company, LLC, 2001.

---

---

BE VIDEO 190

**Business Basics Supply & Demand**  
*Teachers Video Company*  
VIDEO ---- Supply and demand drives the free market economy. Enrich any economics or social studies class with this "demanding" video! 19 minutes. Scottsdale, AZ, Teachers Video Company, 2001.

---

## Human Resources

---

BE 11.0111 U3A

### **Getting Together: Icebreakers and Group Energizers**

*Lorraine L. Ukens*  
BOOK ---- Designed to be fun and energizing, the activities help people overcome the initial anxiety common among new acquaintances or in group situations. San Francisco, CA, Jossey-Bass/Pfeiffer, 1997.

---

BE 11.0111 U3B

### **Working Together: 55 Team Games**

*Lorraine L. Ukens*  
BOOK ---- Provide lessons in determination, teamwork, and planning. Games are categorized into one of these topics: change, communication, conflict resolution, data analysis, decision making, leadership, perception, problem solving, strategic planning and time pressure. San Francisco, CA, Jossey-Bass/Pfeiffer, 1997.

---

BE VIDEO 3

### **Dangerous Business**

*WGBH Educational Foundation*  
VIDEO ---- Each year, 6,000 Americans lose their lives on the job. Yet if one of those workers dies on the job due to a company's willful disregard for federal safety regulations, the maximum penalty his employer faces is just six months in prison. Are America's workplace safety laws tough enough? FRONTLINE investigates workplace safety. 60 minutes. Boston, MA, WGBH Educational Foundation, 2002.

---

---

BE VIDEO 56

### **How To Work With People: Understanding Team Dynamics with Randall Wright; Sixty-Minute Training Series**

*Rockhurst University Continuing Education Center, Inc.*  
VIDEO ---- In this fast-paced, information-packed video, you'll learn how to assess personalities, opposing viewpoints and differing work styles and when thrown together, you'll work more comfortably and productively within the team environment, no matter who your teammates are. Contains the SELF profile - what it is, how it works, how to use it to improve your knowledge and understanding of people's behavior and so much more! Includes facilitator's guide and booklet. 60 minutes. Shawnee Mission, KS, National Press Publications, 2000.

---

## International Business and Globalization

---

BE 52.1401 D627

### **Multicultural Manners: Essential Rules of Etiquette for the 21st Century**

*Norine Dresser*  
BOOK ---- Readers will discover the dos and don'ts of successful business and social interaction, detailed tips on avoiding embarrassment in a variety of social settings, amusing firsthand accounts of cultural gaffes, a breakdown of customs, religions, languages, and ethnicities for seventy different countries, and appropriate etiquette for innumerable settings. Hoboken, NY, John Wiley & Sons, 2005.

---

---

BE DVD ROM 80

### **Cappuccino Trail: The Global Economy in a Cup**

*Films for the Humanities and Sciences*  
DVD ROM ---- A 150-pound bag of coffee beans might earn a farmer \$50; the "street value" of that same bag 10,000 cups of coffee is around \$20,000. By following the trail of two coffee beans grown in the Peruvian Andes, this program takes a unique look at the ubiquitous stimulant which, after oil, is the most globally traded commodity. One of the beans takes the route of the open market where its price is determined by commodities traders and analysts, such as Merrill Lynch's Judy Gaines, the industry oracle who discusses the markets volatility. The other bean finds its way into Caf- Direct, a new gourmet coffee launched in Britain by a company dedicated to paying fair prices to farmers for their high-quality organic crop. 50 minutes. Princeton, NJ, Films for the Humanities and Sciences, 2002.

---

BE VIDEO 38

### **International Trade**

*The School Company*  
VIDEO ---- This video series is an excellent resource for economics. It presents snapshots of the topics that include clear definitions, distinguishing differences, relevant backgrounds, and overall summaries. This fast-paced series will help answer some of the basic questions students have about economics in an easy-to-understand way. Vancouver, WA, The School Company, 2001.

---

BE VIDEO 66

### **Cross Cultural Communications**

*Promedion Productions*  
VIDEO ---- This video shows the difficulties of cross-cultural communication. It emphasizes the importance of understanding and respecting other cultures. 36 minutes. Promedion Productions, 2002.

---

---

BE VIDEO 89

**Cappuccino Trail: The Global Economy in a Cup**

*Films for the Humanities and Sciences*  
VIDEO ---- A 150-pound bag of coffee beans might earn a farmer \$50; the "street value" of that same bag 10,000 cups of coffee is around \$20,000. By following the trail of two coffee beans grown in the Peruvian Andes, this program takes a unique look at the ubiquitous stimulant which, after oil, is the most globally traded commodity. One of the beans takes the route of the open market where its price is determined by commodities traders and analysts, such as Merrill Lynch's Judy Gaines, the industry oracle who discusses the markets volatility. The other bean finds its way into Caf Direct, a new gourmet coffee launched in Britain by a company dedicated to paying fair prices to farmers for their high-quality organic crop. 50 minutes. Princeton, NJ, Films for the Humanities and Sciences, 2002.

---

BE VIDEO 90

**Your Cultural Passport to International Business**

*Meridian Education Corporation*  
VIDEO ---- Economically speaking, a wealth of new international business opportunities is swiftly creating a world without borders. But from a cultural point of view, many potential barriers still exist. In this timeless program, people who have worked in different cultures offer insights into a variety of customs, including forms of greeting, body language, dining etiquette, and negotiation styles. 28 minutes. Lawrenceville, NJ, Meridian Education Corporation, 1995.

---

BE VIDEO 154

**Assembly Line: Modern Marvels**

*Art & Design Television Networks*  
VIDEO ---- When Henry Ford started building the Model T on an assembly line, he did not just revolutionize the fledging automobile industry - he changed the world. This innovative program visits the factory floor for an up-close look at how a modern production line functions and traces the engineering breakthroughs and world events that helps shape it. New York, NY, A&E Television Networks, 2001.

---

BE VIDEO 155

**Global Marketplace**

*Art & Design Television Networks*  
VIDEO ---- The downfall of communism and the end of the Cold War provided an atmosphere for a booming world economy. The removal of former barriers heightened global awareness. It also brought age-old ethnic wars to public attention. Is our nation obligated to defend the countries we do business with? This video documents a whole new genre of ethics for a new era. 50 minutes. New York, NY, A&E Television Networks, 2001.

---

**Job Search**

---

BE 12.0000 B45

**202 Great Resumes**

*Jay A. Block and Michael Betrus*  
BOOK ---- This comprehensive resume guide offers tips, strategies, and real-world examples needed for resume writing. Contains traditional formats and new cutting-edge styles. This guide includes: Ways to research a company to uncover their needs; How to get in the door, to network, and get exposed to the hiring managers; Methods to articulate your value to hiring managers; and street-smart tips to help job-search, negotiate salary, interview, and much more. New York, NY, McGraw-Hill, 2004.

---

BE 12.0000 D24

**24 Hours to the Perfect Interview**

*Matthew J. Deluca and Nanette F. Deluca*  
BOOK ---- The authors provide a system that takes the reader step-by-step through pre-interview preparation. Included are: End-of-chapter checklists and insider's tips; Putting together a professional look; Gathering important documents; Researching the company; Preparing responses to difficult questions; and Brainstorming stories that illustrate experience. New York, NY, McGraw-Hill, 2004.

---

BE CD ROM 18

**The Resume Resource: Creating the Perfect Resume**

*Jaguar Educational*  
CD ROM ---- A comprehensive reference that includes tutorials, expert advice, and practice tests, as well as sample resumes and cover letters. Topics range from the general (History and Purpose of Resumes, Main Types of Resumes) to the specific (7 Musts of Cover Letters, Presenting Your Portfolio, Requires Windows 95 or higher. Charleston, WV, Jaguar Educational, 2004.

---

BE DVD ROM 20

**Looking for Work With Attitude Plus!**

*JIST Works*  
DVD ROM ---- This program explores the emotional impact of job loss and the search for work. The DVD uses various sports--including sailing, rock climbing, fly fishing, and wind surfing--as metaphors for job search. This program helps viewers understand the dynamics of job loss and career change while offering valuable insights into ways to move through and beyond emotional barriers. 22 minutes. Indianapolis, IN, JIST Works, 2004.

---

BE DVD ROM 20.1

**Dude, I Need to Find a Job**

*TMW Media Group*  
DVD ROM ---- This program takes job hunters through the entire job hunting process including how to seek out jobs that match their personalities, script out phone calls, build resumes and answer interview questions like a pro. This informative, engaging and humorous live action program (supplemented with on-screen graphics) demonstrates the critical steps necessary to find a job. Includes Job Hunter's Guide. 16 minutes. Venice, CA, TMW Media Group, 2004.

---

BE DVD ROM 22

**Interview to Win Your First Job**

*JIST Works*  
DVD ROM ---- This program shows a variety of mock interviews that allow students and first-time job seekers to master the primary aspects of interviewing. High School and Post Secondary. 32 minutes. Indianapolis, IN, JIST Works, 2005.

---

BE DVD ROM 23

**Common Mistakes People Make in Interviews**

*Cambridge Educational*

DVD ROM ---- An informative and effective program that helps job seekers anticipate what employers are looking for. Using a wrong way/right way format, the video illustrates the things to do and not to do in an interview. A teacher's guide. 25 minutes. Lawrenceville, NJ, Cambridge Educational, 2003.

---

BE DVD ROM 24

**Who Would You Hire?**

*C.W. Publications*

DVD ROM ---- The "dos" and "don'ts" of interviewing are demonstrated through six less-than-perfect interviewees. Viewers evaluate and decide who Ms. Baker should hire as a sales representative at her travel agency. This program is full of great examples for those just beginning or making a re-entry into the world of work. 25 minutes. Sterling, IL, C.W. Publications, 2003.

---

BE DVD ROM 24.1

**Who Would You Hire? First Impressions**

*C.W. Publications*

DVD ROM ---- Students will learn the importance of making a strong first impression as the manager of a video store interviews eight young individuals for a part-time position. Students will evaluate the applicants, make a decision and then see what happens. 25 minutes. Sterling, IL, C.W. Publications, 2008.

---

BE DVD ROM 27

**Your Resume: First They Must See You in Writing!**

*LINX Educational*

DVD ROM ---- This video helps viewers choose the right action words and phrases to design effective resumes. It includes outlines for the following formats: chronological, functional, and combination, and when each is appropriate. It also has special signs for sending electronic resumes that will get read, not deleted! A segment on cover letters gives specifics on ways to tailor the letter using the right words and phrases so that the employer moves on to your resume. Grades 8 thru adult. 22 minutes. Jacksonville Beach, FL, LINX Educational, 2003.

---

---

BE VIDEO 7

**Good Appearance in the Interview**

*Education Associates, Inc.*

VIDEO ---- A well groomed, neat appearance gives the impression of a high quality employee. This eye-opening program covers everything from clothing and hair to punctuality to good-looking resumes and applications. Help students come across as competent, prepared professionals. Grades 9-12. 15 minutes. Frankfort, KY, Education Associates, Inc., 2000.

---

BE VIDEO 27

**Make a Good First Impression**

*JIST Works*

VIDEO ---- There are many traits that tend to create a positive impression during an interview, traits that are within control of the job seeker. This video uses a humorous, clever story line to convey both the traits and ways to make improvements. High School to Adult. 29 minutes. Indianapolis, IN, JIST Publishing, 2003.

---

BE VIDEO 30

**Foolproof Ways To Find A Job: Sharpening Job Hunting Techniques**

*LINX Educational Publishing Inc*

VIDEO ---- Techniques to use in a job search: 1. Get organized 2. Manage your time 3. Identify your job skills. Traditional ways to find a job: employment agencies, classified ads and job applications. Non-traditional methods include: using the internet, networking, informational interviews and more. 23 minutes. Jacksonville, FL, LINX Educational Publishing Inc, 1999.

---

BE VIDEO 32

**Who Would You Hire?**

*C.W. Publications*

VIDEO ---- The "dos" and "don'ts" of interviewing are demonstrated through six less-than-perfect interviewees. Viewers evaluate and decide who Ms. Baker should hire as a sales representative at her travel agency. This program is full of great examples for those just beginning or making a re-entry into the world of work. 25 minutes. Sterling, IL, C.W. Publications, 2003.

---

---

BE VIDEO 33

**Who Would You Hire? First Impressions**

*C.W. Publications*

VIDEO ---- Students will learn the importance of making a strong first impression as the manager of a video store interviews eight young individuals for a part-time position. Students will evaluate the applicants, make a decision and then see what happens. 25 minutes. Sterling, IL, C.W. Publications, 2008.

---

BE VIDEO 43

**Make the Interview Count: Job Connection Video Series**

*Linx Educational Publishing, Inc*

VIDEO ---- Covers the six P's of job interviews: preparation, practice, presentation, powerful interview, post-interview, ponder the position. Also covers telephone interviews, informational interviews, and video interviews. 20 minutes. Jacksonville Beach, FL, Linx Educational Publishing, Inc., 1999.

---

BE VIDEO 44

**Resumes, Cover Letters, and Portfolios: Tools to Land the Job You Want - Job Connection Video Series**

*Linx Educational Publishing, Inc*

VIDEO ---- Learn about three types of resumes and how to write each - functional, chronological, and combination. Portfolio can show your job skills - what to include to showcase your skills, talents, and abilities. Learn about cover letters. 20 minutes. Jacksonville Beach, FL, Linx Educational Publishing, Inc., 1999.

---

BE VIDEO 58

**Rebounding from Job Loss**

*Meridian Education Corporation*

VIDEO ---- Learn how to rebound from the loss of a job. 16:38 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2000.

---

BE VIDEO 59

**Portfolio Resume Series: Defining & Developing Your Portfolio**

*Cambridge Educational*

VIDEO ---- Learn how to develop and design your portfolio. Lawrenceville, NJ, Cambridge Educational, 2002.

---

---

BE VIDEO 60

**Portfolio Resume Series: Using & Maintaining Your Portfolio**

*Cambridge Educational*

VIDEO ---- Learn how to maintain and use your portfolio. Lawrenceville, NJ, Cambridge Educational, 2002.

---

BE VIDEO 69

**Dude, I Need to Find a Job**

*TMW Media Group*

VIDEO ---- This program takes job hunters through the entire job hunting process including how to seek out jobs that match their personalities, script out phone calls, build resumes and answer interview questions like a pro. This informative, engaging and humorous live action program (supplemented with on-screen graphics) demonstrates the critical steps necessary to find a job. Includes Job Hunter's Guide. 16 minutes. Venice, CA, TMW Media Group, 2004.

---

BE VIDEO 70

**Tough Times Job Strategies**

*Cambridge Educational Products*

VIDEO ---- Whether you are just entering the work force, a recent grad, or changing careers, this program will help you develop strategies to find and keep a job in today's challenging economy. Packed with examples and practical advice, the video features interviews with people in many different jobs and professions, as well as valuable tips from career counselors. Through their real-world experience and guidance, you will learn how to research career options, utilize employment opportunity resources, and discover ways to network. 24 minutes. Lawrenceville, NJ, Cambridge Educational Products, 2003.

---

BE VIDEO 82

**Interviewing: No-Brainers**

*Cerebellum Corporation*

VIDEO ---- Insightful presentation helps students learn tricks from emphasizing their strengths to responding to different questions. Prepare for the interview, answer questions with confidence and more. 60 minutes. Falls Church, VA, Cerebellum Corporation, 1998.

---

---

BE VIDEO 147

**Effective Resumes and Job Applications**

*Learning Seed*

VIDEO ---- This program reflects the internet revolution and electronic resume submission. Shows students how to handle resumes, cover letters and job applications in today's competitive job market. This program teaches: how to write an effective resume; how electronic and printed resumes differ; how to answer difficult interview questions. 32 minutes. Lake Zurich, IL, Learning Seed, 1999.

---

BE VIDEO 149

**Common Mistakes People Make in Interviews**

*Cambridge Educational*

VIDEO ---- An informative and effective program that helps job seekers anticipate what employers are looking for. Using a wrong way/right way format, the video illustrates the things to do and not to do in an interview. A teacher's guide. 25 minutes. Lawrenceville, NJ, Cambridge Educational, 2003.

---

BE VIDEO 181

**Your Resume: First They Must See You in Writing!**

*LINX Educational*

VIDEO ---- This video helps viewers choose the right action words and phrases to design effective resumes. It includes outlines for the following formats: chronological, functional, and combination, and when each is appropriate. It also has special signs for sending electronic resumes that will get read, not deleted! A segment on cover letters gives specifics on ways to tailor the letter using the right words and phrases so that the employer moves on to your resume. Grades 8 thru adult. 22 minutes. Jacksonville Beach, FL, LINX Educational, 2003.

---

**NBEA**

---

BE 13.0301 N213

**National Standards for Business Education**

*NBEA*

BOOK ---- National standards for business education. Provides standards by which all business education programs are measured. Includes guidance for administrators and curriculum writers in school and school systems looking to initiate or enhance a business education curriculum. Reston, VA, NBEA, 2001.

---

---

**Professional Development**

---

BE 13.1303 S13H

**Beyond Business Casual: What to Wear to Work if You Want to Get Ahead**

*Ann Marie Sabath*

BOOK ---- How your clothes speak for you. Knowing what to wear and when to wear is a learned skill. Helps explain what is considered "business appropriate" and teaches that "business professional" has not gone by the wayside and explains the times a suit should be worn. Franklin, MJ, Career Press, 2000.

---

BE DVD ROM 18

**Off The Hook: Workplace Fashion Secrets for All Ages, Shapes, and Sizes**

*Jist Publishing*

DVD ROM ---- Female viewers learn how to choose clothing that fits their bodies, budgets, and personalities. This program reveals the fundamental how-to's for developing and sustaining a wardrobe regardless of age, shape, size, or budget. Viewers learn what to wear to help them create a neat and professional appearance in their job search and on the job. Two full-figured models give teens and women the insider's view on how to manage their closets and make the right clothing choices. Plus, it goes beyond the current make-over craze--viewers learn how to sustain or change their image. High School to Adult. Two-DVD set, 45 minutes and 58 minutes. Indianapolis, IN, Jist Publishing, 2005.

---

BE VIDEO 41

**Grooming, Dressing, and Body Language: Tips and Techniques to Improve Your Total Body Image**

*Linx Education Publishing*

VIDEO ---- Segments include: Grooming (with makeup techniques), Dress for the workplace, and communication. Impressions are important. Appearance makes a statement about how you feel about yourself. 23 minutes. Jacksonville Beach, FL, Linx Education Publishing, 2000.

---

---

BE VIDEO 51

**Casual Success: Dress for Work & Leisure**

*Meridian Education Corporation*

VIDEO ---- Learn how to dress for success whether you're looking to go casual or professional! Learn the difference. 15 minutes. Monmouth Junction, NJ, Meridian Education Corporation, 2000.

---

**Teaching Resources**

---

BE 13.1303 OK4

**Bulletin Board Ideas for Business Education**

*State Department of Education*

BOOK ---- Bulletin board techniques. OK, State Department of Education, 1983.

---

BE 13.1397 A 657

**The Multiple Intelligences of Reading and Writing**

*Thomas Armstrong*

BOOK ---- This book appeals to all educators who work with reading and writing skills, from the preschool teacher leading the class in phonemic awareness activities to the post-graduate professor helping students examine kinesthetic imagery in Shakespeare's plays. The book combines Howard Gardner's MI theory and recent brain research on reading and writing with historical, anthropological, biographical, and psychological perspectives on literacy. Armstrong pulls the research together to show you how to engage students by infusing the study of words with imagery, logic, oral language, physical activity, emotion, music, social involvement, and nature experiences. Alexandria, VA, Association for Supervision and Curriculum Development, 2003.

---

BE 13.1397 B 16

**Developing More Curious Minds**

*John Barell*

BOOK ---- The author describes practical strategies to spur students' ability and willingness to pose and answer their own questions. Antarctica expeditions, outer space discoveries, dinosaur fossils, literature, and more help define the importance of developing an inquisitive mind. Alexandria, VA, Association for Supervision and Curriculum Development, 2003.

---

---

BE 13.1397 B 655

**Schooling for Life, Reclaiming the Essence of Learning**

*Jacqueline Grennon Brooks*

BOOK ---- The author goes inside the classroom to share the experiences of teachers, parents, and students and present contrasting examples of schooling that honors the complexity of learning and life and schooling that ignores it. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

BE 13.1397 B658

**Management of the Business Classroom: 2001 Yearbook**

*Betty J. Brown, Editor*

BOOK ---- This Yearbook addresses the management of curriculum development, facilities, technology, integration activities, and the classroom to ensure that students with various talents, needs, backgrounds, and experiences are accommodated skillfully. Reston, VA, National Business Education Association, 2001.

---

BE 13.1397 D15

**Enhancing Student Achievement**

*Charlotte Danielson*

BOOK ---- A framework for school improvement. This book is divided into three parts. In Part 1, Danielson introduces the Four Circles Model to define the criteria for successful school improvement. In Part 2, the author provides her own framework for improving schools. In Part 3, offers readers guidelines on how best to implement the framework using action planning. Alexandria, VA, Assoc for Supervision and Curriculum Development, 2002.

---

BE 13.1397 G 38

**Teaching to the Brain's Natural Learning Systems**

*Barbara K Given*

BOOK ---- This book translates neuroscience into an education framework for lesson planning and teaching. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

---

BE 13.1397 G 41

**Finding Your Leadership Style**

*Jeffrey Glanz*

BOOK ---- This book provides questionnaires and focus questions to help you analyze leadership potential in yourself and in colleagues. The author also shows you how to go in the educational system, from teacher to superintendent. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

BE 13.1397 L15

**Leadership Capacity for Lasting School Improvement**

*Linda Lambert*

BOOK ---- This book begins by outlining the five major prerequisites for high leadership capacity: skillful participation in the work of leadership; Inquire-based use of data to inform decisions and practice; Broad involvement and collective responsibility for student learning; Reflective practice that leads to innovation; High or steadily improving student achievement. She also includes helpful rubrics and surveys that teachers and administrators alike can use to personally assess their leadership skills. Alexandria, VA, Assoc for Supervision & Curriculum Development, 2003.

---

BE 13.1397 L153

**Collaborative Analysis of Student Work**

*Georgea M Langer, Amy B Colton, Loretta S Goff*

BOOK ---- In this book, you'll find out how to set up collaborative analysis of student work in your school. Developed and refined with more than 100 elementary and secondary teachers, this adaptable system combines the best of action research, study groups, standards-based learning, student assessment, teacher reflection, and portfolio assessment. Alexandria, VA, Assoc for Supervision and Curriculum Dev, 2003.

---

BE 13.1397 M16

**What Works In Schools**

*Robert J Marzano*

BOOK ---- In each chapter, the author recommends specific and attainable action steps to implement successful strategies culled from the wealth of research data. Alexandria, VA, Assoc for Supervision & Curriculum Development, 2003.

---

---

BE 13.1397 N173

**Business Teacher Education Curriculum Guide and Program Standards**

*National Business Education Association*

BOOK ---- This newly revised publication serves as a guide to developing up-to-date, high-quality business teacher education programs. Training teachers to instruct and prepare a diverse student population to meet society's demands for high performance has created a new agenda for teacher educators and policy makers. When business educators use this book in conjunction with the National Standards for Business Education, they can be assured that their program standards will reflect the highest competency levels. Reston, VA, National Business Education Association, 2005.

---

BE 13.1397 P14

**Honoring Diverse Teaching Styles**

*Edward Pajak*

BOOK ---- A Guide for Supervisors. Educators who are new to supervising teachers will find this a highly readable guide to the wide range of strategies available, while experienced supervisors will discover new ways to strengthen their own practice and rethink their observational methods. All readers of this guide will gain the satisfaction of helping teachers develop the kind of expertise that truly fosters student achievement. Alexandria, VA, Assoc for Supervision and Curriculum Development, 2003.

---

BE 13.1397 R814

**Assessment in Business Education: 2000 Yearbook**

*Jim Rucker, Editor*

BOOK ---- Educational reform, high standards, and the demand for accountability have placed new emphasis on assessment. Assessment is the critical element in measuring student understanding, monitoring instruction, and forming curriculum decisions. Among the topics explored in this NBEA Yearbook are the evolution of evaluation from objective tests to performance-based assessment, the characteristics of good assessment, and the development of appropriate assessment in business education. 182 pages. Reston, VA, National Business Education Association, 2000.

---

---

BE 13.1397 S35

**Increasing Student Learning Through Multimedia Projects**

*Michael Simkins, Karen Cole, Fern Tavalin, Barbara Means*

BOOK ---- This book offers comprehensive coverage of issues a teacher will face in implementing a project, such as: Instituting a production process; Getting financial and logistical support and training; Taking on new roles in the teaching and learning process. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

BE 13.1397 S 76

**Qualities of Effective Teachers**

*James H Stronge*

BOOK ---- The author synthesizes research to identify specific teacher behaviors that contribute to student achievement. Teachers, educators who hire teachers, teacher leaders, supervisors, and teachers-in-training can all use this book to learn how to be, how to develop, and how to choose better teachers. Skills checklists and an annotated bibliography provide a springboard for further insight and exploration. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

BE 13.1397 S77

**Team Development Activities for Trainers**

*Roderick R Stuart*

BOOK ---- This collection of 59 activities covers the entire gamut of skills training, including assertiveness, communication, creativity, decision making, influencing, problem solving, time management, and more. England, UK, Gower Publishing, 2001.

---

---

BE 13.1397 T35

**The New Basics: Education and the Future of Work in the Telematic Age**

*David Thornburg*

BOOK ---- This book provides an in-depth discussion of the skills necessary for professional success in the coming years, along with strategies on how best to teach them in the classroom. Filled to capacity with visionary observations, practical suggestions for innovative instruction, and engaging discussions of the historical precedents for remodeled curriculum, this book is essential for those seeking to address the pressing issues of the new millennium. Alexandria, VA, Association for Supervision and Curriculum Development, 2002.

---

BE VIDEO 74

**The Effective Teacher: Part 1**

*Harry K. Wong Publications*

VIDEO ---- Staff development for teachers - 5 hour seminar. Topics covered: The Effective Teacher: The First Days of School: Discipline and Procedures: Procedures and Routines: Cooperative Learning & Culture: Lesson Mastery: The Professional Educator: Positive Expectations. 32 minutes. Sunnyvale, CA, Harry K. Wong Publications, 1998.

---

BE VIDEO 198

**How To Become A SuperStar Student**

*The Teaching Company Limited Partnership*

VIDEO ---- This course instructs high school students in how to improve basic study skills and develop a genuine enthusiasm for learning. The course covers a range of skills useful in any school subject: budgeting time, taking notes, annotating texts, writing papers, completing exams, and choosing the right career path after high school. The first ten lectures are primarily intended for the student; the last two speak also to parents. Venice, CA, TMW Media Group, 2000.

---

**Workplace Skills**

---

BE 13.1397 F61

**25 Problem-Solving & Decision-Making Activities**

*Dave Francis & Mike Woodcock*

BOOK ---- Based on a systematic, 8-step approach to problem solving and decision making, this collection offers 25 experiential activities for skill development. England, UK, Gower Publishing Ltd, 2004.

---

---

BE 13.1397 M11

**Problem Solving, 2nd Edition**

*Dandi Daley Mackall*

BOOK ---- A problem solver is a valuable and highly sought-after person in today's complex workplace. This book illustrates the difference between scientific and creative problem-solving techniques and outlines a five-step problem-solving process that can apply to almost any situation. New York, NY, Ferguson, 2004.

---

BE 13.1397 W373

**25+1 Communication Strategies for Business Education**

*Mary Witherow, Joyce Caton, Joanne Lozar Glenn*

BOOK ---- This book is intended for teachers who are committed to developing and strengthening workplace competencies in their students. It is divided into three sections: human relations, taking charge of your career, and meetings and presentations. The real-world approach allows students to gain practice in confronting problems in the workplace, observing their own and their peers' reactions, considering alternative views, discussing potential responses, and evaluating the appropriateness of proposed solutions. Reston, VA, National Business Education Association, 2003.

---

BE DVD ROM 21

**You're Fired!**

*Human Relations Media*

DVD ROM ---- This program explores issues such as tardiness, appearance, attitude, dishonesty, insubordination, substance abuse on the job, sloppiness, and unreliability. Each issue is analyzed by experts who explain how these behaviors can undermine the reputation of even the most talented employee. The DVD and Teacher's Resource book underscore the importance of using mature judgment in various job situations, and offer helpful tips on how to behave appropriately at the workplace in order to succeed. Grades 7 - College. 17 minutes. Mount Kisco, NY, Human Relations Media, 2004.

---

---

BE DVD ROM 43

**Work Ethic: A Commitment to Work**

*Film Ideas Inc.*

DVD ROM ---- In this program for young adults, beginning wage earners learn the importance of a strong work ethic and how it relates to their success as they embark on their working careers. Real world location settings that highlight active young workers supported with expert commentaries help reinforce the concepts. Grades 11 and 12, College, Adult. 21 minutes. Wheeling, IL, Film Ideas, Inc., 2006.

---

BE DVD ROM 44

**The Global Marketplace: How Will You Compete?**

*Film Ideas, Inc.*

DVD ROM ---- In this program, young workers learn the importance of the global marketplace. As workers, they will be required to compete for employment with people of different nationalities from all over the world. What skills will best help them stay competitive? What can they bring to the market to make themselves more desirable to this global working world? These questions and more will be addressed in this thought-provoking program. Grades 11 and 12, College, Adult. 21 minutes. Wheeling, IL, Films Ideas, Inc., 2006.

---

BE KIT 4

**The Power of Attitude - "It Does Make a Difference": Business Skills Express Series**

*MMI Jack Wilson & Assoc., Inc.*

KIT ---- Learn about the power of a positive attitude and how it can help you in the workplace. This kit contains a video and audio cassette tape with a companion book titled, "Positive Attitudes at Work" by Sharon K. Ferrett. Chicago, IL, MMI Jack Wilson & Assoc., Inc., 2001.

---

BE KIT 5

**The New Supervisor: Skills for Success**

*Bruce B Tepper*

KIT ---- Whether this is your first day as a supervisor or you've been on the job for years, "The New Supervisor: Skills for Success" will help you develop and improve your skills and make being a supervisor productive and enjoyable. Chicago, IL, Jack Wilson & Associates Inc, 2004.

---

---

BE KIT 8

**The Power of Customer Service**

*Paul R Timm*

KIT ---- Great customer service comes from the inside. It is the desire to provide excellent service to everyone. Use the "three Cs" of customer service: Concern, Communication and Competence - to enrich any customer relationship. Learn to deal positively with "the boss" - the customer! Chicago, IL, Jack Wilson & Association Inc, 2004.

---

BE KIT 9

**Negotiating for Business Results**

*Judith E Fisher*

KIT ---- Negotiation takes place all the time. It plays a vital role in your everyday business and personal life. Yet, many people view negotiation as an onerous exercise to be tolerated rather than enjoyed. You'll develop the skills necessary to help you become a successful negotiator, and at the same time, learn to enjoy the process along the way. The Business Skills Express Series book "Negotiating for Business Results" is included in this kit. Chicago, IL, Jack Wilson & Association Inc, 2004.

---

BE KIT 11

**Effective Teamwork**

*Michael D Maginn*

KIT ---- In businesses today the teamwork concept, rather than the old pyramid-shaped organization chart process, is what makes them successful. Ideas and decisions are generated within teams and not from the top down as in the past. With this how-to-video training program you'll learn: 1)What teams are all about and why they are important to you and your organization; 2)How to write a team constitution; 3)How to develop ideas and make decisions that the team can stand behind; 4) How to run a typical team meeting and how to deal with conflict and team problems. Chicago, IL, Jack Wilson & Association Inc, 2004.

---

---

BE VIDEO 1

**Survive On Your Job - Tips for Staying Afloat at Work: How To Be a Success at Work Series**

*JIST Works, Inc.*

VIDEO ---- Time invested in improving self-image and creating good working relationships with coworkers and supervisors pay off in the long run. This video shows the importance of: Taking responsibility for your successes and your failures; Interacting with supervisors and coworkers; Realizing the different types of skills you can offer now, as well as develop for the future; The "little things" that make the workday a more productive and enjoyable experience. 16 minutes. Indianapolis, IN, JIST Works, Inc., 1999.

---

BE VIDEO 6

**Problem Solving in The Job World**

*Education Associates, Inc.*

VIDEO ---- Knowing how to resolve conflicts peacefully is a career skill that any employer would value! Teach your students how they can improve their communication skills and solve problems. This knowledge is infinitely valuable and will enable your students to further their careers. Grades 9-12. 15 minutes. Frankfort, KY, Education Associates, Inc., 2000.

---

BE VIDEO 31

**Clerical Skills for New Employees**

*Meridian Education Corporation*

VIDEO ---- This program begins with a look at some of the most basic yet most important of all job skills: being punctual, dependable, and positive; dressing appropriately; and abiding by company rules. Next, the art of organizing tasks and work areas is demonstrated, as viewers learn how to make folders for filing, compile a "to do" list to help control work flow for the day, and much more. Voicemail and e-mail are also discussed--vital elements of today's office. The program closes with a look at the processing of incoming and outgoing mail and proper use of the postage machine and fax machine. 19 minutes. Lawrenceville, NJ, Meridian Education Corporation, 2004.

---

---

BE VIDEO 35

**Commendable Customer Service**

*Meridian Education Corporation*

VIDEO ---- In this program, viewers will see how to provide exceptional customer service with a smile, a professional appearance, and a positive attitude. It covers the basics--fielding questions, solving problems, cheerfully responding to customer requests--and much more. And because so much interaction takes place over the telephone, viewers will learn how to stay in control when dealing with demanding or rude customers, how to actively listen, and how to come up with solutions that satisfy. 16 minutes. Lawrenceville, NJ, Meridian Education Corporation, 2004.

---

BE VIDEO 57

**Interview Tips From a Recruiter: How to Win the Job You Want**

*LINX Educational Publishing, Inc.*

VIDEO ---- What must you know to pass the "interview test" and get the job? What questions should you be prepared to answer? And what questions should you ask in return? This video gives real tips from a recruiter on how to prepare for and handle the job interview. It covers the basics of knowing the exact location for the interview, what to wear and showing up on time. Then it zeros in on the interview with ways to handle the questions you're asked, citing examples of how to respond. It also suggests questions you should ask the interviewer. 22 minutes. Jacksonville Beach, FL, LINX Educational Publishing, Inc., 2001.

---

BE VIDEO 84

**Start Your Job-Promptness and Other Skills Employees Seek: How To Be a Success at Work**

*JIST Works Inc.*

VIDEO ---- Uses three settings - an office, a health care facility, and a hotel lobby - to explain the importance of employee/employer relationship and how it benefits both. How dependability, appearance, attitude and personal hygiene affect job success. The seven basic skills that employers look for and how lifestyle plays a vital role in your performance. 17 minutes. Indianapolis IN, JIST Works Inc., 1999.

---

---

BE VIDEO 93

**Change Your Attitude, Change Your Life**

*Sunburst Visual Media*

VIDEO ---- Using true-to-life scenarios about teens with decidedly negative outlooks, the program demonstrates effective techniques for building an optimistic, "can-do" attitude. Grade level: 7-12. 24 minutes. Teacher's guide. Hawthorne, NY, Sunburst Visual Media, 2003.

---

BE VIDEO 105

**Rules of Work**

*Huby's, Ltd.*

VIDEO ---- Rules are everywhere. There are rules for work, rules for school, and rules for living. Rules really do make life easier because they help reduce the unexpected. There are 3 main types of rules at work: formal rules that are not flexible and are usually always written; policy guidelines that are written and provide helpful suggestions and company policy regarding various situations; unwritten rules that are the hardest to identify because of the fact that they are not written. Penalties for breaking rules may be severe. Long-time company employees can help new employees learn the rules and how to function within them. Steps to successful rule relations; be sure you understand the rule; view the rule positively, and; follow the rule.... Boston, MA, The School Company, 2005.

---

BE VIDEO 196

**Leadership, Team Building, and Decision Making**

*Educational Video Network*

VIDEO ---- Every day, people are faced with pressures to be reliable teammates, to become extraordinary leaders, or to make important decisions. As members or leaders of a group, we are confronted with decisions constantly; some may be ordinary, and some may test our morals and our beliefs. The ability to make sound, and sometimes quick, decisions can mean the difference between success and failure. In extreme cases, even life-altering errors may be avoided if you learn what it truly means to be a positive team member, a dynamic leader, and an excellent decision maker. 26 minutes. Huntsville, TX, Educational Video Network, 2004.

---