

**BRONX COMMUNITY COLLEGE LIBRARY
SUGGESTED FOR
BUS 10
INTRODUCTION TO BUSINESS**

<u>CODE NO.</u>	<u>TITLE</u>
	<u>CAREERS IN BUSINESS</u> <u>BUSINESS ORGANIZATIONS</u>
	<u>FOOD WAREHOUSE MANAGEMENT (SERIES)</u>
V2892	MATERIAL HANDLING SAFETY - 20 min, c1999
V2893	BATTERY CHARGING SAFETY (INDUSTRIAL EQUIPMENT) - 10 min, c1999
V2894	SAFE HANDLING OF WOODEN PALLETS - 9 min, c1997
V2895	HAZMAT LEAKS, DRIPS AND SPILL CLEANUP - 6 min, c1997
V2896	LOCK OUT/TAG OUT - 20 min, c1997
V2897	ELECTRICAL PALLET JACK SAFETY - 9 min, c1999
V2898	FORKLIFT SAFETY - 20 min, c1992
	<u>LABOR UNIONS</u>
V2672	THE AMERICAN CIVIL LIBERTIES UNION: A HISTORY - 57 min, c1992
	<u>BUSINESS TELEPHONE TECHNIQUES</u>
DVD407.1	THE BASICS OF HANDLING INCOMING CALLS - 29min, c2004
DVD407.2	BEYOND THE BASICS: MORE ON INCOMING CALLS -27min, c2007
DVD407.3	COST- EFFECTIVE TELEPHONE SYSTEM MANAGEMENT - 22min, c2007
DVD407.4	IMPROVING YOUR OUTGOING CALLS - 15min, c2007
DVD407.5	MAKING YOUR COLD CALLS COUNT - 17min, c2007
DVD407.6	IMPROVING TELEPHONE COLLECTIONS - 21min, c2007
	<u>INFORMATION PROCESSING</u>
V2404	SECRETS OF MAKING MONEY - 60 min, c1990