



Business Administration and Human Resource Administration Library Resources

Books

Below is a sample of books that are available through the library. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **Accounting for Dummies.** By J. Kraynak. 2018.
- **Accounting Made Simple.** By M. Piper. 2013.
- **Aligning Strategy and Sales: The Choices, Systems, and Behaviors that Drive Effective Selling.** By F.V. Cespedes. 2014.
- **Business English: The Writing Skills You Need for Today's Workplace.** By A.B. Geffner. 2016.
- **Cost Accounting Fundamentals: Essential Concepts and Examples.** By S. Bragg. 2016.
- **Customer Service: Skills for Success.** By R.W. Lucas. 2014.
- **Diversity: Leaders not Labels.** By S. Graham. 2013.
- **Emily Post's *The Etiquette Advantage in Business: Personal Skills for Professional Success.*** By P. Post. 2014.
- **Employer's Legal Handbook: Manage Your Employees & Workplace Effectively.** By F.S. Steingold. 2017.
- **Essential Guide to Federal Employment Laws.** By L. Guerin. 2016.
- **Freakonomics: A Rogue Economist Explores the Hidden Side of Everything.** By S. Levitt & S. Dubner. 2009.
- **HBR Guide to Better Business Writing.** By B. Garner. 2013.
- **How to Write Effective Business English.** By F. Talbot. 2016.
- **Marketing for Dummies.** By J. McMurtry. 2017.
- **Marketing Plans: How to Prepare Them, How to Profit from Them.** By M. McDonald & H. Wilson. 2016.
- **Outliers: The Story of Success.** By M. Gladwell. 2011.
- **Retail Marketing and Branding: A Definitive Guide to Maximizing ROI.** By J. Perrey. 2013.
- **The Big Book of HR.** By B. Mitchell. 2017.
- **The Essentials of Finance and Accounting for Nonfinancial Managers.** By E. Fields. 2016.
- **The New One Minute Manager.** By K. Blanchard. 2015.
- **The New Rules of Marketing and PR: How to Use Social Media, Online Video, Mobile Applications,**

Blogs, News Releases, and Viral Marketing to Reach Buyers Directly. By D. Meerman-Scott. 2017.

- **The Safe Hiring Manual: A Changing World.** By O.C. Ferrell, G.A. Hirt & L. Ferrell. 2017
- **The Silent Language of Leaders: How Body Language Can Help or Hurt How You Lead.** By C.K. Gorman. 2011.

Serials

Below is a sample of newspapers, magazines, and journals. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- Bloomberg Businessweek
- Economist
- Entrepreneur
- Forbes
- Harvard Business Review
- HR Magazine
- INC
- Money

Media

Below is a sample of videos, audio, and other media resources. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **Business Ethics: The Bottom Line.** Produced by University of Notre Dame. 1997.
- **Dynamic Leadership in Turbulent Times.** Produced by Window to the World Communications. 2002.
- **E-Commerce in Business.** Produced by Video Education America. 2003.
- **Ethics and Social Responsibility in Business.** Produced by Video Education America. 2003.
- **Keys to Success in Business.** Produced by Video Education America. 2004.
- **Teaching Tools for Macroeconomics, Government, and International Trade (College Edition).** Produced by ABC News. 2006.
- **The Selling Game: A New Era in Advertising.** Produced by Canadian Broadcast Corporation. 2007.
- **Tough at the Top: Business Management Styles.** Produced by Video Education America. 2000.
- **What is Marketing? The Basics and Beyond.** Produced by Classroom Video. 2009.



Heating, Ventilation, Air Conditioning and Refrigeration Technology Library Resources

Books

Below is a sample of books that are available through the library. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **29 CFR 1910 OSHA.** By Mancomm. 2016.
- **Air Conditioning and Refrigeration.** By R. Miller. 2012.
- **Air Conditioning and Refrigeration Repair Made Easy.** By H. Gohari. 2009.
- **Air Conditioning Systems: Principles, Equipment, and Service.** By J. Moravek. 2001.
- **Blueprints and plans for HVAC.** By J. Moravek. 2013.
- **Cal OSHA Construction Industry and Electrical Safety Orders.** By National Safety Compliance. 2017.
- **Direct Digital Controls for HVAC Systems.** By T.R. Hartman. 1993.
- **Electricity for Refrigeration, Heating, and Air Conditioning.** By R.E. Smith. 2018.
- **Electricity, Electronics, and Control Systems for HVAC.** By T.E. Kissell. 2008.
- **Electricity, Electronics, and Wiring Diagrams for HVAC-R.** By E. Mahoney. 2013.
- **Fine Tuning Air Conditioning and Refrigeration Systems.** By B.C. Langley. 2000.
- **Fundamentals of HVACR.** By C. Stanfield. 2016.
- **Guidelines for Improved Duct Design and HVAC Systems in the Home.** By L.M. Collins. 2015.
- **Instrumentation and Process Control.** By F.W. Kirk. 2014.
- **Mathematics for the Trades: A Guided Approach.** By R.A. Carman. 2014.
- **Mechanical Trades Pocket Manual.** By T.B. Davis. 2003.
- **National Electrical Code 2017.** By National Fire Protection Association. 2016.
- **NFPA 1 Fire Code: 2018.** By National Fire Protection Association. 2018.
- **NFPA 70: National Electrical Code.** By NFPA and NEC. 2014.
- **OSHA Safety Training Handbook.** By J.J. Keller and Associates. 2017.
- **Programmable Logic Controllers: Hardware and Programming.** By M. Rabiee. 2017.

Serials

Below is a sample of newspapers, magazines, and journals. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- Air Conditioning, Heating and Refrigeration News
- HVAC Insider
- Home Energy Magazine
- Indoor Comfort News
- RSES Journal

Media

Below is a sample of videos, audio, and other media resources. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **ABCs of Air Conditioning.** Produced by Carrier Corporation. 1995.
- **Air Conditioning Service Calls.** Produced by Thomson Learning. 2000.
- **Commercial Refrigeration Service Calls.** Produced by Thomson Learning. 2000.
- **Electric Motor Service Calls.** Produced by Thomson Learning. 2000.
- **Electrical Heat Service Calls.** Produced by Thomson Learning. 2000.
- **Evaporators.** Produced by Carrier Corporation. 1991.
- **HVAC Personnel Assessment.** Produced by Prokup Media. 2002.
- **HVAC Servicing Procedures.** Produced by Carrier Corporation. 1995.
- **Reciprocating and Scroll Compressor Test Procedures.** Produced by Prokup Media. 2003.
- **Refrigerant Piping.** Produced by Carrier Corporation. 1992.
- **Systematic HVAC-R Troubleshooting.** Produced by Thomson Learning. 2000.
- **The RSES Advantage.** Produced by Refrigeration Services Engineers Society. 1998.
- **Troubleshooting Heat Pumps.** Produced by Carrier Corporation. 1993.
- **Why Compressors Fail.** Produced by Carrier Corporation. 1998.



Licensed Vocational and Registered Nursing Library Resources

Books

Below is a sample of books that are available through the library. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **2018 Nursing Drug Handbook.** By Lippincott, Williams & Wilkins. 2017.
- **Anatomy & Physiology Made Incredibly Easy!** By Lippincott, Williams & Wilkins. 2016.
- **Basic Geriatric Nursing.** By G. Wold. 2015.
- **Body Structures & Functions.** By A.S. Scott. 2016
- **California Nursing Practice Act.** By Board of Registered Nursing. 2018.
- **Dosage Calculations and Basic Math for Nurses.** By J. Keogh. 2015.
- **Fundamentals of Nursing.** By J.M. Wilkinson. 2015.
- **HESI Comprehensive Review for the NCLEX-RN Examination.** Ed. by S. Upchurch. 2016.
- **Introductory Maternity & Pediatric Nursing.** By N. Hatfield. 2017.
- **Introductory Medical-Surgical Nursing.** By B.K. Timby. 2017.
- **Medical Terminology.** By D.E. Chabner. 2017.
- **Mosby's Dictionary of Medicine, Nursing, and Health Professions.** By Mosby. 2016.
- **NCLEX-RN: Medication You Need to Know for the Exam.** By M.A. Tiemann. 2017.
- **Nurses' Quick Reference to Common Laboratory & Diagnostic Tests.** By M.B. Dunning. 2015.
- **Nursing Diagnosis Manual: Planning, Individualizing, and Documenting Client Care.** By M.E. Doenges. 2016.
- **Nursing Research: Generating and Assessing Evidence for Nursing Practice.** By D.F. Polit. 2016.
- **Pearson Nursing Diagnosis Handbook.** By J.M. Wilkinson. 2016.
- **Psychiatric-Mental Health Nursing.** By S.L. Videbeck. 2016.
- **Public Health Nursing: Population-Centered Health Care in the Community.** By M. Stanhope. 2015.
- **Test Success: Test Taking Techniques for Beginning Nursing Students.** By P.M. Nugent. 2018.
- **Textbook of Basic Nursing.** By C.B. Rosdahl. 2016.
- **Transcultural Concepts in Nursing Care.** Ed. by M.M. Andrews. 2015.

Serials

Below is a sample of newspapers, magazines, and journals. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- American Journal of Nursing
- Critical Care Medicine
- Geriatric Nursing
- Journal of Obstetric Gynecologic & Neonatal Nursing
- Journal of Psychiatric & Mental Health Nursing
- Nurse Leader
- Nursing
- Nursing Education perspectives
- Pediatric Nursing
- Scientific American Medicine

Media

Below is a sample of videos, audio, and other media resources. Log in to the Destiny Library Catalog or meet with your campus librarian to see which titles are available at your campus library.

- **Antibiotics: The Double Edged Sword.** Produced by Eley O'Connor Detroit Ltd. 2003.
- **Before I die: Medical Care and Personal Choices.** Produced by Fred Friendly Seminars. 1997.
- **Classifying Commensal and Pathogens.** Produced by University of Sheffield Learning. 2000.
- **HIPAA Health: The Privacy Rule and Health Care Practice.** Produced by Pearson Health Science. 2011.
- **Homeostasis.** Produced by ITV. 1995.
- **How We Move: The Brain and Biomechanics.** Produced by German United Distributors. 2006.
- **Mental Health Nursing: Verbally and Physically Aggressive Client.** Produced by Distribution Access. 2003.
- **Microbe Invasion: Learning from Good Guys and Bad Guys.** Produced by National Geographic. 2002.
- **Muscles.** Produced by ITV. 2005.
- **Practicing Proactive Consumerism: Healthcare.** Produced by B. Cummings. 1998.
- **Reproduction: Designer Babies.** Produced by ITV. 2005.
- **Taylor's Video Guide to Clinical Nursing Skills.** Produced by Wolters Kluwer. 2011.