



# K A T A L O G BAHAN~BAHAN PENGAJARAN

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Selangor



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Pembabitan perbelanjaan yang besar oleh pihak pengurusan ITM untuk pembelian bahan-bahan ini amat merugikan sekiranya tidak digunakan dengan sepenuhnya. Dari itu penyertaan Datin/Tuan/Puan di dalam usaha ini amat dialu-alukan.

Dikesempatan ini ingin saya mengucapkan tahniah kepada Pusat Sumber Pengajaran & Pembelajaran yang berjaya mengeluarkan Katalog Bahan-bahan Pengajaran Vol. 1, dan semoga usaha seperti ini dapat dikekalkan.

Sekian, terima kasih.

Yang benar

DATO' DR. HJ. MOHD MANSOR HJ. SALLEH  
Pengarah

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PITA VIDEO VHS \_\_\_\_\_ 3  
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## ADVERTISING (PENGIKLANAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 124	<b>BEST 100 US 84' and 85' TV COMMERCIALS/ PRODUCER</b>  <i>Best 100 US 84' and 85' TV commercials/Ceramah berkaitan industri perfileman oleh Pengarah Filem S. Sudarmaji.</i>	120 min	Ing.	W
VH 123	<b>CLIO AWARD WINNERS 1985</b>  <i>American Television commercials award winners 1985.</i>	45 min	Ing.	W
VH 171	<b>CONSUMER POWER ; ADVERTISING</b>  <i>Advertising is designed to create the desire to want a product. Through this film an interview is made questioning the genuinity of products advertised; the over delicate sensitivity it reveals and the contradiction of its claims.</i>	25 min	Ing.	H.P

## ARCHITECTURE (SENIBINA)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 56	<b>ARCASIA: FIRST ASIAN ARCHITECTURAL STUDENTS JAMBOREE</b>	180 min	Ing.	W
	<i>Delegates talk on architecture practiced in respective countries. Speeches are followed by slide presentations.</i>			
VH 57	<b>ARCASIA: FIRST ASIAN ARCHITECTURAL STUDENTS JAMBOREE</b>	45 min	Ing.	W
	<i>Continuation. Delegates talks on architecture practiced in respective countries. Speeches are followed by slide presentations</i>			
VH 59	<b>ARCASIA: FIRST ASIAN ARCHITECTURAL STUDENTS JAMBOREE</b>	24 min	Ing.	W
	<i>Delegates discuss problems, expectations and experiences of the jamboree. Suggestions for future planning are also discussed.</i>			
VH 99	<b>ARCASIA: FIRST ARCHITECTURAL STUDENT JAMBOREE</b>	30 min	Ing.	W
	<i>Participants visit Malacca, a state famous for its historical buildings of Portuguese and Chinese relics.</i>			
VH 60	<b>ARCASIA: SECOND ASIAN CONGRESS OF ARCHITECTS</b>	163 min	Ing.	W
	<i>Asian delegates present paper on architecture practiced in respective countries. Speeches are followed by slide presentations.</i>			
VH 62	<b>ARCASIA: ASIAN CONGRESS OF ARCHITECTS</b>	60 min	Ing.	W
	<i>Asian delegates present paper on architecture practiced in respective countries. Speeches are followed by slide presentations.</i>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 87</b>	<b>BOROBODUR THE COSMIC MOUNTAIN</b> <i>Borobudur the world's greatest Buddhist monument was built in Central Java Indonesia in the 9th century. Efforts are being made by the government to preserve it so as to promote tourism</i>	<b>40 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 113</b>	<b>CERAMAH SENIBINA ARAB</b> <i>Ceramah senibina tradisional di negeri-negeri Arab oleh penceramah undangan. Ceramah disusuli dengan tayangan gambar slide rekabentuk bangunan-bangunan lama Arab.</i>	<b>60 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 180</b>	<b>DRAF PELAN STRUKTUR MAJLIS PERBANDARAN JOHOR BAHRU</b> <i>Filem ini adalah merupakan suatu kajian terhadap pelan struktur Majlis Perbandaran Johor Bahru untuk memajukan bandar-bandar yang berkaitan secara rasional dan bersistematik. Ianya juga merupakan suatu strategi bagi pembangunan sosial dan sosio ekonomi jajahan itu untuk jangka masa 1980-2000.</i>	<b>50 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 11</b>	<b>AT HOME WITH HURRICANE</b> <i>Discussing problems of designing houses in the Caribbean Island to withstand hurricanes and earthquakes.</i>	<b>25 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 39</b>	<b>THE HORSE OR THE CARRIAGE: DIRECTIONS IN CONTEMPORARY MALAYSIAN ARCHITECTURE</b> <i>8 speakers all noted Malaysian architects eg. Hajeedar, Dr. King, David of PAM Kamarul Ariffin and Norliza Hashim speak on Malaysian architects and architecture.</i>	<b>248 min</b>	<b>Ing.</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 40</b>	<b>THE HORSE OR THE CARRIAGE: DIRECTIONS IN CONTEMPORARY MALAYSIAN ARCHITECTURE</b>	<b>90 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Discussions on ideas presented by participants.</i>			
<b>VH 179</b>	<b>KAJIAN PELAN STRUKTUR KUALA TRENGGANU</b>	<b>28 min</b>	<b>B.M</b>	<b>W</b>
	<i>Kajian ini adalah sesuai dengan kehendak Akta Pembangunan Bandar dan Desa 1976. Ianya bertujuan untuk bertindak, mengenal pasti, bentuk dasar-dasar dan syor-syor untuk membangunkan sosio ekonomi dan fizikal Kuala Trengganu hingga tahun 2000.</i>			
<b>VH 81</b>	<b>PAMERAN AKADEMIK KAJIAN SENIBENA PERANCANGAN DAN UKUR</b>	<b>40 min</b>	<b>B.M</b>	<b>W</b>
	<i>Kata-kata aluan oleh pensyarah-pensyarah sempena perasmian pameran. Antara kandungan pameran adalah pelan bangunan dan model bangunan.</i>			
<b>VH 183</b>	<b>PAMERAN SENIBENA - KUALA LUMPUR GOLDEN TRIANGLE</b>	<b>60 min</b>	<b>B.M</b>	<b>W</b>
	<i>Perasmian oleh Datuk Bandar Elyas Omar. Seterusnya pameran pelan dan model-model bangunan oleh peserta-peserta. Pameran ini telah diadakan di bangunan Pertubuhan Arkitek Malaysia Kuala Lumpur.</i>			
<b>VH182</b>	<b>PULAU PINANG : PERANCANGAN UNTUK MASA HADAPAN</b>	<b>19 min</b>	<b>B.M</b>	<b>W</b>
	<i>Versi Inggeris mengenai kajian untuk mengatasi masalah dan memajukan Pulau Pinang untuk jangkamasa 1990-2000.</i>			



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 181</b>	<b>PULAU PINANG PERANCANGAN UNTUK MASA HADAPAN</b> <i>Ianya merupakan suatu kajian untuk mengatasi masalah dan memajukan Pulau Pinang untuk jangkamasa 1980-2000.</i>	<b>19 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 25</b>	<b>SEARCH AND RESEARCH</b> <i>Functions of the Building Research Establishment of Britain and Scotland, in conducting research for wood based products for best performance against weather, insects and fire at the Princess Laboratory.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 77</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Perasmian oleh Timbalan Pembangunan Negara Luar Bandar Datuk Tajul Rosli, Pembentangan kertaskerja oleh Ketua Pengarah Tanah dan Galian berjudul Ordinan tanah rezab Melayu; Pembentangan kertaskerja oleh Professor Datuk Nik Rashid berjudul : Tanah Rezab Melayu satu perspektif.</i>	<b>180 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 78</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Pembentangan kertaskerja berjudul Potensi Pembangunan Tanah Rezab Melayu pendekatan UDA oleh Dr Ahmad Idris Mohd Nor.</i>	<b>90 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 78</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Pembentangan kertaskerja berjudul permasalahan tanah-tanah Rezab Melayu oleh Nik Mohd Zain Nik Yusof.</i>	<b>90 min</b>	<b>B.M</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 79</b>	<b>SEMINAR PEMBANGUNAN TANAH MELAYU</b> <i>Pembentangan dan pembahasan kertas kerja berjudul: Bentuk Pembangunan komuniti di Tanah Rezab Melayu satu kes Kajian di Kampung Baharu Kuala Lumpur oleh Cik Zannah Nusi Kajian Seribena Perancangan dan Ukur dan rakan-rakan.</i>	<b>90 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 79</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Pembentangan dan pembahasan kertas kerja berjudul: Peranan jurunilai dalam pembangunan tanah rezab Melayu oleh Y.M. Raja Arief Raja Hussein.</i>	<b>90 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 80</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Pembentangan kertaskerja berjudul Potensi Pembangunan Tanah Melayu di Kuala Lumpur Kampung Baharu oleh Tuan Haji Nordin.</i>	<b>30 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 80</b>	<b>SEMINAR PEMBANGUNAN TANAH REZAB MELAYU</b> <i>Pembentangan kertaskerja berjudul Dilemma Tanah Rezab Melayu oleh Encik Amin Shah Omar Shah.</i>	<b>30 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 184</b>	<b>SEMINAR PERANAN PERANCANGAN BANDAR DI DALAM PEMBANGUNAN NEGARA</b> <i>Ucapan Pengarah ITM Dato Nik Rashid Ucapan perasmian Puan Napsiah Omar Timbalan Menteri Perumahan dan Kerajaan Tempatan, kertaskerja Pertama : Peranan Kementerian Perumahan dan Kerajaan Tempatan dan masalah yang dihadapi oleh bahagian perancangan.</i>	<b>70 min</b>	<b>B.M</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 173</b>	<b>SPACE ON EARTH PART 1</b> <i>Interview leading architects in Britain. They convey their opinions on roles of architects and comment on bad architecture. Film focuses on eccentric modern buildings created through the creativity of architects.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 173</b>	<b>SPACE ON EARTH PART 2</b> <i>Part 2 of this series compares the cultural centre of South Bank London and the Pompidou Centre in France. Due to creative planning the Pompidou Centre is more successful than the South Bank in the making of a centre for creative activities.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 173</b>	<b>SPACE ON EARTH PART 3</b> <i>Film focuses on the skyscrapers of New York and Chicago. Advantages and competition in building high rise buildings are discussed.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 173</b>	<b>SPACE ON EARTH PART 4</b> <i>Film portrays ingenious architectural designs. Every piece of structure is intricately designed to suit the atmosphere and the weather.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 169</b>	<b>A TALE OF THREE CITIES</b> <i>Film compares these three cities Jakarta, Caracas and Stockholm and the problems faced by city planners in overcoming the ever increasing population; Jakarta as compared is the worst hit by its slums where city administrators could not formulate a solution to overcome the problem.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 25	<b>A THOUSAND DAYS</b>	25 min	Ing.	W
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*Under the consultancy of Tailor Woodrow, Salalah, the state capital of the Province of Dofar in Oman experiences extensive development.*

VH 167	<b>URBAN SPRAWL VERSUS PLANNED GROWTH</b>	22 min	Ing.	W
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*Shows problems created by unplanned urban development damaging wooden areas, streams, river beds and watershed areas. Local authorities should be aware of this to preserve the natural beauty by building a well planned urban schemes to conserve natural beauty.*

## BANKING (PENGURUSAN BANK)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 38	<b>BANKING ON A FIVE</b> <i>A small printing company is facing a financing problem and tries to get a loan from a bank. Fads are shown, as to why the loan is rejected or accepted.</i>	25 min	Ing.	W
VH 38	<b>IT HELPS IF YOU UNDERSTAND THE ACCOUNTS</b> <i>A customer rushes in wanting a loan of £56,000 to buy a shop lot, but the bank manager is not in, so he sees the security clerk instead. The clerk knows very little about banking procedures. Later the film features the second interview which takes place between the bank manager and the customer, it goes well and the manager points out many things about banking.</i>	25 min	Ing.	W
VH 38	<b>S AND J ELECTRONICS</b> <i>Discussions between two entrepreneurs a marketing executive and his electronics engineer with a bank manager. The bank manager points out many points eg. Cash flow focus, saving accounts of his two clients etc.</i>	25 min	Ing.	W
VH 38	<b>VIN DE TABLE</b> <i>Discussion of a pub owner (husband &amp; wife), about buying their wine stock using a bank loan. The bank manager points out how they go about it including how to pay the tax duty etc.</i>	45 min	Ing.	W
VH 38	<b>YOU NEED TO KNOW YOUR CUSTOMERS</b> <i>A new bank manager discusses his problem with a friend a field engineer who is also his customer. He then focuses other problems with his customer a chemical plant manager who tries to borrow some money. The film shows how the bank manager copes with it.</i>	40 min	Ing.	W

## CAREER (KARIER)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 175	DESIGN AND THE ENGINEER	20 min	Ing.	W
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*A career guidance film in engineering design. Film portrays the works and responsibilities of a designer in creating gadgets like anti skid system for automobiles, tractors and a navigation system.*

## COMMUNICATION (KOMUNIKASI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 18	<b>AVOIDING COMMUNICATIONS BREAKDOWN</b> <i>Discusses causes and effects of communication break down.</i>	24 min	Ing.	W
VH 18	<b>CHANGING ATTITUDES THROUGH COMMUNICATION</b> <i>Shows how communication can change attitudes. Suggests ways in which effective communication by management can help an insecure employee accept a new plant policy which has threatened him.</i>	23 min	Ing.	W
VH 45	<b>COMMUNICATING SUCCESSFULLY: LESSON 2 HOW TO GIVE OF MORE PRESENTATION</b> <i>Film helps executives in organising a presentation. Being well prepared and confident and the proper use of audicvisual support greatly helps to get the required impact.</i>	23 min	Ing.	W
VH 18	<b>COMMUNICATION FEEDBACK</b> <i>Feedbacks are important, it indicates that communication takes place.</i>	21 min	Ing.	W
VH 18	<b>COMMUNICATION: MANAGEMENT POINT OF VIEW</b> <i>Improper communication can cause improper reactions.</i>	22 min	Ing.	W
VH 45	<b>COMMUNICATION IN INDUSTRY</b> <i>Misinformation in an industry would produce a deteriorating effect to industry. Good and efficient communication system and practice is a great advantage for an industry.</i>	17 min	Ing.	W

NO RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 44	<b>THE EYE OF THE BEHOLDER</b>  <i>No two people see the same thing or situation in the same way. This concept is demonstrated in this film.</i>	25 min	Ing.	W
VH 44	<b>HAVE I TOLD YOU LATELY THAT I LOVE YOU</b>  <i>Family members go through their daily life with no real personal contact due to automation. Emphasis is focussed on a married couple who lead a lonely life.</i>	16 min	Ing.	B/W
VH 18	<b>MEANINGS ARE IN PEOPLE</b>  <i>Dr. Berlo tells how misunderstanding could occur by unclear messages .</i>	24 min	Ing.	W
VH 84	<b>MOCK MEETING: PED NO. 18</b>  <i>Managerial level mock meetings presented by PED students. 3 groups presented their meetings with agendas concerning, PED Alumni, stricter prison securities and import export company.</i>	50 min	Ing.	W
VH 4	<b>PERIHAL TEMUDUGA</b>  <i>Filem yang ditaja oleh Matsushita ini memberikan bimbingan mengenai cara menghadiri temuduga; cara pakaian ; persediaan (resúme) dan cara menjawab soalan-soalan.</i>	32 min	B.M	W
VH 85	<b>PUBLIC SPEAKING: PED</b>  <i>Public speaking practical presentation by PED students. Evaluations on students credibility was made through this recording.</i>	90 min	Ing.	W



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 43</b>	<b>THE TELEPHONE AT WORK</b>	<b>15 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Shows how the correct use of telephone can ensure that it is an aid in business. A correct use of manners and voice may replace the element of face contact.</i>			
<b>VH 43</b> <b>VH 114</b>	<b>TELEPHONE MANNERS</b>	<b>11 min</b>	<b>Ing.</b>	<b>W</b>
	<i>A training film for telephone users. Improves internal and external communication in any organization. Practical, easy-to assimilate tips will ensure clear communications and courtesy in telephone usage.</i>			
<b>VH18</b>	<b>THE TROUBLE WITH WORDS</b>	<b>14 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 44</b>	<i>Teaches proper communication to instruct workers in factory situation. The 4 W's and 1 H. fills the necessary gap in conveying instruction.</i>			

## COMPUTER (KOMPUTER)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 66	<b>MIGHTY MICRO: PART 1, THE COMING OF THE MICROPROCESSOR</b>	25 min	Ing.	W
	<p><i>The invention of the silicon chip, microprocessor is a dramatic breakthrough to technology. It makes calculation a billion times faster and better storage of information. This first series revolves from Pascal's counting machine which leads to the invention of the computer using microprocessors.</i></p>			
VH 66	<b>MIGHTY MICRO: PART 2 OF MACHINES AND MONEY</b>	25 min	Ing.	W
	<p><i>Advanced Technology increases wealth and standard of living. Microchips being cheap and durable are widely used in heavy industries and business, speeding up work with the use of computerised robots and machine. Another significance is the disappearance of money due to the introduction of credit cards and electronically controlled bank transactions.</i></p>			
VH 66	<b>MIGHTY MICRO: PART 3 THE POLITICAL REVOLUTION</b>	25 min	Ing.	W
	<p><i>At this electronic age, communication is very efficient and with the usage of space satellites, world communications are made possible. Strategically computers help simulate defence strategies and countries are at a disadvantage if they are not keeping pace with the computer resolution.</i></p>			
VH 66	<b>MIGHTY MICRO: PART 4, THE INTROVERTED SOCIETY</b>	25 min	Ing.	W
	<p><i>With the advancement of computers, human beings will live in an introvert society. Pupils no longer need tutors and-office work can be done in comfort at home.</i></p>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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<b>VH142</b>	<b>MIRACULOUS MACHINE-NATIONAL GEOGRAPHIC SERIES</b>	<b>60min</b>	<b>Ing.</b>	<b>W</b>
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*Micro chips has opened a new universal dimension towards the advancement of the electronic age. Computers and robots have now remarkably paved their way into medical research arts, space, education and scientific research.*

<b>VH 607</b>	<b>2ND PAW PACIFIC COMPUTER CONFERENCE THE SEARCH FOR THE ULTIMATE PERSONAL COMPUTER BY ALAN KAY</b>	<b>70 min</b>	<b>Ing.</b>	<b>W</b>
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*Alan Kay states that the ultimate personal computer is one that is a friend to users and require no learning in using it. With this aim in mind, designers of computer hardware want to know how the brain functions in the learning processes. He also demonstrated the vivarium facility, a computer graphic function now only available in personal computers.*

<b>VH144</b>	<b>PROGRAMMING IN PASCAL PART 1: GETTING STARTED</b>	<b>30min</b>	<b>Ing.</b>	<b>W</b>
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*An introduction to pascal computer programming system. Film presents the how to execute the system.*

<b>VH 144</b>	<b>PROGRAMMING IN PASCAL PART 2: THINK OF A NUMBER</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
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*This program is about numbers: constants; integer, real and variables. Values can be read at runtime and assigned to variables and some idea how constants and variables can be combined with operations and brackets to form arithmetic expressions.*

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
VH 144	<b>PROGRAMMING IN PASCAL PART 3: DOING ARITHMETIC</b>	30 min	Ing.	W
	<i>This series explains more about expressions. How expressions can be used to assign a value to a variable and the assignment statement.</i>			
VH144	<b>PROGRAMMING IN PASCAL PART 4: BEING CHOOSY</b>	30min	Ing.	W
	<i>This part emphasises the ability of TEST that is the execution of statements conditional from the outcome of this test. Aspects of selection is the If and Else statement.</i>			
VH 145	<b>PROGRAMMING IN PASCAL PART 5: CHARACTER BY CHARACTER</b>		Ing.	W
	<i>Introducing CHAR which embraces all characters available in a computer. Characters consist of constants and variable + demonstration.</i>			
VH 145	<b>PROGRAMMING IN PASCAL PART 6: LOOP</b>	30 min	Ing.	W
	<i>Loop consists of deterministic for statement and non deterministic. Character control variable includes up and down, false statement alphabets forward and backward. Loop body need not refer to control variable, it can have more than one statement if compound statement is used.</i>			
VH 145	<b>PROGRAMMING IN PASCAL PART 7: UNTIL YOU'RE FINISHED</b>	30 min	Ing.	W
	<i>This part of the series deals with Non Deterministic loops that is we do not know in advance how many times we want to go round. In Pascal there are two statements; While and Repeat. Explanations to these statements are made.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 145	<b>PROGRAMMING IN PASCAL PART 8: TRUE OR FALSE</b> <i>This series discusses Boolean values - false comes before true. Explanations to this term is elaborately discussed with examples shown.</i>	30 min	Ing.	W
VH 146	<b>PROGRAMMING IN PASCAL PART 9: A MATTER OF ROUTINE</b> <i>This series focusses on Procedures, copy procedure; copy to file, copy to tops; generate headings. Functions: pred; sq root. odd; colm.</i>	30min	Ing.	W
VH 146	<b>PROGRAMMING IN PASCAL PART 10: ROUTINE INFORMATION</b> <i>Film describes the process of one routine that can carry 2 processes and the uses of parameter value and variable.</i>	30 min	Ing.	W
VH 146	<b>PROGRAMMING IN PASCAL PART 11: GIVE IT A NAME</b> <i>Data types in pascal: Various + structure. Various consists of single items or scalar type which consist of enumerated subrange, symbolic and subranges.</i>	30 min	Ing.	W
VH 146	<b>PROGRAMMING IN PASCAL PART 12: PUTTING THE BITS TOGETHER</b> <i>A practical part of the series on how to form a program. Two aspects were shown. top down design and top down testing.</i>	30 min	Ing.	W
VH 147	<b>PROGRAMMING IN PASCAL PART 13: FILE IT</b> <i>This series concentrates on pascal filing system. The various procedures in programming a file and the stages involved in the process.</i>	30 min	Ing.	W

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 147</b>	<b>PROGRAMMING IN PASCAL PART 14: LINE UP</b>	<b>30 min</b>		<b>W</b>
	<i>Series is on Array, which is similar to file but differs in length, sequence and order of access. Array has component and index type. Series also touches on Bubble sorting and packed array.</i>			
<b>VH 147</b>	<b>PROGRAMMING IN PASCAL PART 15: NEW DIMENSIONS</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Arrays consist of more than one dimension. Examples are given through raintables and picture drawing using pascal.</i>			
<b>VH 147</b>	<b>PROGRAMMING IN PASCAL PART 16: THIS MUST BE A RECORD</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
	<i>A subdivision of structured type is Records. Examples of record fields are dates and its variables + stock items using master files.</i>			
<b>VH 162</b>	<b>STRUCTURED PROGRAMMING TECHNIQUES: CONTROL STRUCTURES PART 1</b>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Film is about programming a structure. For proper application, there are a number of good general principles available in programme structures. It includes, Display pattern control. Using parallel name, Intermediate structures and varifying that the process applies.</i>			
<b>VH 162</b>	<b>STRUCTURED PROGRAMMING TECHNIQUES : CONTROL STRUCTURES PART 2</b>	<b>17 min</b>	<b>Ing.</b>	<b>W</b>
	<i>This second part of the series further explains the function of control structures. Interchangeable usage of choice, sequence, its ration, refinement are used for better control.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 160	<b>STRUCTURED PROGRAMMING TECHNIQUES: 14 min TOP DOWN DESIGN PART 1</b>	14 min	Ing.	W
	<i>Top down design; a principle by which in designing a structure it should start by designing the general structure. Decompose it into segments and refining it to its details. Example shown in film is structuring and programming a coin changer.</i>			
VH 161	<b>STRUCTURED PROGRAMMING TECHNIQUES: 14 min TOP DOWN DESIGN PART 2</b>	14 min	Ing.	W
	<i>This series focuses on the principles of top down design that is to tackle the hardest questions first. Example is shown by refining the structure and programme of the coin changer stated in pt. 1.</i>			
VH 158	<b>STRUCTURED PROGRAMMING TECHNIQUES 17 min PART 1 CRITICAL PROGRAM READING: STRUCTURING AN INSTRUCTURED ORIGRAM</b>	17 min	Ing.	W
	<i>Film introduce the correct way to understanding and writing a program. Programs must be well structured with understandable symbols and code.</i>			
VH 159	<b>STRUCTURED PROGRAMMING TECHNIQUES 15 min PART 1 CRITICAL PROGRAM READING : STRUCTURING AN ILLUSTRATED ORIGRAM</b>	15 min	Ing.	W
	<i>Part 2 of this film is about overcoming errors in programming. Programs must be consistent and precise for better structuring.</i>			

## CONSTRUCTION (PEMBINAAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 11	<b>BRIDGING THE HIGHWAY</b> <i>Roads system in Britain, using prefab steel structure, simple and easy to construct.</i>	25 min	Ing.	W
VH 9	<b>JAMBATAN PULAU PINANG</b> <i>Jambatan yang terpanjang di Asia ini siap pada 1986 dan dirasmikan oleh YB. Datuk Seri Dr. Mahathir.</i>	3 min	Ing.	W
VH 9	<b>LEBUHRAYA-TIMUR BARAT</b> <i>Mengisahkan tentang proses pembinaannya, pembelajarannya dan perancangannya. Lebuhraya ini diselenggarakan oleh pihak JKR.</i>	9 min	B.M	W
VH 34	<b>STEEL THE SECRET</b> <i>British steel corporation introduces a new concept in building construction. Rectangular Hollow Steel (RHS) is now widely used. It is known for its strength, lightness and precision compared to concrete.</i>	20 min	Ing.	W

## COUNSELLING (KAUNSELING)

VH27	<b>COUNSELLING TECHNIQUES: ASSERTIVE TRAINING</b> <i>Discussing passive, assertive and aggressive manners giving 15 examples to be discussed.</i>	15 min	Ing.	W
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## CULTURAL (KEBUDAYAAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 100	<b>BENGKEL BUDAYA KAJIAN SENIBINA PERANCANGAN &amp; UKUR</b>  <i>Siswa-siswi mengadakan bergkel Tarian untuk memupuk semangat cintakan Kebuda- yaan Asli Melayu di kalangan pelajar KSPU.</i>	70 min	B.M	W
VH 23	<b>DEUTSHE VOLKSTANZE IN IHRER LANDSCHAFT</b>  <i>Film features German's folk dances plus some beautiful German's landscape.</i>	19 min	Ing.	W
VH 32	<b>PERTANDINGAN LAGU-LAGU KUMPULAN MUTU KERJA</b>  <i>Pertandingan lagu-lagu KMK Ciantara kaki- tangan umum ITM Shah Alam. 14 buah kum- pulan mengambil bahagian.</i>	55 min	B.M	W

## ECOLOGY (EKOLOGI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 167	<b>AIR DISPERSION</b>  <i>Film explains why human beings survive in a polluted environment. Experiences: on chimney plume flow through dispersion, thermal convection and turbulence were also shown.</i>	25 min	Ing.	W
VH 167	<b>AIR POLLUTION: SWEETENING THE AIR</b>  <i>One of the most serious problem faced today is Industrial, automobile and garbage pollution. This film highlights the common source of pollution and remedies to some of the problems.</i>	30 min	Ing.	W
VH 171	<b>IT CAN BE DONE - MAN BUILDS MAN DESTROYS</b>  <i>Film is about world's environmental problem brought about by development. Three aspects of environmental pollution is put forward. They are Noise problems in New York, Sea pollution in Minimata Bay Japan and DDT spraying in Connecticut USA.</i>	20 min	Ing.	W
VH 20	<b>ECONOMIC ENVIRONMENT IMPACTS OF MINING</b>  <i>Ontario, Canada produce 36% of the world's nickel supply. It's mining town Salsbury faces pollution problems.</i>	24 min	Ing.	W
VH 171	<b>ENVIRONMENT IN CRISIS THE GARBAGE EXPLOSION</b>  <i>Film discusses the garbage problem faced today. Various ingenuities are introduced to solve the problem but there is no ultimate solution to the problem. Film focuses on the problems faced in the USA.</i>	15 min	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
<b>VH 169</b>	<b>MAN THE POLLUTER 1 2</b>	50 min	Ing.	W
	<i>Through cartoon animation of the current global problem: environmental pollution, Dr. Fred H. Knelman of Sir George Williams University comments on the state of pollution today and tomorrow. In this film he focuses his concern on environment, technology and over population.</i>			
<b>VH 19</b>	<b>A QUESTION OF SURVIVAL-PUBLIC POISON</b>	50 min	Ing.	W
	<i>Mercury, lead and cadmium has disastrous effects on the brain, eg. Minimata Bay in Japan.</i>			
<b>VH 167</b>	<b>THE SECOND POLLUTION</b>	min	Ing.	W
	<i>Smog; air pollution emitted by automobile and is now a serious concern. Control is not effective due to the increasing number of it. Besides that, industries and incinerators are also a major cause of pollution threatening humans.</i>			
<b>VH 20</b>	<b>SIMPLE ECOSYSTEM: PROBLEM OF POLLUTION</b>	25 min	Ing.	W
	<i>Ontario in Canada is facing a serious pollution problem from its nickel mining industries.</i>			

## ECONOMY (EKONOMI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 82	<b>FORUM: IMPLIKASI BELANJAWAN 1987</b>  <i>Pandangan secara kritikal terhadap belanjawan 1987 dan implikasinya terhadap negara dan rakyat dari beberapa sudut oleh :</i> 1. Dr. Jomo Sundram 2. Dr. Ivan Penrose 3. Encik Zainal Rampak	60 min	B.M	W
VH 83	<b>FORUM: IMPLIKASI BELANJAWAN 1987</b>  <i>Sambungan ceramah Encik Zainal Rampak/ ceramah En. Kemalanathan dari sudut pengguna terhadap belanjawan 1987 dan sesi soal jawab.</i>	60 min	B.M	W
VH 154	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>  <i>Kertaskerja 4; Pelajaran dan latihan dalam industri binaan oleh Prof. Tuan Haji Tahir bin Haji Abdul Majid.</i>  <i>Kertaskerja 5; Penyelidikan dan pembangunan dalam industri perumahan dan pembinaan di Malaysia oleh Puan Nurhayati Mohamed.</i>	120 min	B.M	W
VH 155	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>  <i>Kertaskerja 6, Ciri-ciri pengurusan kewangan untuk pemborong binaan oleh En. Mustapha Omar.</i>  <i>Kertaskerja 7, Tahap pencapaian kontraktor bumiputra; pandangan JKR oleh En. Abd. Rahman Abdullah.</i>	120 min	B.M	W
VH 156	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>  <i>Soaljawab kertaskerja 7; sesi rumusan seminar dan ucapan penutup oleh Pengarah ITM, Dr. Haji Mohd Mansor Haji Salleh.</i>	90 min	W	B.M

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	
<b>VH 151</b>	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>		<b>B.M</b>	<b>W</b>
	<i>Kata aluan oleh Pengarah ITM Dr. Mohd Mansor Salleh, Senator Haji Abu Bakar Lazim Persatuan pemborong binaan Malaysia; Ucapan perasmian En. Ghafar Baba Timbalan Perdana Menteri. Pembentangan kertas kerja 1: Kontraktor Binaan Bumiputra dan Professionalisma oleh Encik Mustapha Omar di ikuti dengan sesi soal jawab.</i>			
<b>Vh 152</b>	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>	<b>120min</b>	<b>B.M</b>	<b>W</b>
	<i>Sambungan sesi soal jawab kertaskerja En. Mustapha Omar. Kertaskerja ke 2: Pandangan dan harapan pengguna oleh En. Mohd Hamdan Haji Adnan. Ketua Kajian Sebaran Am; Setiausaha FOMCA diikuti oleh sesi soal jawab.</i>			
<b>VH153</b>	<b>SEMINAR PEMBORONG-PEMBORONG BINAAN BUMIPUTRA</b>	<b>120 min</b>	<b>B.M</b>	<b>W</b>
	<i>Pembentangan kertaskerja ke 3: Pandangan dan harapan badan iktisas terhadap prestasi pemborong &amp; binaan bumiputra oleh Tuan Haji Mohd Faiz Hamid dan diikuti oleh sesi soaljawab.</i>			
<b>VH 31</b>	<b>PROJEK PENYELIDIKAN KEBAJIKAN ORANG-ORANG TUA</b>	<b>85 min</b>	<b>B.M</b>	<b>W</b>
	<i>Penyelidikan latarbelakang mengenai bantuan yang dibuat dan perkhidmatan yang diterima oleh orang-orang tua yang menerima bantuan kebajikan masyarakat. Projek dijalankan oleh Pusat Statistik ITM, Shah Alam.</i>			

NO. RUJUK	JUDUL :	MASA BAHASA WARNA		
		60min	B.M	W
VH 135	<b>SEMINAR PENSWASTAAN DI MALAYSIA PERSPEKTIF DAN PROSPEK</b>  <i>Majlis Perasmian oleh Datin Paduka Rafidah Aziz dan Pengarah Dr. Mansor Salleh, Kertaskerja I: Dr. Jomo Sundram: Penswastaan: Pelajaran dari Negara membangun.</i>	60min	B.M	W
VH 136	<b>SEMINAR PENSWASTAAN DI MALAYSIA PERSPEKTIF DAN PROSPEK</b>  <i>Sambungan ceramah Dr. Jomo Sundram Penswastaan: Pelajaran dari Negara membangun. Pancangan pendekatan penswastaan oleh ahli-ahli panel: Datuk Abdullah Ahmad, Dr. Lim Eng Siang, Haji Hanafiah Omar dan Mohd Shafiee/sessi soal jawab.</i>	120 min	B.M	W
VH 136	<b>SEMINAR PENSWASTAAN DI MALAYSIA PERSPEKTIF DAN PROSPEK</b>  <i>Politik dalam penswastaan di Malaysia oleh Munis Paran, pensyarah ITM. Ahli Panel Datuk Abdullah Ahmad, Mohd Ridhuan Abdullah Ahmad, Mohd Ridhuan Abdul Halim dan Anuar Ali.</i>	100 min	B.M	W
VH 121	<b>SEMINAR TAHUNAN MEDEC</b>  <i>Majlis perasmian oleh En. Ghafar Baba, Timbalan Perdana Menteri. Kertaskerja I: Issu dan Masalah Pemasaran Semasa Peniaga Kecil, oleh Encik Mohd Yusof  Kertaskerja II: Pembungkusan dan Reka-bentuk Barangan Pengguna, oleh Tuan Haji Hashim Mohd Ngah.</i>	180 min	B.M	W

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 121</b>	<b>SEMINAR TAHUNAN MEDEC</b>  <i>Majlis perasmian oleh Timbalan Perdana Menteri En. Chafar Baba. Pembentangan kertaskerja bertajuk: Issue dan Masalah Pemasaran Semasa Peniaga Kecil oleh En. Mohd Yusof, Timbalan Pengerusi Persatuan Peniaga Kecil dan Sederhana. Kertaskerja kedua bertajuk: Pembungkusan dan rekabentuk barangan pengguna oleh Tuan Haji Hashim Mohd Ngah.</i>	<b>180 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 122</b>	<b>SEMINAR TAHUNAN MEDEC</b>  <i>Sambungan kertaskerja: Pembungkusan dan Rekabentuk Barangan Pengguna. Kertaskerja 3: Strategi Sistem Pengeedaran Bagi Perniagaan Kecil oleh Wan Sulaiman Wan Kadir.  Kertaskerja 4: Pengaruh Harga Terhadap Pasaran oleh En. Abdul Kadir Hj. Yahya, Pegawai Pemasaran Bersepadu</i>	<b>180 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 120</b>	<b>TRADE OFFS-CHOICE</b>  <i>Film defines the economic term Choice and Opportunity Cost. Film sets examples through dramatization of the various situations a person is confronted in making a choice.</i>	<b>19 min</b>	<b>Ing.</b>	<b>W</b>

## EDUCATION & TRAINING (PEMBELEJARAN & LATIHAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
<b>VH 98</b>	<b>BENGKEL PENDIDIKAN</b>  <i>Selected microteaching models. Introduction; use yourhead series with film:- The floor is yours a film about how to organise effective public speaking.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 90</b>	<b>BENGKEL TEACHING FOR LEARNING</b>  <i>David Heiny talks on Risk taking; learning to learn; includes concepts of learning, risk bearers or takers.</i>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 89</b>	<b>BENGKEL TEACHING FOR LEARNING</b>  <i>Karen Swisher: Active participation in the learning process - Note taking, Cornell system.  Pat Heiny: talks on Learning through reading; problems &amp; strategies for learning through reading.</i>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 88</b>	<b>BENGKEL TEACHING FOR LEARNING</b>  <i>Kata-kata aluar dan perasmian oleh Dr. Nasir Lanjong, Penceramah: John Romano Talks on Non intellectual factors that affects students achievement beyond the 3P.</i>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 91</b>	<b>BENGKEL TEACHING FOR LEARNING</b>  <i>Dr. Barbara Davies talks on : Active learning and problem solving, Methods and examples were discussed (45 min). Barbara Solero; Talks on proper word usage; specific terms should be used for specific situation, occasion and function (90min). Dr. Linda Johnson talks on learning skills and strategies that students have to acquire (45min).</i>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 92</b>	<b>BENGKEL TEACHING FOR LEARNING</b>	<b>60 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Dr. Linda Johnson discusses on testing student attitudes on learning. Closing ceremony by ITM Director Dato' Nik Abdul Rashid Nik Majid.</i>			
<b>VH 127</b>	<b>BENGKEL TEACHING FOR LEARNING</b>	<b>120 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Opening ceremony by Deputy Director ITM Dr. Nassir Lanjong. Inrc: Dr. Sharon: The philosophy and structure and value of American higher education/1st speaker; Sandy Bansley: Components of a well structured lecture./ 2nd speaker: Karen Swisher: Active Note taking.</i>			
<b>VH 128</b>	<b>BENGKEL TEACHING FOR LEARNING</b>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Continuation of Karen Swisher's talk on Active Note Taking/Reading: The Students perspective/Testing in an university classroom/Meaningful learning.</i>			
<b>VH 129</b>	<b>BENGKEL TEACHING FOR LEARNING</b>	<b>120 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Karen Swisher on "Attitudes is probably the most important requirements for effective listening, and Notetaking. Cornell system and 5R's/ Sandy Bensley - Components of a well structured lecture.</i>			
<b>VH 130</b>	<b>BENGKEL TEACHING FOR LEARNING</b>		<b>Ing.</b>	<b>W</b>
	<i>Dr. Quealy talks on discipline and remedy for effective studying. Lecture involves: avoidance patterns; how to develop study schedule and follow it.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 131	<b>BENGKEL TEACHING FOR LEARNING</b>	58 min	Ing.	W
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*Dr. Barbara Davis presents: Creating the desire to learn. A workshop session analysing factors that motivates and demotivates students attitudes towards learning.*

VH 132	<b>BENGKEL TEACHING FOR LEARNING</b>	60 min	Ing.	W
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*Dr. Marcia Sheridan presents: motivating women students. Talk is based on researches made in U.S and its applications in Malaysia. Workshop and solutions to problems. Closing ceremony by Dean of Academic Affairs, Encik Mohd Ali Hassan.*

VH 104	<b>BENGKEL PEMARKAHAN KERTAS PEPERIKSAAN JENIS ESEI</b>	165 min	Ing.	W
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*Perasmian oleh Pengarah ITM Dr. Mohd Mansor Hj. Salleh. Ketua Unit Penyelidikan dan Data L.P.M En. Rosli berceramah tentang perspektif penilaian, aspek-aspek pembinaan dan pemeriksaan esei.*

*En. Fuad Pegawai, Pemeriksaan Kanan L.P.M, berceramah tentang kaedah pemarkahan esei: Global dan analytical score.*

VH 105	<b>BENGKEL PEMARKAHAN KERTAS PEPERIKSAAN JENIS ESEI</b>	90 min	Ing.	W
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*Bengkel Kumpulan B membandingkan pelaksanaan pemeriksaan di ITM dengan ketetapan oleh Lembaga Peperiksaan Malaysia dan resolusi yang dibuat mengenainya untuk ITM.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 106</b>	<b>BENGKEL PEMARKAHAN KERTAS PEPERIKSAAN JENIS ESEI</b> <i>Bengkel Kumpulan B merumus cadangan-cadangan untuk mengemaskan sistem pembentukan dan perilaian kertas soalan. / Penyampaian tentang pemarkahar esei; global dan anlytical Bengkel kumpulan berdasarkan kertas-kerja. Penyampaian Aspek-Aspek pentadbiran dalam pemeriksaan : 'sccoring' dan 'non sccoring'.</i>	<b>180 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH107</b>	<b>BENGKEL PEMARKAHAN KERTAS PEPERIKSAAN JENIS ESEI</b> <i>Penyampaian dan perbincangan rumusan kumpulan-kumpulan berkaitan dengan pemarkahan peperiksaan. En. Fuad menyampaikan ceramah mengenai laporan pemeriksaan esei : aspek-aspek melapor selepas memeriksa kertas jawapan.</i>	<b>155 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 108</b>	<b>BENGKEL PEMARKAHAN KERTAS PEPERIKSAAN JENIS ESEI</b> <i>Perbincangan dan rumusan semula diantara peserta-peserta mengenai aspek-aspek : apakah kegunaan ujian, skop ujian; siapalah yang patut mengeluarkan laporan/ majlis penutup.</i>	<b>120 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 165</b>	<b>SEMINAR NEWSPAPERS IN EDUCATION</b> <i>Speech by ITM Director Prof. Nik Abd. Rashid Nik Majid. Four New Straits Times speakers introduce the methods applicable for teaching through newspaper in class. NIE.</i>	<b>120 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 166</b>	<b>SEMINAR NEWSPAPERS IN EDUCATION</b> <i>Continuation of NIE workshop conducted by NST speakers. Closing ceremony by Pn. Hazardiah, Ketua Pusat Bahasa.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 68	USE YOUR HEAD SERIES : REVIEW	22 min	Ing.	W
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*A review on previous lesson about pattern learning. Questions regarding the usage of the system are brought forward by invited guests.*

VH68	USE YOUR HEAD SERIES: ITS ON YOUR SHOULDERS	22 min	Ing.	W
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*A review on the most important part of previous programmes. Viewers are required to interconnect it with each other. Film is followed by an animation of a successful worker using pattern planning.*

VH 21	WORLDNET 209, JUNE 12, 1986: CARNEGIE; REPORT ON AMERICAN EDUCATION SYSTEM	60 min	Ing.	W
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*American education system. Participants from Brussels, Lisbon, Helsinki, Hague Madrid & Vienna are linked by satellite in this program.*

## FASHION (FESYEN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 24	<b>PERTUNJUKAN FESYEN</b> <i>Pertunjukan fesyen oleh graduan ITM di Dewan Sri Budimar. Dirasmikan oleh isteri Pengarah ITM-Anjuran bersama Regnis Malaysia Berhad.</i>	50 min	B.M	W
VH 24	<b>PAMERAN MESIN-MESIN SINGER</b> <i>Pameran sempena 130 tahun Singer (1956-1986) oleh Regnis Malaysia Bhd., penganjur kelengkapan rumah, chap Singer.</i>	15 min	B.M	W
VH 69	<b>HISTORY OF TEXTILES</b> <i>Lecture on history of textiles by Dr. Mary Littrell..... Lecture 1, 9/8/85: Course outline &amp; Syllabus Lecture 2, 16/8/85: Egypt 3700 - 332 B.C</i>	94 min	Ing.	W
VH 70	<b>HISTORY OF TEXTILES</b> <i>Lectures on the history of textiles by Dr. Mary Littrell..... Lecture 3, 13/9/85 : Later Egyptian textiles - A.D.4-5th Early Christian sect. in Egypt. Lecture 4, 27/9/85 : Textiles and commercial life in the middle ages 100-1500 A.D.</i>	96 min	Ing.	W
VH 71	<b>HISTORY OF TEXTILES</b> <i>Lecture series on the history of textiles by Dr. Mary Littrell..... Lecture 5, 4/10/1985 : Medieval tapestries: 14th &amp; 15th centuries Flanders Brussels Lecture 6, 25/10/85 : 1700's : Commercial Expansion</i>	107 min	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 72	<b>HISTORY OF TEXTILES</b>  <i>Lecture series on the history of textiles by Dr. Mary Littrell... Lecture 7: 8/11/86: Revision on embroideries and brocade. Lectures on Needlepoint, bobbin lace and 1700's printed textile.</i>	52 min	Ing.	W
VH 73	<b>HISOTRY OF TEXTILE</b>  <i>Lecture series on history of textile by Dr. Mary Littrell... Lecture 8: 31/1/1986: Guatemala &amp; Mexico textile weaving activities  Lecture 9: 31/3/1986: Africa Ghana - textile weaving activities</i>	112 min	Ing.	W
VH 74	<b>HISTORY OF TEXTILES</b>  <i>Lecture series on history of textiles by Dr. Mary Littrell... Lecture 10: 29/3/86: North Thailand - Meo, Yao, Lisu Akhahilltribe textile  Lecture 11: 4/4/86: West Africa - Woven textiles</i>	88 min	Ing.	W
VH 75	<b>HISTORY OF TEXTILES</b>  <i>Lecture series on the history of textiles by Dr. Mary Littrell. Lecture 12: 11/4/86 : Revision Pelete Bite - Nigeria Kalagari people textile  Lecture 13: 18/4/86 : Quiz and Japan textile production</i>	149 min	Ing.	W
VH 76	<b>HISTORY OF TEXTILE</b>  <i>Lecture series on the history of textiles by Dr. Mary Littrell... Lecture 14 : 25/4/1986: Kimono design techniques.</i>	46 min	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 48	<b>HISTORY OF FASHION: HISTORICAL COSTUME OF THE WEST</b>	175 min	Ing.	W
	<p><i>Lecture series on the historical costume of the West by guest speaker Dr. Mary Littrell .....</i></p> <p><i>Lecture : 1 : Brief outline of the subject</i></p> <p><i>Lecture : 2 : Historical costume of Egypt</i></p> <p><i>3 : Cont. costume of Egypt</i></p> <p><i>4 : Historical costume of Rome Greece and the Middle Ages.</i></p>			
VH 49	<b>HISTORY OF FASHION: HISTORICAL COSTUME OF THE WEST</b>	105 min	Ing.	W
	<p><i>Lecture series on the historical costume of the West by guest speaker Dr. Mary Littrell.....</i></p> <p><i>Lecture 5 : Historical costume of the later Middle Ages</i></p> <p><i>Lecture 6 : Historical costume of the Renaissance</i></p>			
VH 50	<b>HISTORY OF FASHION: HISTORICAL COSTUME OF THE WEST</b>	90 min	Ing.	W
	<p><i>Lecture series on the historical costume of the West by guest speaker Dr. Mary Littrell...</i></p> <p><i>Lecture 7 : Last period of extravagant costume</i></p> <p><i>Lecture 8 : Costume during the French Revolution</i></p>			
VH 51	<b>HISTORY OF FASHION (1850-1870)</b>	111 min	Ing.	W
	<p><i>Lectures series on historical costume of the West by Dr. Mary Littrell...</i></p> <p><i>Lecture 9 : 31/1/1986 - History of costume 1980 1850</i></p> <p><i>Lecture 10 : 21/3/1986 - History of costume 1850 1970</i></p>			

NO. RUJUK	JUDUL :	MASA BAHASA WARNA
VH 52	<b>HISTORY OF FASHION</b>  <i>Lecture series on historical costume of the west by Dr. Mary Littrell... Lecture 11 - 29/3/1986 - 1940's World War period Lecture 12 - 4/4/1986 - Three period of fashions' important dates: 1990-1900, 1900-1910 &amp; 1900-1920</i>	87 min    Ing.    W
VH 53	<b>HISTORY OF FASHION</b>  <i>Lecture series on historical costume of the west by Dr. Mary Littrell... Lecture 13 - 11/4/1986 - Fashion in 1980-1920's. Lecture 14 - 18/4/1986 - Quiz and Fashion in 1920-1929</i>	89 min    Ing.    W
VH 54	<b>HISTORY OF FASHION</b>  <i>Lecture series on historical costume of the west by Dr. Mary Littrell.... Lecture 15 - 25/4/1986 - Fashion during 1920-1929, 1930-1939, 1940-1949, 1950-1959.</i>	100 min    Ing.    W



## FILM & TV PRODUCTION (PRODUKSI FILEM & TV)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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<b>VH 138</b>	<b>CHROMEKEY</b>	50 min	Ing.	W
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*Summary: Technical principles and aspects of chromekey: color and graphics background used in TV production.*

<b>VH 632</b>	<b>FROM CONCEPTUALIZATION TO PRODUCTION: SNAPPY AND SNAZZY AUDIO VISUALS FOR THE HUMAN RESOURCE DEVELOPMENT PART 1: COMMUNICATIONS</b>	48 min	Ing.	W
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*This programme designs communication and elaborates in some detail how one goes about facilitating the communication process. It focuses on communication skills such as effective listening, feedback and techniques. This video is accompanied with a video guide, which comprises the various hand\_out used by the presenter as well as pointers on how tape can be effectively used.*

<b>VH 633</b>	<b>FROM CONCEPTUALIZATION TO PRODUCTION: SNAPPY AND SNAZZY AUDIO VISUALS FOR THE HUMAN RESOURCES DEVELOPMENT PROFESSIONAL PART II: THE VALVE, DESIGN AND PRODUCTION OF AV MATERIALS</b>	58 min	Ing.	W
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*This programme is structured with the purpose of reinforcing some of the rules for using AV as well as give viewers more useful information on the value, design and basic production techniques of AV aids. More specifically, the trainer and trainee, how to design and when to use AVs, and finally touch on the slide and transparency production techniques.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 45</b>	<b>THE GRAMMAR OF FILM PART 1</b> <i>Some basic principles for film journalist in making film coverage. Guides in establishing predetermined shots to get the proper angle and impact.</i>	<b>27 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 610</b>	<b>HIGHLIGHTS OF MR. S. NAKAMURA'S AUDIO VISUAL WORKSHOPS</b>  1) <i>Design on video training packages</i> 2) <i>A.V. Technology-Its cost time effectiveness</i> 3) <i>Advancing Computerisation Through AV Materials learning systems. He compares the differences between the visual image and image on the screen and among live lecture movie slide and and TV concept film. The characteristics of the four types of production were also outlined. Lastly, Mr. Nakamura talks on how to use video learning materials effectively.</i>			
<b>VH 138</b>	<b>PICTURE AND WORDS</b>  <i>Commentary film on scripting technique methods are clearly explained through shot and footage counting of a shot.</i>	<b>40 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 45</b>	<b>THE STRUCTURE OF THE NEWS FILM STORY</b>  <i>Film features a news film journalist covering a gunship helicopter armed with nail flachets rckets in action. The preplanned structuring and sequencing of the scene is explained.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-CUTTING SHOTS TOGETHER MATCHING SHOTS</b>  <i>Shots involved to get matching shots by applying cut shots.</i>	<b>1 min</b>	<b>Ing.</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-EYELINES THE OPTICAL BARRIER OR CROSSING THE LINE</b> <i>Establishing optical barrier to get proper eyelines in shots.</i>	<b>2 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-EYELINES CAMERA HEIGHTS</b> <i>Proper camera heights in producing dramatic shots.</i>	<b>2min</b>	<b>Ing</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-EYELINES-GO CLOSER, GO MORE FRONTAL</b> <i>Proper camera positioning for close shots to catch eyelines for better impact.</i>	<b>2 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH140</b>	<b>TELEVISION TRAINING GRAMMER OF TELEVISION</b> <i>Film explains the various camera shots to focus the main point of action from the best viewpoint for relative/impact.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING INTERVIEW FILMING- PART 1: THE INTERVIEW</b> <i>Process in filming an interview Film stresses on the cut away questions technique applied.</i>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-INTERVIEW FILMING PART 3: SHOT AND ANGLES</b> <i>Application of various shots in an interview. Film also stresses on camera positioning for better impact.</i>	<b>6 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-LENSES</b> <i>Film defines the detailed functions of lenses in a television camera. Its characteristics and problems were distinctly focussed at.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH140</b>	<b>TELEVISION TRIANING-LENSES-LENS PERSPECTIVES</b> <i>Uses of appropriate lenses for beter shot lenses, telephoto, wide angle, medium.</i>	<b>3 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING-OPTICAL BARRIER CROSSING THE LINE</b> <i>Optical barrier set of rules in determining proper movement continuity in a film</i>	<b>4 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING - OUT OF SEQUENCE SHOOTING - A DRAMA SEQUENCE AND HOW IT WAS SHOT</b> <i>A drama sequence followed by techniques applied of the various shots made.</i>	<b>20 min</b>	<b>Ing</b>	<b>W</b>
<b>VH 140</b>	<b>TELEVISION TRAINING - SCREEN DIRECTION REVERSE CUTS</b> <i>Screeer direction set of rules determining proper movement + continuity in a film.</i>	<b>4 min</b>	<b>Ing</b>	<b>W</b>
<b>VH 141</b>	<b>VIDEO PROJEK - PENUNTUT KAJIAN SAINS PERPUSTAKAAN &amp; MAKLUMAT</b> <i>Penuntut-penuntut KSPM membuat latihan amali mengenai cara mengendalikar alat rakamar video.</i>	<b>15 min</b>	<b>B.M</b>	<b>W</b>

## GENERAL (AM)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 143	<b>BATTLESTAR GALLECTICA - THE RETURN OF STARBUCK</b> <i>Fictitious TV series about the war torn space inhabitants. The film is about a space ship Battlestar Gallectica in its quest to seek refuge on a planet called earth. In its journey many encounters are met with its prime enemy that results in a tragic spaceship combat.</i>	50 min	Ing.	W
VH23	<b>BERLIN-WEST BERLIN. INFORMATION ABOUT A BIG CITY</b> <i>Features the development of West Berlin and its history during the Nazi government.</i>	30 min	Ing.	W
VH 125	<b>HAL EHWAL SEMASA</b> <i>Pengarah Urusan Bank Islam membuat penjelasan tentang Insuran Islam dari segi hukum dan peraturan syariah. Ahli panel: Mohd Ali Hassan pensyarah kanan ITM dan Noraini Ismail Berita Harian.</i>	40 min	B.M	W
VH 125	<b>HAL EHWAL SEMASA</b> <i>Perdana Menteri Dato' Sri Dr. Mahathir Mohamad menjawab soalan-soalan berkaitan dengan premium insuran, tol, issue Papan dan kebebasan akhbar, ahli panel: Prof Madya Nik A. Rashid Pengarah ITM dan Zainuddin Maidin.</i>	40 min	B.M	W
VH 33	<b>I'M DEPENDENT, YOU'RE ADDICTED</b> <i>Narcotics, barbiturates, pep pills, LSD dan marijuana ara drugs commonly abused. Continuous consumption of these drugs can cause dependence and addiction accordingly.</i>	50 min	Ing.	W

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 133</b>	<b>FREE TO CHOOSE</b>	<b>50 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Milton Friedman examines the welfare system (social security) in the United States. He discusses the schemes, intention and purpose of its function. The 2nd part of film is a forum based on the subject mentioned</i>			
<b>VH 133</b>	<b>FREE TO CHOOSE</b>	<b>50 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Milton Friedman talks on equality. Is it a desirable or possible goal for a society and what is meant by equality on the people. Is it healthy for the nation when the government tries to impose equality on all its citizens and how it effects the freedom of individual.</i>			
<b>VH 133</b>	<b>FREE TO CHOOSE</b>	<b>50 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Milton Friedman reveals the depression history of 1929-1933 in the United States mentioning the failure of its Federal Reserve and the function of gold during these stages. The 2nd part of film is a forum based on the subject mentioned.</i>			
<b>VH 133</b>	<b>FREE TO CHOOSE</b>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Milton Friedman probes into the government and consumers association in protecting the consumer interest and safety and the disadvantages it produces.</i>			
<b>VH 134</b>	<b>FREE TO CHOOSE</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Continuation of consumers interest</i>			
<b>Vh 134</b>	<b>FREE TO CHOOSE</b>	<b>50 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Milton Friedman with his controversial issue: who protects the workers. Is it the labour union or the free market system?</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 143	<b>MIND YOUR LANGUAGE SERIES</b>	30 min	Ing.	W
	<i>Humourous TV series about a group of foreigners attending an English language class. Funny things happened during class session.</i>			
VH 175	<b>MORE BY DESIGN</b>	24 min	Ing.	W
	<i>Scotland owns its exclusive designs due to its exuberant landscapes. Film is rendezuous of Scotland's involvement in designs from landscaping, pottery, textile and corporate design.</i>			
VH 65	<b>A NICE KID LIKE YOU</b>	40 min	Ing.	W
	<i>Interviews with college students on LSD, marijuana, birth control pills. The phenomena faced by parents and teachers with students of the new generation.</i>			
VH 45	<b>WHAT IS A SET : PART 1 &amp; 2</b>	14 min	Ing.	W
	<i>Presents a variety of concrete illustrations in parts and introduces the notations used with sets. Part II extends the concept with more illustrations.</i>			

## HAL EHWAL ITM

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 64	<b>AMANAH PENGARAH INSTITUT TEKNOLOGI MARA SEMPERA MINGGU SILATURAHIM JULAI 1986</b>  <i>Pengarah ITM Dato Nik Fashid memberi ucapan kesedaran akan kedudukan orang Melayu kini kepada penuntut-penuntut baru,</i>	160 min	B.M	W
VH 112	<b>ETIKA MENERIMA SIJIL/DIPLOMA DI MAJLIS KONVOKESYEN</b>  <i>Etika ketika menerima diplcma/sijil di Majlis konvokesyen.; Ciri-ciri ditunjukkan melalui contoh-contoh yang diberi.</i>	25 min	B.M	W
VH 93	<b>MAJLIS KONVOKESYEN ITM 27HB. SEPTEMBER 1986</b>  <i>Sidang Pertama: di Dewan Sri Budiman Penganugerahan Ijazah BBA/(ITM-Ohio), Diploma Kajian Sains Perpustakaan dan Maklumat serta Sijil-Sijil Kursus Luaran, Kajian Perniagaan &amp; Pengurusan.</i>	165 min	B.M	W
VH 94	<b>MAJLIS KONVOKESYEN ITM 27HB. SEPTEMBER 1986</b>  <i>Sidang Ke 2 : di Dewan Sri Budiman. Penganugerahan Diploma Kajian Perniagaan dan Pengurusan oleh Tan Sri Sallehudin Mohamad. Pengerusi Majlis ITM. Tetamu undangan, Datuk Dr. Abd. Halim bin Haji Ismail, Pengarah Urusan Bank Islam.</i>	155 min	B.M	W



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 95</b>	<b>MAJLIS KONVOKESYEN ITM 29HB. SEPTEMBER 1986</b>	<b>135 min</b>	<b>B.M</b>	<b>W</b>
	<i>Sidang Ke 5: di Dewan Sri Budiman. Penganugerahan Diploma Kajian Perakaunan oleh Tan Sri Sallehudin Mohamad, Pengerusi Majlis ITM. Tetamu undangan, Datuk Shamsir Omar, Akauntan Negara.</i>			
<b>VH 157</b>	<b>MAJLIS KONVOKESYEN ITM 1986</b>	<b>150 min</b>	<b>B.M</b>	<b>W</b>
	<i>Sidang Ke 6: Penganugerahan Diploma Kajian Pentadbiran dan Undang-Undang oleh Tan Sri Sallehudin Mohamad. Tetamu kehormat, Y.A.B Tun Mohd Sufian Hashim</i>			
<b>VH 96</b>	<b>MAJLIS KONVOKESYEN ITM 30HB. SEPTEMBER 1986</b>	<b>120 min</b>	<b>B.M</b>	<b>W</b>
	<i>Sidang Ke 7: di Dewan Sri Budiman. Penganugerahan Diploma di Kajian Sains Matematik dan Komputer serta Kajian Sains Gunaan oleh Tan Sri Sallehudin Mohamad, Pengerusi Majlis ITM. Tetamu Kehormat, YAB Dr. Abdul Hamid Pa'Wan Teh, Menteri Besar Perlis.</i>			
<b>VH 97</b>	<b>MAJLIS KONVOKESYEN ITM, 30HB. SEPTEMBER 1986</b>	<b>100 min</b>	<b>B.M</b>	<b>W</b>
	<i>Sidang Ke 8: di Dewan Sri Budiman. Penganugerahan Diploma Kajian Pengurusan Hotel dan Penyediaan Makanan serta Kajian Sains Kesetiausahaan.</i>			
<b>VH 168</b>	<b>MAJLIS KONVOKESYEN EKSEKUTIF MBA DI PWTC</b>	<b>90 min</b>	<b>B.M</b>	<b>W</b>
	<i>Perasmian oleh Tan Sri Sallehudin Mohamad. Upacara penganugerahan sarjana MBA oleh Ohio University. Ucapan Pengarah ITM Dr. Haji Mohd Mansor Salleh. Ucapan Presiden Ohio University Dr. Charles Ping. Ucapan Tan Sri Sallehudin Mohamad.</i>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 139</b>	<b>MAJLIS PERASMIAN PERPUSTAKAAN DATO JAAFAR HASSAN KAMPUS CAWANGAN ITM PERLIS</b>  <i>1) Ucapan Pengarah ITM Prof. Nik Abdul Rashid. 2) Ucapan Pengerusi Majlis ITM Datuk Mansor Osman. 3) Ucapan bagi Pihak Dato' Jaafar Hassan 4) Perasmian Perpustakaan dan lawatan didalam bangunan 5) Pemandangan sekitar kampus dan temu-ramah penuntut.</i>	<b>70 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 119</b>	<b>MINGGU PERSATUAN BULAN SABIT MERAH ITM KE 4</b>  <i>Majlis penutup minggu PBSMITM. Acara pemeriksaan barisan oleh Timb. Pengarah ITM Dr. Mohd. Ahmad Hj. Hashim diikuti dengan ikrar ahli-ahli dan demonstrasi pertolongan cemas. Majlis diakhiri dengan penyampaian hadiah.</i>	<b>80 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 118</b>	<b>MINGGU PERSATUAN BULAN SABIT MERAH ITM KE 4</b>  <i>Majlis Perasmian oleh Dato' Sulaiman Osmar pengerusi PBSM Selangor. Majlis penyempaiar watakah jurulatih kepada ahli-ahli PBSM ITM.</i>	<b>55 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 110</b>	<b>PERTANDINGAN KAWAD UNIT-UNIT KESATRIA: ANTARA KAMPUS ITM, TAPE 1</b>  <i>Perasmian oleh Timbalar Pengarah Dr. Ahmad.Hj. Hashim. Persembahan kawad oleh Unit-unit Kesatria ITM.</i>	<b>105 min</b>	<b>B.M</b>	<b>W</b>
<b>VH 111</b>	<b>PERTANDINGAN KAWAD UNIT-UNIT KESATRIA ANTARA KAMPUS ITM TAPE 2</b>  <i>Persembahan Kawad oleh unit-unit Kesatria ITM. Upacara penutup dan penyampaian hadiah oleh Pengarah ITM Dr. Mansor Salleh selaku Kemandan Kesatria.</i>	<b>60 min</b>	<b>B.M</b>	<b>W</b>

**HOTEL MANAGEMENT & TRAINING  
(PENGURUSAN HOTEL & LATIHAN)**

<b>NO. RUJUK</b>	<b>JUDUL</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 22</b>	<b>THE BELLMAN</b>  <i>Shows the roles of a bellman to make the guests feel important and well served.</i>		Ing.	W
<b>VH 2</b>	<b>CAFETERIA SERVICE</b>  <i>Responsibilities of cafeteria food services, including portion control, food presentations, proper food maintenance and stocking of serving trays. Emphasizes importance of customer relations.</i>	<b>30 min</b>	Ing.	W
<b>VH 1</b>	<b>DINING ROOM SANITATION:</b>  <i>Techniques for sanitary food handling. Encourages personal cleanliness, hygiene and grooming for all restaurants hotel staffs.</i>	<b>13 min</b>	Ing.	W
<b>VH 47</b>	<b>MR DISH MACHINE OPERATOR</b>  <i>Operations and maintenance of commonly used dish machines. Correct methods for loading and unloading dishes, cups, glasses and silverware.</i>	<b>13 min</b>	Ing.	W
<b>VH 47</b>	<b>FOOD PURCHASING 1: GENERAL PRINCIPLES</b>  <i>Basic principles for proper food purchasing procedures. Stresses the importance of the menu as a guide for the intended use of items and emphasizes the buyers need for knowledge of food quality and production methods.</i>	<b>13 min</b>	Ing.	W
<b>VH 22</b>	<b>THE FRONT DESK</b>  <i>A basic film for anyone who deals with guests, the importance of human relations at the front desk.</i>	<b>13 min</b>	Ing.	W

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 114</b>	<b>HANDLING CHECKS</b> <i>Film shows basic procedures for handling checks. Shows steps of inspecting checks and validating signatures.</i>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 114</b>	<b>HANDLING COMPLAINTS</b> <i>Film is a series of dramatic realistic vignettes illustrating the basic principles involved in handling complaints. An ideal film for personnel involved in dealing with customers.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 22</b>	<b>HANDLING COMPLAINTS</b> <i>An ideal film for personnel who must deal with customer complaints.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 114</b>	<b>HANDLING CREDIT CARDS</b> <i>Film shows all required steps in a credit card transaction. Steps are illustrated by a dramatic scene with special precautions highlighted.</i>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 114</b>	<b>HANDLING MONEY</b> <i>Presents in detail proper methods of counting money; making change; identify counterfeit money and other precautions</i>	<b>12 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 46</b>	<b>KITCHEN SAFETY: PREVENTING BURNS</b> <i>Teaches healthy aspects of handling steam, gas, boiling water, bubbling fats and other hot items. Demonstrates proper handling of equipment and ways of avoiding burns in commercial kitchen.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 46</b>	<b>KITCHEN SAFETY: PREVENTING CUTS AND STRAINS</b> <i>Proper care and handling of knives and the painful results when rules are ignored.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 46</b>	<b>KITCHEN SAFETY: PREVENTING FALLS</b>  <i>Stresses methods of avoiding the most common kitchen accidents. Includes keeping of floors in safe condition, correct use of stairways, mopping practices, footwear and responsibility on preventing accidents.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 46</b>	<b>KITCHEN SAFETY: PREVENTING FIRES</b>  <i>Basic kitchen fire safety knowledge to prevent fire and what to do when a fire starts. Film demonstrates how to handle extinguishers and the fire alarm system.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 46</b>	<b>KITCHEN SAFETY: PREVENTING MACHINE INJURIES</b>  <i>Stresses safe method of operating and cleaning kitchen machines such as choppers, slicers, grinders, mixers and saw in a commercial kitchen.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 22</b>	<b>THE MAID: CLEANING THE BATHROOM</b>  <i>Demonstrates proper procedures for cleaning the bathrooms.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 22</b>	<b>THE MAID: MAKING UP THE ROOM</b>  <i>Demonstrates the responsibilities of a maid making up and clearing a checkout room.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 2</b>	<b>PRESENTATION OF FOOD AND BEVERAGES</b>  <i>Basic rules of serving food and beverages.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 114</b>	<b>PREVENTING EMPLOYEE THEFT</b>  <i>Film shows basic principles of theft prevention and embezzlement reducing temptation, limiting opportunity and establishing control and communications.</i>	<b>11 min</b>	<b>Ing.</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 47</b>	<b>PREVENTING WASTE</b> <i>Dramatizes ways to avoid wasteful practices and save money in all food service operations. Encourages employees awareness for both kitchen and dining room personnel. Emphasizes positive rules to prevent waste.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 47</b>	<b>RECEIVING AND STORING</b> <i>Illustrates basic principles of receiving and storing food and the importance of proper procedures in checking quality and quantity of received goods.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 22</b>	<b>RECEIVING AND STORING</b> <i>Illustrates basic principles of receiving &amp; storing food and the importance of proper procedure in checking quality &amp; quantity of goods.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 114</b>	<b>ROOM SERVICE</b> <i>Film deals with room duties of waiter, waitress and order taker. Stresses good ethics and courtesy in disseminating services to clients.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 2</b>	<b>RUSH HOUR SERVICE</b> <i>Teaches hotel staff how to cope with rush hour responsibilities, and technique to be efficient and courteous.</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 1</b>	<b>SANITATION: RODENT AND INSECT CONTROL</b> <i>Film on rodent and insect control their role in the spread of disease and the responsibility of hotel staff for good house keeping practices. Includes methods of control and safe handling of pesticides</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 47	<b>SANITATION: RODENT AND INSECT CONTROL</b>	13 min	Ing.	W
	<i>Basic rodent and insect control and their role in the spread of disease. The responsibility of employees for good house-keeping practices. Teaches methods of control and safe handling of pesticides.</i>			
VH 1	<b>SANITATION: RULES MAKE SENSE</b>	13 min	Ing.	W
	<i>Emphasizes the rules of sanitation to protect public health. Proper methods of handling foods.</i>			
VH 1	<b>SANITATION: WHY ALL THE FUSS?</b>	13 min	Ing.	W
	<i>Introduction to the dangers of bacterial growth and means of controlling it.</i>			
VH 120	<b>TRADE OFFS-LESS AND MORE</b>	19 min	Ing.	W
	<i>Film engages with techniques in improving a restaurant management by increasing productivity and having to spend less time on would be restaurant owners.</i>			

## LABORATORY (MAKMAL)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 164	KESELAMATAN MAKMAL	15 min	Ing.	W

*Panduan tatatertib dan keselamatan di dalam makmal untuk mengelak sebarang kejadian yang tidak diingini. Tanya termasuk pakaian yang sesuai teknik-teknik pengendalian alat, asid dan kimia.*

## LIBRARY (PERPUSTAKAAN)

VH 42	HOW TO USE A LAW LIBRARY	125 min	Ing.	W
VH 37	PERPUSTAKAAN TUN ABDUL RAZAK	30 min	Ing.	W

*Panduan menggunakan perkhidmatan perpustakaan. Perkhidmatan yang ada disenaraikan dan bahan-bahan di Perpustakaan PTAR dan PTAR Tambahan.*

*Methods and applications of how to find cases, acts. in the law library. Facts are presented in 5 different parts.*



## MANAGEMENT (PENGURUSAN)

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
VH-17	<b>THE ABC MAN : THE MANAGER IN MID CAREER</b>	25 min	Ing.	W.
	<i>Points out how company could prevent obsolescence in middle career management.</i>			
VH 623	<b>14TH ARTDO CONFERENCE TAPE 1 - DEVELOPING A NEW MANAGER : A RE-EVALUATION OF JAPANESE MANAGEMENT DEVELOPMENT</b>	30 min.	Ing.	W.
	<i>Mr. Joji Arai, Director International Cooperation Department, JPC, who traces the development of Japanese style of management from 1950 to the present day. He discusses the implication of Japanese style of management and its impact on the productivity and the future challenges facing Japan.</i>			
VH 624	<b>14TH ARTDO CONFERENCE TAPE 2 : ENTERPRENOVATION - THE TOOL TO STIMULATE INNOVATIONS IN ORGANISATION</b>	41 min.	Ing.	W.
	<i>Mr. Michel Robert, the founder of Decision Process International and International Management Consultancy firm, outlines a systematic approach which business can adopt to stimulate innovations to enhance their competitiveness.</i>			
VH 625	<b>14TH ARTDO CONFERENCE TAPE 6 : HRO &amp; THE LINE CREATING SYNERGY FOR RESULTS</b>	56 min.	Ing.	W
	<i>In this panel discussion programme, HRD practioners from Singapore, Malaysia, India and Hong Kong discuss ways to stimulate participation from rank and file within their organisations to en- hance HRD. They also suggest various ways to encourage greater worker participation to create synergy for effective results.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 626	<b>14TH ARTDO CONFERENCE TAPE 7 WESTERN TECHNOLOGY EASTERN VALUES MANAGING CHANGES IN AN EASTERN SETTING</b>	54 min.	Ing.	W.
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*In this programme, Mr. Eugene Moren President of Atenso De Naga College and a consultant to major corporations in the region discussed behavioral response of people in western and eastern societies and what these implications have on HRD training programmes.*

VH 627	<b>14TH ARTDO CONFERENCE TAPE 10 : FUTURE HRD</b>	60 min.	Ing.	W.
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*Dr. Leornard Nadler, Professor of Adult Education and HRD, George Washington University, discusses some of the challenges confrnting HRD practitioners as a result of changes in demographic pattern, social values and technological advances.*

VH 598	<b>CASE STUDIES ON MODEL COMPANY PROJECTS IN SMALL MEDIUM SIZED ENTERPRISES</b>	23 min.	Ing.	W.
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*Under the Model Company Project in small-medium sized Enterprises, Watson E.P Industries and Fowseng Plastics were two of the local companies that have requested for assistance from NPB and SISIR.*

VH 594	<b>THE COST OF POOR QUALITY SPEAKER</b>	50 min.	Ing.	W.
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*Mr. Ernie Pettine, International Procurement Operations IBM speaks on Interfacing with IPO activities in Singapore, Malaysia, Thailand and Indonesia.*

<b>NO. RUJUK</b>	<b>JUDUL</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 594</b>	<b>THE COST OF POOR QUALITY SPEAKER</b>  <i>Dr. James Harrington, IBM Corp. USA presents the conceptual framework of categorising cost of quality into prevention, appraisal, internal &amp; external failure, etc as a means to steer and implement improvements in a corporation.</i>	<b>50 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 17</b>	<b>DELEGATION</b>  <i>Shows the purposes and consequences of delegation.</i>	<b>30 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 41</b>	<b>DISCUSSING SALES MANAGEMENT</b>  <i>Presents an interview between Graham Turner, Management Journalist of the Year and Mr. D. Conally, General Sales Manager of Beechams Drinks United. The film is an unscripted interview discussing sales management.</i>	<b>15 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 13</b>	<b>EFFECTIVE DECISIONS</b>  <i>Presents Peter F. Drucker's opinions on the importance of making decisions after opinions and facts have been presented and analysed: stresses the theory of if there is no case against a decision, there is no case for a decision.</i>	<b>22 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 593</b>	<b>EXCELLENCE - THE IBM WAY</b>  <i>Dr. James Harrington of IBM Corp. USA presents: Management Action; Process Systems Control; Supplier Relations and Total participation.</i>	<b>80 min.</b>	<b>Ing.</b>	<b>W.</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 15</b>	<b>THE GOOD BEGINING</b>  <i>Demonstrates examples of induction and training of new employees.</i>	<b>11 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 41</b>	<b>HOW TO MAKE AN EFFECTIVE SALES PRESENTATION</b>  <i>Demonstrates 4 key steps essential for making an effective sales presentation for salesmen.</i>	<b>30 min.</b>	<b>Ing.</b>	<b>H/P</b>
<b>VH 629</b>	<b>1985 HUMAN RESOURCES DEVELOPMENT CONFERENCES MEGATRENDS IN HRD TO THE YEAR 2000</b>  <i>Dr. Morris Graham, Prof. of Psychology and Organisation Behavior speaks on Megatrends in human resources development to the year 2000.</i>	<b>46 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 630</b>	<b>1985 HUMAN RESOURCES DEVELOPMENT CONFERENCE : INNOVATION AND CHANGE - CHALLENGES &amp; OPPORTUNITIES</b>  <i>William Miller, Stamford Research Institute USA speaks on innovation and change, challenges and opportunities.</i>	<b>35 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 631</b>	<b>1985 HUMAN RESOURCES DEVELOPMENT CONFERENCE : THE FUTURE OF LEARNING - PREPARING FOR A DYNAMIC FUTURE</b>  <i>Mr. Larry Wilson, chairman, Wilson Learning Corporation USA, speaks on the future of learning - preparing for a dynamic future.</i>	<b>99 min.</b>	<b>Ing.</b>	<b>W.</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 16</b>	<b>INDIVIDUALITY AND TEAMWORK</b> <i>How can an organisation get team work without sacrificing individuality? One answer is the matrix organisation where each individual in a task force is considered a resource and his contribution is fully utilized.</i>	<b>25 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 44</b>	<b>INDIVIDUALITY AND TEAMWORK</b> <i>How can an organisation get team work without sacrificing individuality? One answer is the matrix organization. Where each individual in a task force is considered a resource and his contribution is fully utilised.</i>	<b>25 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 13</b>	<b>INDIVIDUALITY AND TEAMWORK</b> <i>How can an organization get team work without sacrificing individuality? One answer is the 'matrix organisation' where each individual in a task force is considered a resource and his contribution is fully utilized</i>	<b>25 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 15</b>	<b>THE INNOVATIVE ORGANISATION</b> <i>Points out that it is a must to be creative and innovative.</i>	<b>30 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 605</b>	<b>INTERVIEW OF MR. T.HIKISAKA ON TOTAL QUALITY CONTROL</b> <i>Mr. Hikusaka explained what is Total Quality Control and the advantage of pratising TQC in companies. Top management have an important role to play in effective TQC implementation. Mr. Hikusaka recommends several practical steps to introduce TQC;</i>	<b>35 min.</b>	<b>Ing.</b>	<b>W.</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 597</b>	<b>JAPANESE &amp; AMERICAN EXPERIENCE IN MANAGEMENT GUIDANCE</b> <i>This programme highlights the findings of an NPB study mission to Japan and USA in March 1986. It offers insights into the successful use of management consultancy by Japanese and American SMES.</i>	<b>18 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 16</b>	<b>JOB ENRICHMENT IN ACTION</b> <i>Points out the Hersberg's solution of motivating the workers to be more creative and responsible for individual and also for organisation achievement.</i>	<b>25 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>VH 116</b>	<b>KUIZ KMK MODIUL 5</b> <i>Kuiz sempena bengkel KMK Modiuil 5: soalan-soalan adalah berdasarkan kefahaman peserta terhadap prinsip-prinsip KMK.</i>	<b>75 min.</b>	<b>B.M.</b>	<b>W.</b>
<b>VH 36</b>	<b>MAJLIS PERSEMBAHAN PENGURUSAN KUMPULAN MUTU KERJA BAHAGIAN PERPUSTAKAAN</b> <i>Majlis persembahan pengurusan kumpulan mutu kerja mengenalpasti dan menyelesaikan masalah dan meningkatkan produktiviti oleh kakitangan PTAR.</i>	<b>70 min.</b>	<b>B.M.</b>	<b>W.</b>
<b>VH 35</b>	<b>MAJLIS PERSEMBAHAN PENGURUSAN KUMPULAN MUTU KERJA MODIUL 4</b> <i>Majlis persembahar pengurusan Kumpulan Mutu Kerja : mengenal pasti dan menyelesaikan masalah dan meningkatkan produktiviti oleh kakitangan umum ITM.</i>	<b>90Min</b>	<b>B.M</b>	<b>W</b>

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 30</b>	<b>MAJLIS PERSEMBAHAN PENGURUSAN KUMPULAN MUTU KERJA MODIUL 2</b> <i>Majlis Persembahan Pengurusan Kumpulan Mutu Kerja oleh Kakitangan ITM</i>	<b>120 min.</b>	<b>B.M</b>	<b>W</b>
<b>VH 117</b>	<b>MAJLIS PERSEMBAHAN PENGURUSAN KUMPULAN MUTU KERJA MODIUL 5</b> <i>Persembahan pengurusan KMK untuk mengenal pasti masalah dan cara-cara mengatasi masalah oleh kakitangan ITM. Kumpulan-kumpulan yang mengamkil bahagian ialah: payung, jam, pesatu, kalam dan Bintang.</i>	<b>170 min.</b>	<b>B.M</b>	<b>W</b>
<b>VH 16</b>	<b>MAKING HUMAN RESOURCE PRODUCTIVE</b>	<b>30 min.</b>	<b>Ing</b>	<b>W</b>
<b>VH26</b>	<i>M.Scott Myers reveals his experiences at Texas Instruments to prove the effectiveness of using behavioral science techniques to boost productivity. Just as important as his case for job enrichment are the reasons he outlines as to why it is so easy to fail in implementing new approaches.</i>			
<b>VH 27</b>	<b>MANAGEMENT BY OBJECTIVES</b> <i>Presents Job Humble explaining how company objectives, once defined are integrated into individual manager development programs. Qbserves how clearly defined purpose are achieved, through control, periodic review, and appropriate financial planning and where improvements can be made in profitability, market stnadards, and productivity.</i>	<b>28 min</b>	<b>Ing</b>	<b>W</b>
<b>VH 22</b>	<b>MANAGEMENT DEVLEOPMENT: EYE OF THE SUPERVISOR</b> <i>Trains supervisory personnel on, the techniques to preview and evaluate employee performances</i>	<b>13 min</b>	<b>Ing.</b>	<b>W</b>

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 86	<b>THE MANAGEMENT OF WORK SERIES 1: THE SUCESEFUL MANAGER</b>	18 min.	Ing.	W
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*Managers must know how to plan organise control and direct to meet Company's objectives. Besides managerial knowledge, managers must also have technical knowlegde, leadership and be company oriented to produce results.*

VH 86	<b>THE MANAGEMENT OF WORK SERIES 2: PLANNING</b>	18 min.	Ing.	W
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*The What, Who, How and When that a manager must know in planning is discussed. In order to produce positive results proper research, communication and participation are also needed.*

VH 86	<b>THE MANAGEMENT OF WORK SERIES 3: ORGANIZING</b>	15 min.	Ing.	W
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*The key factor in efficient management is proper organizing. Film describes the how and what managers should do and accomplish in organising their department's functions towards a well managed organisation.*

VH 86	<b>THE MANAGEMENT OF WORK SERIES 4: DIRECTING</b>	15 min	Ing.	W
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*Leadership, communication and motivation are requirements a manager must posses to produce succesful directing of staff. With this knowledge managers can successfully guide and generate motivation among workers to accomplish company objectives.*



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 86</b>	<b>THE MANAGEMENT OF WORK SERIES 5: CONTROLLING</b>	<b>15 min</b>	<b>Ing.</b>	<b>W</b>
	<i>A manager is responsible for the department, people and output. To fulfill this task a manager has to set up control which is discussed in the film.</i>			
<b>VH 27</b>	<b>MANAGING TIME</b>	<b>21 min.</b>	<b>Ing.</b>	<b>W</b>
	<i>Peter F. Drucker comments on the needs to be aware of in managing time effectively.</i>			
<b>VH 15</b>	<b>MANAGEMENT TRAINING</b>	<b>23 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Dramatizes how management approach to training should be planned by evaluation of the management trainee. Shows how problems of management are growing in complexity with many outside forces. Discusses how men are a combination of biological factors and training. Training can reduce the gap between the two.</i>			
<b>V 13</b>	<b>MODERN MEANING OF EFFICIENCY</b>	<b>25 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Poor attitudes can be the result, not the cause, of employee inefficiencies.</i>			
<b>VH 28</b>	<b>RISK MANAGEMNET IN DEVELOPING</b>	<b>65 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Dr. Harold Skipper, Prof. of Risk Management of Georgia State University presents result of his study on the subject.</i>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 601</b>	<b>THE ROAD TO MANUFACTURING EXCELLENCE</b>	<b>50 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Mr. Lim Khee Leng is a senior manager for planning in Chartered Industries of Singapore Pte. Ltd. (CIS). He has been mainly responsible for implementing the MRP II system in CIS. He speaks on the Road to manufacturing excellence.</i>			
<b>VH 25</b>	<b>SAFE SYSTEMS OF WORK</b>	<b>22min.</b>	<b>Ing.</b>	<b>W</b>
	<i>Presented by the British Insurance Association regarding safe system of work to minimize accidents in factories. Many industrial accidents cases were due to negligence and no proper safety precautions.</i>			
<b>VH 41</b>	<b>SALESMAN</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
	<i>The film shows a day in the life of a successful salesman. We follow him as he plans and organises calls, update his records, does his research. A good film to beginners in salesmanship.</i>			
<b>VH 619</b>	<b>SEMINAR ON MANAGEMENT PRODUCTIVITY IN SMALL AND MEDIUM SIZED ENTERPRISES (TAPE 1)</b>	<b>59 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Opening address by guest of honour Brig-Gen (Res) Lee Hsien Loong, Minister of trade and Industry. Speaker : Chua Soor Tian, Div. Director Economic Development Board. Theme : The role and activities of small enterprise bureau.</i>			

**NO.  
RUJUK**

**JUDUL :**

**MASA BAHASA WARNA**

**VH 595 SEMINAR ON MANAGEMENT PRODUCTIVITY 52 min. Ing. W  
IN SMALL & MEDIUM SIZED ENTERPRISES  
TAPE 2**

- 1) *Wong Lian Han, Deputy chairman, Singapore' Manufacturers Association presents Key Issues in the SME's The Management Perspective.*
- 2) *Koh Juan Kiat, Executive Director, National Productivity Board presents: 'Management Productivity in the SME's.*
- 3) *Lim Kim Kuay Div. Director, Trade Development Board, presents: The Development Boards service to Businessman*
- 4) *Mrs. Lee Ying Adams, Head Materials & Technical Application Centre Singapore Institute of Standards and Industrial Research presents: Comakership - The subcontracting Solution.*

**VH 596 SEMINAR ON MANAGEMENT PRODUCTIVITY 57 min Ing. W  
IN SMALL MEDIUM SIZED ENTERPRISES  
TAPE 3**

- 1) *George Abraham, Executive Director Singapore Indian Chamber of Commerce Workshop presentation on 'Characteristics and problem of SME's*
- 2) *Loius Lim, Director Training Centre, Singapore Chinese Chamber of Commerce and Industry workshop presentation: 'Training Needs and Services for Small Companies.'*
- 3) *Haji E.A. Abdul Kadir, Chairman Productivity Committe Singapore Malay Chamber of Commerce workshop presentation "What Management can do to Improve their productivity and upgrade their operations."*
- 4) *Wong Liang Han, Deputy Chairman Singapore Manufacturers Association workshop presentation: 'External Aids and Assistance for S.Es'.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA BAHASA WARNA</b>
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5) *Ieow Siew Beng Director, Quality Assurance Division Singapore Institute of Standard and Industrial Research workshop presents : The Supplier-Client Relationship'*

<b>VH 11</b>	<b>SHALL WE START AGAIN</b>	<b>28 min</b>	<b>Ing.</b>	<b>W</b>
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*Discuss the importance of good planning by managers and supervisors*

<b>VH 628</b>	<b>1984 SINGAPORE PRODUCTIVITY LECTURE : 140 min MANAGING QUALITY, INNOVATION AND GROWTH - THE SONY EXPERIENCE</b>	<b>Ing.</b>	<b>W</b>
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*Mrs. Akio Morita Chairman & CEO Sony Corporation Japan, discussed the productivity strategies that had helped to propel SONY to its present global position as a leader of technological innovations and product excellence.*

<b>VH 622</b>	<b>STADA-SIM SECOND ANNUAL HUMAN RESOURCES DEVELOPMENT CONFERENCE 1986</b>	<b>75 min</b>	<b>Ing.</b>	<b>W</b>
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*Theme: How managers can achieve performance beyond expectations by Mr. Rogers Gill. Contrasts 2 different styles of leadership: a leader who clarifies role and task requirements of subordinates and recognises subordinates needs and wants and a transformational leader who on the other hand motivates subordinates to do more. Advantages of the transformational approach and reports on surveys of personnel in the military setting, in industry and the public sector in Singapore.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 621</b>	<b>STADA-SIM SECOND ANNUAL HUMAN RESOURCE DEVELOPMENT CONFERENCE 1986</b>	<b>45 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Theme: The human dynamism in the Asian Organisation by Professor Gordon Redding. He explains why and how Asia had transformed into an important producer of world products. This paper is based on the findings of the Basic Research II program conducted by the Asian Productivity Organisation.</i>			
<b>VH 620</b>	<b>STADA-SIM SECOND ANNUAL HUMAN RESOURCE DEVELOPMENT CONFERENCE 1986</b>	<b>45 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Speaker Mr. Gan See Kam. Theme: Strategies for sustaining economic growth and the human Resource Dimension. Dr. Gan lays out the rationale for developing Singapore's human resource and the types of training that will be required to meet the challenges of the economic era.</i>			
<b>VH 22</b>	<b>THE SUPERVISOR: MOTIVATING THROUGH INSIGHT</b>	<b>11 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Demonstrates that employees must be seen as persons with emotions and personal lives that effect their jobs.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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VH 606	TALK ON 'TQC' IN THE SERVICE SECTOR	27 min	Ing	W
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*Mr. Itoh is a consultant in service sector from Japan. In this tape, he explained the meaning of quality of service according to different types of services for example the retail sector, hotel, bank. He further elaborated on the measurement and assesment of the quality of service. Viewers can also grasp how to promote and develop TQC initiated from QCC by examples of Japanese experience. The difference and the mutual relationship between QCC and TQC is also explored.*

VH 16	TEAM BUILDING	30 min	Ing.	W
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*Saul Gellerman and Sheldon Davis consider the purpose and effects of team building as a fact needed for development of organisation.*

VH 26	TEAM BUILDING	30 min	Ing.	W
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*The film illustrates the need for team building efforts in an advertising company. Saul Gellerman and Sheldon Davies consider the purpose and effects of team building as a fact needed for development of organisation.*

VH 603	TOTAL PRODUCTION MAINTENANCE, PT. 1	31 min	Ing.	W
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*Mr. Kenji Nakata, NPB's short-term expert in Industrial Engineering, explained why it is necessary to upgrade maintenance and its relationship with increasing productivity. He differentiated between productive maintenance and preventive maintenance and elaborated on some special characteristics of the Japanese Maintenance System. The concepts of Total Productive maintenance and its relationship to Total Quality are examined.*



<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 120</b>	<b>TRADE OFFS - MALCOLMS DECIDES</b>	<b>19 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Film teaches five basic steps on how to make a good decision in spending our money. Film shows hcw Malcolm made his decision in purchasing his wants.</i>			
<b>VH 120</b>	<b>TRADE OFF-WE DECIDE</b>	<b>19 min</b>	<b>Ing.</b>	<b>W</b>
	<i>A film on group decision making. As an example, five steps were put forward to overcome the problem of insufficient bike racks in a school.</i>			
<b>VH 16</b>	<b>WHO NEEDS TEAM WORK</b>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
	<i>A good leader is always needed especially in delegating work. Mis-management by incapable leaders could cause the organisation a loss monetary and spiritual.</i>			
<b>VH 17</b>	<b>SELF ORGANISATIONS EP-1</b>	<b>33 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Shows the functions of the managers in an organisation</i>			
<b>VH 15</b>	<b>THE TRAINING MEMORANDUM</b>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Tells the benefits of training for change of resistance and indifference. Dramatization takes a supervisor who is skeptical of training through a series of experiences, outlining the many benefits to himself, his worker and his company.</i>			
<b>VH 13</b>	<b>WHAT CAN I CONTRIBUTE?</b>	<b>22 min</b>	<b>Ing.</b>	<b>W</b>
	<i>P.F. Drucker points out the possibility of 'killing off a man' by promoting him from a job in which he excels to one which removes him from his interest and capabilities.</i>			



<b>NÖ. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 17</b>	<b>WORKING TO OBJECTIVES: SKILLS FOR MANAGERS</b>  <i>Points out how the employees could achieve organisational objectives.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 608</b>	<b>VALUE ADDED WORKSHOP BY Y.KIKUCHI</b>  <i>Mr. Y. Kikuchi general manager of Asian Machine Pte. Ltd. shared his company's daily value added system of monitoring productivity performance and how it supplements the conventional profit and loss statement balance sheet and cash flow analysis. Value added is used as a management tool for business efficiency. This tape will benefit all managers and supervisors concerned with measuring and improving productivity at the work place.</i>	<b>84 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 609</b>	<b>WHAT IS VALUE ADDED</b>  <i>This video program is structured as a home study training aid. This means that you can view the tape at home and learn about the concept and measurement of value-added. Thus this program is trainer independent. The program explains the concept and measurement of value added in a simple, practical and concise format. The video also shows how the computer can be used in the calculation of value-added as well as includes worksheets to give a practical slant to the learning process.</i>	<b>28 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 602</b>	<b>YOKOGAWA ELECTRIC'S PRODUCTION SYSTEM</b>  <i>Mr. K. Tokunaga is the Managing Director of Yokogawa Electric, Singapore. Yokogawa Electric, Singapore is the first overseas manufacturing assembly plant of Yokogawa. Hokushin Electric Corporation in Japan is one of the world's largest manufacturers of precision measuring instrumentation. Here he speaks on Yokogawa Electric's Production System.</i>	<b>53min</b>	<b>Ing.</b>	<b>W</b>

## NUTRITION (PEMAKANAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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**VH 171 FOOD THE COLOR OF LIFE**

**20 min**

**Ing.**

**W**

*Living things depend on food for survival. In the early days, food controls life, but today, man controls food production through agriculture and farming, resulting in the abundance of food supply. What is left for us today is the proper choice of food for proper nutrition.*

**VH 169 FOOD CYCLE AND FOOD CHAINS**

**10 min.**

**Ing.**

**W**

*Film explains the food chain process from green plants to animals and then again waste are deposited to the ground. These process is called the food cycle. Film is about and complex cycle.*

## RELIGION (AGAMA)

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
VH 364	<b>SERANGAN PEMIKIRAN BARAT TERHADAP UMAT ISLAM : TAHAP-TAHAP DAN MATLAMATNYA</b>	105 min	Ing.	W
	<i>Prof. Dr. Mohamad Kamal Hassan mendedahkan kegiatan-kegiatan kolonialisma dan sekularisma yang menyisihkan kehidupan secara Islam daripada mesyuarat Islam dari mulanya perang salib hinggalah sekarang. Majlis dipengerusikan oleh Ustaz Mohd Amin PPI.</i>			
VH 148	<b>TRADITIONAL WORLD OF ISLAM PART 1 - UNITY</b>	25 min	B.M	W
	<i>Film features civilization and the early trade routes of the Muslims and its expansion to Europe and Asia. It also focuses on the Kaaba, centre of worship + pilgrimage for the Muslims which is also a symbol of unity among Muslims.</i>			
VH 148	<b>TRADITIONAL WORLD OF ISLAM PART 2 NOMAD AND CITY</b>	25 min	Ing.	W
	<i>The nomadic and city dwellers are the 2 ways of life that contributed to the strength of Islam. This film focuses on the aggressive nomadic life in the open desert and city dwellers of their daily activities and products.</i>			
VH 149	<b>TRADITIONAL WORLD OF ISLAM PART 3 MAN AND NATURE</b>	25 min	Ing.	W
	<i>Film reveals the secrets of traditional Muslim ways of exploiting nature to their advantage. This includes irrigation canal System, architecture and refrigeration without electrical energy consumption.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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<b>VH 149</b>	<b>TRADITIONAL WORLD OF ISLAM PART 4- THE PATTERN OF BEAUTY</b>	25 min	Ing.	W
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*The film explores the beauty of Muslim art and architectire which spreads from the Mediterranean through India. Mostly of its beautiful domes and minarets. Also shown are its caligraphy and abstract geometric designs*

<b>VH 150</b>	<b>TRADITIONAL WORLD OF ISLAM PART 5: KNOWLEDGE OF THE WORLD</b>	25 min	Ing.	W
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*This film focuses on the existence of Islamic universal knowledge before modernisations took place in Europe. These areas of knowledge are astronomy, architecture, medication and writing which form the basis for modern practice today.*

<b>VH 150</b>	<b>TRADITIONAL WORLD OF ISLAM PART 6: THE INNER LIFE</b>	25 min	Ing.	W
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*Film portrays the inner life of the muslims through sufism. It is a practice exercised to inch oneself to Allah through religious rituals.*

### **SECRETARIAL SKILLS (KEMAHIRAN KESETIAUSAHAAN)**

<b>VH 43</b>	<b>THE SECRETARY AND HER BOSS-TRY TO SEE IT MY WAY PART 1</b>	27 min	Ing.	W
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*Some facts to improve work and relationship with the boss. Some examples of mistakes and solutions are included.*

<b>VH 43</b>	<b>THE SECRETARY AND HER BOSS - WE CAN WORK IT OUT PART 2</b>	27 min	Ing.	W
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*Further suggesting points to be remembered when dealing with appointments and other secretarial duties.*

## SPORTS (SUKAN)

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
<b>VH 5</b>	<b>BADMINTON: BASIC STRATEGY AND DRILL</b>	<b>15min</b>	<b>Ing.</b>	<b>W</b>
	<i>Shows top American players demonstrate basic playing strategies.</i>			
<b>VH 5</b>	<b>BADMINTON: BASIC STROKE</b>	<b>17 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Brilliant dramatic camera angles were used, covers overhead defensive clear, loop drop shots etc.</i>			
<b>VH 5</b>	<b>BADMINTON: GRIP FOOTWORK, SERVES</b>	<b>17 min</b>	<b>Ing.</b>	<b>W</b>
	<i>The film covers grip, footwork and serves in badminton.</i>			
<b>VH 7</b>	<b>BASKETBALL - TECHNIQUES OF BALL HANDLING</b>	<b>20min</b>	<b>Ing.</b>	<b>W</b>
	<i>Focuses on ball handling, dribbling and passing drills, stopping and pivoting.</i>			
<b>VH 7</b>	<b>BASKETBALL-TECHNIQUES OF DEFENSE</b>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Focuses on techniques of defense, rebounding and group drills.</i>			
<b>VH 7</b>	<b>BASKETBALL-TECHNIQUES OF SHOOTING</b>	<b>18 min</b>	<b>Ing.</b>	<b>W</b>
	<i>The film focuses the technique of shoots, throws and how the drills are done.</i>			
<b>VH 8</b>	<b>SOCCER-THE BASIC KICKS</b>	<b>18 min</b>	<b>Ing.</b>	<b>W</b>
	<i>Presents the latest techniques on drills and exercises to improve playing.</i>			
<b>VH 8</b>	<b>SOCCER-THE GOAL KEEPER</b>	<b>19 min</b>	<b>Ing.</b>	<b>W</b>
	<i>The film is about goalkeeping, demonstrates the techniques of positioning and catching balls; diving, punching, tipping clearing and throwing.</i>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 8</b>	<b>SOCCER - OFFENSIVE/DEFENSIVE MANEUVERING</b>  <i>Film deals with offensive maneuvering, including tackling as well as throw-in and shooting.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 5</b>	<b>TENIS: FOREHAND AND BACKHAND STROKE FUNDAMENTAL</b>  <i>A new approach to teaching the game is offered in this Gould-Clirington clinic.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 5</b>	<b>TENNIS: NET PLAY</b>  <i>Shows a professional technique in playing, with high speed and stcp action camera work.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 5</b>	<b>TENNIS: THE SERVE</b>  <i>The film is ideal for the teaching of professional tennis.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 6</b>	<b>MEN'S TRACK AND FIELD : ATHLETIC BASIC STRATEGIC : LONG JUMPS, HIGH JUMPS, POLE VAULTING</b>  <i>Fundamentals of long jump, high jump, pole vaulting are analysed and applied to this event.</i>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 6</b>	<b>MEN'S TRACK AND FIELD: ATHLETIC BASIC STRATEGIES: DISCUS, SHOT AND JAVELIN</b>  <i>Techniques are shown to the viewer with precise movements and positions in each field event.</i>	<b>21 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 6</b>	<b>WOMEN'S TRACK AND FIELD: STARTING, RUNNING AND FINISHING</b>  <i>Athletes featured in this films are John Hentley, Marilyn White, Monique Donithon etc. While the running demons- trations are provided by Diane Kummer, Christine A' Sarrah etc.</i>	<b>16 min</b>	<b>Ing.</b>	<b>W</b>

## STORY TELLING

**NO. JUDUL :** **MASA BAHASA WARNA**  
**RUJUK**

**VH 615 AMERICAN STORRYTELLING SERIES - VOL ONE 30 min Ing. W**

*Colorful, compelling stories told by America's finest storytellers who make their tales come alive. This tape contains 3 episodes*

- a) *How the whale got his throat, by Jackson Gillman*
- b) *Mosquitoes by Gayle Ross*
- c) *Why the Dog has a cold, wet nose by Maggi Peirce.*

**VH 616 AMERICAN STORYTELLING SERIES - VOL TWO 35 min Ing. W**

*Colorful, compelling stories told by Americas' finest storytellers who make their tales come alive. This tape contains 2 episodes:*

- a) *Why the leaves change color by Ron Evars*
- b) *White waré by Diane Wolkstein*

**VH 617 AMERICAN STORYTELLING SERIES - VOL THREE 39 min Ing. W**

*Colorful, compelling stories told by America's finest storyteller, who make their tales come alive. This tape contains 3 episodes.*

- a) *Arachine by Heather Forest*
- b) *Baked Potatoes by Lynn Rubright*
- c) *The Woodcutter by Laura Simms.*

**VH 618 AMERICAN STORYTELLING SERIES - VOL 4 32 min Ing. W**

*Colorful, compelling stories told by America's finest storytellers who make their tales come alive. This tape contains 2 episodes*

- a) *Grass cape by Jon Spelman*
- b) *Mr. Bass by Chuck Larkin*

**TRANSPORT & SERVICE  
(PENGANGKUTAN & PERKHIDMATAN)**

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>VH 101</b>	<b>FELIXTOWE AND THE CONTAINER</b>  <i>Port Felixtowe, a major transatlantic container terminal in Britain, has won fame, world over for its efficient administration and services. Speedy sophisticated gadgets and facilities were used to keep up with unending in-flow and out-flow of containers to catch up with the dateline.</i>	<b>24 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 101</b>	<b>FREIGHTLINER AND THE MARITIME TRADE</b>  <i>Freightliner a subsidiary of British Rail is one of Britains most efficient container distributor. Film explains its network administration and operations in the United Kingdom.</i>	<b>27 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 102</b>	<b>FIT TO FLY</b>  <i>Film traces the history of civil aviation of Britain until the formation of Civil Aviation Authority for safety standards in 1972. Film further explains the function of the civil aviation authority.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 177</b>	<b>HISTORY OF THE MOTORCAR</b>  <i>1920's in the history of motorcar is also known as the vintage years. Film describes the expansion of motorcar industries in Europe in the 20's.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>VH 177</b>	<b>HISTORY OF THE MOTORCAR PART 4: THE THIRTIES</b>  <i>Film describes the expansion of the motorcar industry in European countries in the thirties.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>



NO.	RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 177		<b>HISTORY OF THE MOTORCAR PART 5: CARS, CARS AND MORE CARS</b> <i>Outlines the expansion of the motorcar industry from 1945 until the late 50's. It is during this period that modern automobile designs with increased speeds capacity emerged.</i>	30 min	Ing.	W
VH177		<b>HISTORY OF MOTORCAR PART 6: THE YEARS OF PLENTY</b> <i>Part 6 of the this series covers the year 1960-1970. During these years, there were keener competition among manufacturers in Europe. More sophisticated designs with greater speed capacities installed in automobiles. It is during the 60's that the Japanese got involved in the world market car production.</i>	30 min	Ing.	W
VH 175		<b>INTER CITY</b>			
VH 10		<i>Film shows the various stages involved in designing and assembling the inter-city train that can run at a speed of 130 kilometers per hour. Detailed functions of every part in the engine and body make up are shown.</i>	27 min	Ing.	W
VH 103		<b>KONTENA NASIONAL SDN. BHD.: MOVING FORCE</b> <i>Kontena Nasional is Malaysia's popular professional cargo forwarding, haulage and transportation service organisation. Film is a round up of its operation network - national and international.</i>	15 min	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
VH 102	<b>THE LIVING PORT</b>  <i>A promotional film of port Felixstowe. Film traces its early history to its establishment as an international port. Film shows its activities, services and facilities that contributed to its fame.</i>	25 min	Ing.	W
VH 175	<b>THE LOCOMOTIVES BUILDERS</b>  <i>England being a highly industrialised country is one of the world's exporter of locomotives. Film shows the preliminary stage of building a locomotive until its completion.</i>	23 min	Ing.	W
VH 10	<b>OVERTURE: ONE-TWO-FIVE</b>  <i>Production of the theme music for Track 125 (the electric train) The music is composed by David Gow.</i>	7 min	Ing	W
VH 103	<b>PENANG PORT COMMISSION</b>  <i>A promotional film on Penang Port. It provides numerous import and export services and facilities for bulk cargo to liquified goods. It also provides ferry services and passenger vessel disembarkation facilities.</i>	15 min	Ing.	W
VH 10	<b>TRACK 125</b>  <i>Brake system of a high speed train.</i>	11 min	Ing.	W
VH 109	<b>THE TRANSPORT PLANNING AND IMPLEMENTATION AND THE ROLE OF GOVERNMENT</b>  <i>Speech by Pr. Norminshah Ft. Sabirin Deputy Chief Secretary Ministry of Transport on transport management, planning implementation and the role of the government. Speech also touches on the importance of transport planning by all institutions.</i>	115 min	Ing.	W

## ACCOUNTING (PERAKAUNAN)

NO. JUDUL : MASA BAHASA WARNA  
RUJUK

**F 132 BALANCE SHEET 25 min. Ing. H.P**

*This programme first explains the Balance Sheet - a statement of sources of funds and where they are currently being used. The meanings of items in the Balance Sheet are explained and particular attention is given to the "Fixed assets" items of a Balance Sheet. Specifically the film centres on how much information can be drawn from a Balance Sheet and how it can be used.*

**F. 135 COST ANALYSIS 25 min. Ing. H.P**

*The first part of this programme is an explanation of what "Total Costing" is by looking at the difference between "Total Costs for a Company". The film then concentrates on/fixed and variable costs and focusses on the technique of Marginal Costing. The relative merits of each are examined. There is some reference to breakdown analysis.*

**F. 138 PLANNING OF CAPITAL EXPENDITURE 25 min. Ing. H.P**

*This programme considers how investment alternatives in machinery and equipment are best assessed. Various methods of appraising investments (payback, DFC, etc.) are reviewed but attention is also given to factors which are not purely economical.*

**F. 133 PLANNING FOR FUNDS 25 min. Ing. H.P**

*This is a follow-up to the programme "Planning For Profits". In this film the accountant's difficulties in assessing future capital needs for investment in plant and equipment for manufacture of a new product are looked at. Particular attention is given to the sources of different types of capital (long/short term, etc.)*

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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F. 139	<b>PLANNING FOR PROFIT</b>	25 min.	Ing.	H.P
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*The use of existing information and past records for forecasting the likely costs of new products and the use of such information to assess the profitability of alternative projects is examined.*

F.137	<b>PROFIT AND LOSS ACCOUNT</b>	25 min.	Ing.	H.P
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*The programme contains a summary of what the Profit and Loss Account is - an income statement consisting of four accounts (Manufacturing, Trading, Profit and Loss, and Profit and Loss Appropriation Account). Further the programme considers what information the Profit and Loss Account gives.*

F. 225	<b>PROFIT AND CASH</b>	15 min.	Ing.	W
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*The reasons given for the cash problems currently facing many organisations, and to give managers ideas for improving the situation.*

F. 131	<b>STANDARDS AND BUDGETS FOR CONTROL</b>	25 min.	Ing.	H.P
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*In this programme Budgetary Control is considered - what it means and how it works. This film will be of particular significance to those already in industry since some of the major problems in preparing product standard costs are considered.*

## ACCOUNTING (PERAKAUNAN)

NO.  
RUJUK

JUDUL :

MASA BAHASA WARNA

**F. 132 BALANCE SHEET**

25 min.

Ing.

H.P

*This programme first explains the Balance Sheet - a statement of sources of funds and where they are currently being used. The meanings of items in the Balance Sheet are explained and particular attention is given to the "Fixed assets" items of a Balance Sheet. Specifically the film centres on how much information can be drawn from a Balance Sheet and how it can be used.*

**F. 135 COST ANALYSIS**

25 min.

Ing.

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*The first part of this programme is an explanation of what "Total Costing" is by looking at the difference between "Total Costs for a Company". The film then concentrates on/ fixed and variable costs and focusses on the technique of Marginal Costing. The relative merits of each are examined. There is some reference to breakdown analysis.*

**F. 138 PLANNING OF CAPITAL EXPENDITURE**

25 min.

Ing.

H.P

*This programme considers how investment alternatives in machinery and equipment are best assessed. Various methods of appraising investments (payback, DFC, etc.) are reviewed but attention is also given to factors which are not purely economical.*

**F. 133 PLANNING FOR FUNDS**

25 min.

Ing.

H.P

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**NO. JUDUL :  
RUJUK**

**MASA BAHASA WARNA**

**F. 139. PLANNING FOR PROFIT**

**25 min.**

**Ing.**

**H.P**

*The use of existing information and past records for forecasting the likely costs of new products and the use of such information to assess the profitability of alternative projects is examined.*

**F.137 PROFIT AND LOSS ACCOUNT**

**25 min.**

**Ing.**

**H.P**

*The programme contains a summary of what the Profit and Loss Account is - an income statement consisting of four accounts (Manufacturing, Trading, Profit and Loss, and Profit and Loss Appropriation Account). Further the programme considers what information the Profit and Loss Account gives.*

**F. 225 PROFIT AND CASH**

**15 min.**

**Ing.**

**W**

*The reasons given for the cash problems currently facing many organisations, and to give managers ideas for improving the situation.*

**F. 131 STANDARDS AND BUDGETS FOR CONTROL**

**25 min.**

**Ing.**

**H.P**

*In this programme Budgetary Control is considered - what it means and how it works. This film will be of particular significance to those already in industry since some of the major problems in preparing product standard costs are considered.*

## ARCHITECTURE (SENIBINA)

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
<b>F. 1</b>	<b>BOROBUDUR THE COSMIC MOUNTAIN</b>  <i>One of the world's greatest Buddhist monuments, Indonesia's incredible Borobudur. Completed in the 9th Century, neglected and abandoned for almost a thousand years, buried under a lava dust and earth, it was rediscovered in the 19th Century. Today, Borobudur is enjoying a second life and Central Java is once lost to pilgrims and visitors in search of mankind's most impressive and evocative structure.</i>	40 min.	Ing.	W
<b>F. 39</b>	<b>21ST CENTURY CITIES OF THE FUTURE</b>  <i>Shows growth of cities today and the steps man is taking to improve them. Describes city population in the United States as seventy percent of the total population of Brazil, Peston of Virginia; and Chandighar of India, with old cities of Philadelphia in Pennsylvania, Boston in Massachusetts and Stockholm.</i>	25 min.	Ing.	W
<b>F. 323, 324</b>	<b>THE CITY PT. 1 &amp; PT. 2.</b>  <i>This famous film on urban development was made to be exhibited at the World's Fair in New York, 1939. A classic film in both the history of the documentary and in the dawning concern for the quality of life, it is a rich visual experience. Music by Aaron Copeland, text by Lewis Mumford.</i>	22 & 22 min.	Ing	H.P
<b>F. 13</b>	<b>ONCE TO MAKE READY</b>  <i>The story shows how the Local Government and city planners are locating additional fallout shelter spaces for its citizens in case of foreign attack</i>	8 min.	Ing.	W

<b>NO.</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>RUJUK</b>				

<b>F. 128</b>	<b>PORTRAIT OF THE INNER CITY</b>	<b>15 min.</b>	<b>Ing</b>	<b>W.</b>
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*Provides a background of the streets, living quarters, and schools of the inner city as well as the disadvantages and culturally deprived adult inhabitants who serve as models to the children of these areas. Suggests reasons why these children do not achieve the educational level set by the schools. Offers teaching methods and techniques of communication between the school and the community which may be helpful in a better educational relationship.*

<b>F. 35</b>	<b>RESTON : A PLANNED COMMUNITY</b>	<b>10 min.</b>	<b>Ing.</b>	<b>W</b>
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*A city on its own. Rich planning by architects to create a suitable atmosphere to live in with recreation areas provided.*

<b>F. 321</b>	<b>IN SEARCH OF PYRAMID SECRETS</b>	<b>24 min.</b>	<b>Ing.</b>	<b>W.</b>
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*Leonard Ninoy discusses the culture that produced these great monuments. We see how pyramid design evolved, how the pyramids were constructed, and diagrams and models which help us to visualize the full interior of a pyramid. Commentary by scholars and scientists on Egyptian burial customs and the modern technology which enabled us to penetrate the secrets of the pyramids is also featured.*



NO.     JUDUL :  
RUJUK

MASA   BAHASA WARNA

F, 326   **THE WORLD ABOUT US : KATHMANDU ,  
          A THREATENED BEAUTY**

49 min.

Ing.

W

*Kathmandu, the capital of the Kingdom of Nepal, has a style of architecture to be found nowhere else in the world. Until 25 years ago it was virtually closed to the outside world. Now having opened its doors, it is trying to cope with the dislocation of a too-rapid change. In its need for roads and schools and health clinics, what priority should the Nepalese Government give to preserving the country's old shrine & temples.*

## ARTS (SENI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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F. 46	<b>THE ART OF CERAMIC GLAZING</b>	15 min.	Ing.	W.
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*Portrays methods of achieving creativity in applying glaze, which includes spraying, pouring, trailing, brushing and dropping. Discusses the effect to composition and color. Emphasizes the importances and cleanliness while working with glaze.*

F. 18	<b>COLOR AND PIGMENT IN ART</b>	14 min.	Ing.	W
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*Shows the relationship of primary, secondary and complementary colors; and explains hue, value and intensity. Uses a color solid to describe harmonies and monochromes with references to the part color plays in mood.*

F. 21	<b>THE LOUVRE</b>	43 min.	Ing.	W
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*Traces history of the Louvre Museum in Paris from the 10th century when it was fortress to the present. Uses pictures: maps of Paris, models, and historical flashbacks to show the relationship of this building to the key events in the French history and to the cultural growth of France.*

F. 16	<b>REFLECTIONS</b>	13 min.	Ing.	W.
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*Artist Paul Hultberg is seen in his studio, manipulating huge sheets of copper, laying on patterns of brilliantly colored powdered enamel, annealing the metal over multiple gasjets, rolling and cooking his work. He explains what he is doing and why, pointing out that his enameled abstracts reflect things he had seen and admires in nature.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
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<b>F. 34</b>	<b>SHALOM OF SAFED - THE INNOCENT EYE OF MAN OF GALILEE</b>	30 min.	Ing.	W
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*Shalom of Safed a folk artist, who captured his Jewish heritage and tradition on canvas in his drawings, without having to go through a formal technical training.*

<b>F. 12</b>	<b>PERMUTATIONS : EXPERIMENTS IN MOTION GRAPHICS</b>	8 min.	Ing.	W
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*Displays without narration, motion picture computer art set to music. Presents constantly changing figures consisting of bright colored dots.*

<b>F. 9</b>	<b>PAPER IN ART</b>	17 min.	Ing.	W
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*Describes the characteristics of many types of paper which can be used as art materials and demonstrates the techniques of chalking, painting, crayoning, decorating object, folding cutting, stenciling, weaving, collage, paper sculpture, puppet making, and papier meche. Concludes with many visual examples of useful or decorative items which can be made with paper.*

## COMMUNICATION (KOMUNIKASI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 278	<b>CONFLICT PT. 1 &amp; 2</b>  <i>To give managers an understanding of the causes of conflict and the means of resolving it. An in-depth study of the causes and means of resolutions of conflict within management groups.</i>	30 min.	Ing.	W
F. 79	<b>CONFRONTATION : SEARCH AND COPING</b>  <i>A fresh approach to the age-old problem of conflict in organizations and how to achieve 'leveling' and 'openness' in day-to-day relations between people and group. Mere confrontation is not enough. Problems revealed in the confrontation must be resolved in such a way that everyone gains experience and knowledge which will enable him to cope with future problems of the same nature.</i>	25 min.	Ing.	W
F. 26	<b>CONFRONTING CONFLICT</b>  <i>This sequel to the film, Team Building, portrays a management group actively working at developing itself into a management team. In a team building session, Sheldon Davis leads three executive in a discussion of each person's list of appreciations and resentments of team members. The session illustrated the role of team leader who facilitates communication and help the team identify issues.</i>	30 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 2.	<b>THE EYE OF THE BEHOLDER</b>	25 min.	Ing.	H.P
	<i>Develops the theme that no two people see the same thing or situation in the same way. Demonstrates this concept by showing how a number of people view Micheal Gerard, an artist, during a progression of dramatic events which culminates with a beautiful girl lying on the couch in the studio and a red stained knife at her side. Shows how people react differently to the artists in terms of how they have been conditioned to view his actions. Concludes with the artist presenting his own interpretation of his behavior.</i>			
F. 351	<b>THE FINE ART OF KEEPING YOUR COOL</b>	20 min.	Ing.	W
	<i>For all members of an organisation: Interpersonal communications, transactional analysis, conflict resolution, human relations; getting along with others is useful.</i>			
F. 29	<b>INSTRUCTION OR OBSTRUCTION</b>	13 min.	Ing.	H.P
	<i>Film shows the proper way to give and to carry out instructions in management with points given towards a successful instruction.</i>			
F. 6	<b>LINGUISTICS AND EDUCATION</b>	21 min.	Ing.	W.
	<i>Panel discussion featuring three linguistics specialists and a moderator... Defination of Linguistics Approaches &amp; process in teaching foreign languages.</i>			
F. 37	<b>LISTEN PLEASE</b>	10 min.	Ing.	H.P
	<i>Emphasizes the importance of listening in a supervisor's job. In a series of typical incidents, at home as well as at work, the supervisor portrayed in this film learns how important it is for him to pay attention to those who speak to him and to make careful listening second nature.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 271	LISTENING	18 min.	Ing	W
	<p><i>Emphasise that listening is a vital part of the art of communication. It shows a manager with a common problem - he just does not listen. He is always trying to do two things at once, reading a letter whilst holding a telephone conversation, too full of what is in his own head to listen to what others are trying to tell him.</i></p>			
F. 98	MEANING ARE IN PEOPLE	24 min.	Ing.	W
	<p><i>Dr. Berlo demonstrates how misunderstandings occur by presenting dramatic reenactments of what was said and what was thought by several managers and subordinates at cross purposes in a typical work situation.</i></p>			
F. 19	NEWSPAPER	15 min.	Ing.	H.P
	<p><i>The film deals with the role of a newspaper in a democratic society - discusses how hard news, background stories, columnists and editorials serve the purpose of informing the public.</i></p>			
F. 227	OH WHAT A LOVELY REPORT	26 min.	Ing	W
	<p><i>To help all in business, industry, commerce and public services to write more effective reports. Every one who sees this outstanding training/ film will re-examine his or her own attitudes to report writing and come away with a clear knowledge of the essential elements of successful reports.</i></p>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>MF 13</b>	<b>SKILLS FOR MANAGERS EP. 3 : ADVISING</b> <i>Shows how managers go about advising their staff. Included, are some case studies. It diverts individuals involved in management into considering means of improving the ways they use their working week.</i>	<b>30 min.</b>	<b>Ing.</b>	<b>W</b>
<b>MF 46</b>	<b>SKILLS FOR MANAGERS EP. : 2 INTERVIEWING</b> <i>Skills managers should focus on in interviews. i.e. Physical make up, Assignments, General Intelligence, Special Interest, Disposition, Circumstances.</i>		<b>Ing.</b>	<b>W</b>
<b>MF 27</b>	<b>SKILLS FOR MANAGERS EP. 4 : RUNNING A MEETING</b> <i>Shows how managers should conduct meeting sessions.</i>	<b>30 min.</b>	<b>Ing</b>	<b>H.P</b>
<b>MF 28</b>	<b>SKILL FOR MANAGERS EP. : 5 WHAT KIND OF MEETING</b> <i>Shows how meetings could be conducted to produce the desired objectives.</i>	<b>30 min.</b>	<b>Ing.</b>	<b>H.P</b>
<b>F. 254</b>	<b>TALK BACK - STUDY IN COMMUNICATION</b> <i>Presents in dramatic form the fundamental aspects of communication in our working lives. Content: Every manager has a particular responsibility for ensuring that communication at work is effective communication. Without this, his energies and the collective energies of the people around him will run to waste,</i>	<b>18 min.</b>	<b>Ing.</b>	<b>H.P</b>

<b>NO.</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>RUJUK</b>				

<b>F. 91</b>	<b>AVOIDING COMMUNICATION BREAKDOWN</b>	<b>24 min.</b>	<b>Ing.</b>	<b>W</b>
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*Shows how communication breakdown can cause trouble and money loss. Presents as an example a case of a lost business account as a result of bad communication. Discusses the reasons for the break-down and offers suggestions on improving the communication involved.*

<b>MF 45</b>	<b>AVOIDING COMMUNICATION BREAKDOWN</b>		<b>Ing.</b>	<b>W</b>
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*Film shows a few examples how to avoid delegation breakdowns i.e. Message competition, Status - Ego threat, False Expectations, Number of Links.*

<b>F. 4</b>	<b>BERFUNKLE</b>	<b>9 min.</b>	<b>Ing.</b>	<b>W</b>
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*Demonstrates the problems of symbols and their meanings. Shows how a word can mean something quite different to many people. Uses a cartoon to point out that verbal communication requires people.*

<b>F. 92</b>	<b>CHANGING ATTITUDES THROUGH COMMUNICATION</b>	<b>23 min.</b>	<b>Ing.</b>	<b>W</b>
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*Shows how communication can change attitudes. Suggests ways in which effective communication by management can help an insecure employee accept a new plant policy which has threatened him.*



<b>NO.</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>RUJUK</b>				

<b>F. 314</b>	<b>COMMUNICATING SUCCESSFULLY LESSON 2 : HOW TO GIVE A MORE PERSUASIVE PRESENTATION</b>	20 min.	Ing.	W
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*This lesson shows you how to sell the subject you know so well to people with limited time to listen. It tells you how to organize your presentation, how to give it the wallop it needs, and how to arrange it with audiovisual material.*

<b>F. 270</b>	<b>COMMUNICATING WITH A GROUP</b>	23 min.	Ing.	W
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*Purpose: To assist Managers, Supervisors and Salesman to improve their abilities to communicate with groups of between 4 and 20 people. Nearly all Managers and Supervisors must communicate with groups of people if they are to achieve success. Very few, however, are able to recognise or avoid all the pitfalls involved, and that's not suprising, because to be successful a great deal of expertise is required.*

<b>F. 60</b>	<b>COMMUNICATION FEEDBACK</b>	21 min.	Ing.	W
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*Shows the need for and the results of the use of feedback (observed response). Relates how feedback can help in altering people of the communicator's interest. Discusses why feedback must be ignored.*

NO.     JUDUL :  
RUJUK

MASA   BAHASA   WARNA

**F. 313 COMMUNICATION IN INDUSTRY**

15 min.   Ing.

W

*Shows that increased productivity depends on the co-operation of everyone concerned; and that management should make it clear. Everyone in industry needs three types of information: his own personal circumstances as an individual; himself as a member of his work-group; and operational information designed to clarify his task.*

**F. 90   COMMUNICATION MANAGEMENT'S POINT OF VIEW**

22 min.   Ing.

W

*Shows how proper communication can cause people to change their behavior. Dramatizes an incident where confusion and resentment are the results of an order given by a manager and how this could have been prevented. Substituting behavior and communication designed to clarify and foster positive feelings. Discusses ways of changing behavior and attitudes.*

**F. 15   THE TROUBLE WITH WORDS**

14 min.   Ing.

W

*One of the most honoured films in 1968 (according to Business Screen), this much needed film fills a gap in the realm of communications in the worker-job situation. A new foreman's inability to communicate instructions to employees leads to costly production mistakes in an automative parts plant. Off camera narration points out his failure, states three basic principles that will sort out the 'trouble with words'.*

**NO. JUDUL :  
RUJUK**

**MASA BAHASA WARNA**

**F. 274 TWO WAY COMMUNICATION**

**25 min.**

**Ing.**

**W**

*To emphasise the need for salesmen to communicate effectively.*

*Content: In a series of typical selling situations, the film establishes the five essentials to effective communication.*

**MF.12 WORDS ARE NOT ENOUGH**

**36 min.**

**Ing.**

**H.P**

*Shows the importance of communication & how communication could help in various situations.*

**COMPUTER (KOMPUTER)**

**F.44 COMPUTER REVOLUTIONS**

**24 min.**

**Ing.**

**W**

*Surveys present uses and future potentials of the computers, in industry, printing, air traffic control, hospital administration, space travel, law enforcement, engineering, government, and education. Illustrates the revolutionary effect which computer technology will have upon life in the 21st century. Narrated by Walter Cronkite.*

## COOKERY (MASAKAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 163	<b>BROILING</b> <i>Procedures for quality broiling of steaks, hamburgers, poultry, fish and other foods.</i>	13 min.	Ing.	W
F. 161	<b>CARVING THE RIB ROAST</b> <i>Proper techniques for carving a prime rib of beef; including preparation and presentation plus portion control. Types of cuts and proper use of tools.</i>	13 min.	Ing.	W
F. 164	<b>A COOL HEAD FOR SALADS</b> <i>Principles and procedures essential for preparing green salads, emphasizing importance of color, design and preparation.</i>	13 min.	Ing.	W
F. 166	<b>FAST SANDWICH MAKING</b> <i>How to organize and plan for fast action in volume cold sandwich production, stressing time and labour-saving approaches.</i>	13 min.	Ing.	W
F. 160	<b>DEEP FAT FRYING</b> <i>Covers essentials of deep fat frying including equipment usage and cleaning fat absorption and care of fats.</i>	13 min.	Ing.	W
F. 203	<b>GIVE YOUR EGGS A BREAK</b> <i>Shows successful procedures in care and handling of eggs, and how to prepare the six basic egg dishes ranging from fried to stirred.</i>	13 min.	Ing.	W
F. 162	<b>THE HAMBURGER SANDWICH</b> <i>21 imaginative ways to prepare and present this most popular sandwich, includes successful grilling and broiling techniques, stresses creative presentation techniques.</i>	13 min.	Ing.	W

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>F. 171</b>	<b>PRESENTATION OF FOOD AND BEVERAGE</b> <i>Basic rules of serving food and beverage. Includes presentation of soups, entrees.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F. 181</b>	<b>ROASTING</b> <i>This basic cooking method is presented in step-by-step procedures to assure perfect roasting results for meat and poultry. Use of containers, ovens, thermometers and correct cooking are discussed.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F. 165</b>	<b>SANDWICH PREPARING AND PRESENTATION</b> <i>Artistry and techniques of making high quality sandwiches. Preparation of colorful open and closed sandwiches is demonstrated by a master chef.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F. 211</b>	<b>SIMMERING AND POACHING</b> <i>Detailed demonstration of method used when cooking in liquids. Helps define and differentiate various moist-meat preparation techniques.</i>	<b>13 min.</b>		<b>W</b>
<b>F. 182</b>	<b>BRAISING &amp; STEWING</b> <i>Demonstrates process of braising and stewing from initial choice of meat through browning, seasoning and sauce, to final presentation. Low temperature simmering is explained and other hints given on glamorizing the less-tender cuts used in braising and stewing.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F. 210</b>	<b>USING STANDARDIZED RECIPES</b> <i>Use and interpretation of standardized commercial recipe to provide consistent quality at predictable costs. Includes advance planning, use of measuring equipment, blending ingredients, and other phases of preparation.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F. 183</b>	<b>VEGETABLE PREPARING</b> <i>The essentials of vegetable preparation. How to maintain colour, taste, texture and nutrition are illustrated. Proper procedures for boiling and steaming, the fresh and frozen vegetables.</i>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>

## ECOLOGY (EKOLOGI)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 432	<b>CONSUMER ASSOCIATION OF PENANG : CRISIS IN THE MALAYSIAN ENVIROMENT</b> <i>Consumer Association of Penang. Crisis in the Malaysian Environment. - PENANG</i>	20 min.	Ing.	W
F. 77	<b>POLLUTION CONTROL - HARD DECISIONS</b> <i>Peter Drucker, Robert V. Hansberger, president of a large corporation, and Elizabeth Hall, Consider the challenges executives face in dealing responsibly with problems of the environment. The environmental challenges involve a host of related issues in addition to indus- trial pollution such as the destruction of wild life and the impact of the popu- lation explosion. Executives are requir- ed to make difficult and unpopular decisions to effect courses of action on issues of environmental concern.</i>	30 min.	Ing.	W
F. 30	<b>THE POND AND THE CITY</b> <i>The conservation Foundation focuses attention on the need to overcome the problems of conservation of water and forest in our society today. Produced by Willard Van Dyke.</i>	16 min.	Ing.	W
F. 14	<b>PONDORAS EASY OPEN POP TOP BOX</b> <i>Examines the physical enviroment of today's cities of man. Touches on such urban problems as air and water pcllution, over-crowding, living conditions, fear of violence and the fast pace of living.</i>	14 min.	Ing.	W

**NO. JUDUL :  
RUJUK**

**MASA BAHASA WARNA**

**F. 11 URBAN SPRAWL V/S PLANNED GROWTH 22 min. Ing. W**

*Concentrates on the urban development problems as communities spread out into the country side, threatening wooded areas, streams, riverbeds, and watershed areas. The setting used for the area being studied in the film is the East Branch of the Brandy wine area located near the cities of Philadelphia and Wilmington, Delaware.*

**403 WATER, WATER 33 min. Ing. W**

*Shows the treatment of water & sewage systems in Britain and ways of keeping the machinery in the best possible condition.*

## EDUCATION & TRAINING (PEMBELAJARAN & LATIHAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 10	<b>LECTURES ARE DRAG</b>  <i>A classroom demonstration of the discussion and inquiry method of teaching. A high school class is observed during a spirited discussion concerning the application of the Bill of Rights in a hypothetical situation. Techniques used by the teacher in directing the discussion are pointed out.</i>	19 min.	Ing.	H.P
F. 8	<b>SETTING THE STAGE FOR LEARNING</b>  <i>Emphasizes the importance of identifying significant science problems for study and illustrates methods of doing so. Indicates that the teacher must know how to motivate the children, how to guide without dominating, how to steer their learning into appropriate channels.</i>	17 min.	Ing.	W
F. 20	<b>THINKING IN SETS</b>  <i>Several of the basic concepts in modern mathematics are established in this film. Characteristics of sets, unit sets, infinite sets, empty sets are discussed. Four ways how sets can be related are described. Number relations and space relations are shown visually.</i>	11 min.	Ing.	W.
F. 129	<b>WHAT IS A SET PT. 1 &amp; 2</b>  <i>Presents a variety of concrete illustrations in part 1 and introduces the rotations used with sets. Part 2 extends the concepts with more illustrations.</i>	14 min.	Ing.	W



## ENGINEERING (KEJUTERAAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
<b>384</b>	<b>BACKING MIG FOR THE 70's</b> <i>Helps update the practising engineer. Features exposition &amp; case histories of firms of excellence. An evaluation of advantages, limitations &amp; cost of new techniques and developments in the MIG motor industry.</i>	32 min.	Ing.	W
<b>F. 330</b>	<b>BOUNDARY LAYER CONTROL</b> <i>Demonstration of the effects and usefulness of geometric shaping section, and blowing on airfoils in controlling boundary layer transition and separation to produce higher lift and/or lower drag. Pressure distribution studies, wake momentum surveys and flow visualization with smoke, and turfs are used.</i>	25 min.	Ing.	H.P
<b>F. 331</b>	<b>FUNDAMENTALS OF BOUNDARY LAYERS</b> <i>This film demonstrates the basic aspects of viscous incompressible boundary layers:</i>  I. What causes them II. How they grow III. How they respond to pressure gradients IV. The main stages in the transition of laminar layers to turbulent one, and V. The differences in behaviour of boundary layer is demonstrated by hydrogen - bubble and smoke <i>Visualization of flows past flat plates and airfoils, and in converging and diverging passages.</i>	25 min.	Ing.	H.P
<b>407</b>	<b>CONTROL OF CORROSION</b> <i>Helps students recognise certain fundamental engineering principles relating to practical workshop experience. It tries to look outside the students' own experience and job-knowledge to show how the same principles of controlling corrosion are applicable in other engineering situations.</i>	11 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 333, 334, 335 & 336	<b>THE FLUID DYNAMICS OF DRAG</b> <i>An introductory film built around experimental démonstrations, suitable for both advanced high school and college students. Introduces many of fluid mechanics, building up to similitude, Reynolds Number, Laminar and turbulent boundary layers, pressure and friction drag, and effects of geometric shape on total drag.</i>	20, 30, 30 & 30 min.	Ing.	H.P
408	<b>FRICTION IN ENGINEERING</b> <i>Helps students recognise fundamental engineering principles relating to practical workshop experience. The film tries to look outside the student's own experience &amp; job-knowledge to show how the same principles apply in other engineering situations.</i>	11 min.	Ing.	W
381	<b>FUSION, THE ENERGY PROMISE</b> <i>Investigates the chequered history &amp; current prospects of the fusion game all over the world for the present &amp; future generations. The series is helped by fusion expert David Ross of the Massachusetts Ins. of Technology and students of a school near London.</i>	25 min.	Ing.	W.
F. 352	<b>INRODUCTION TO ENGINEERING MECHANICS CASE STUDY</b> <i>This programme introduces the Case Study for the Course, the Hy-Mac Hydraulic Excavator. In an outside broadcast form Rhymney (Monmouthshire, South Wales) Dr. John Cannell, the Course Team Chairman, visits the factory producing the Excavator. By looking at each assembly line, we meet the components of the machine and see how they're put together to make the machine. So we get the inside story on it, and some of the engineering mechanics involved in its design.</i>	20 min.	Ing.	W

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
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F. 355	<b>INTRODUCTION TO ENGINEERING MECHANICS DESIGN FOR POWER</b>	30 min.	Ing.	H.P
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*The story of the internal combustion engine and its design and development for use in the motorcar is obviously an exciting technological one. With this in mind, the Outside Broadcast Unit visited the National Motor Museum at Beaulieu in Hampshire. At the museum the programme presenter, Dr. Barry Shorthouse, looks at many different types of engines, from the simple twin cylinder 1896 Wolseley to the Ford Cosworth powered 1974 Grand Prix specials. He talks about the evolution, design and the many inter-related engineering ideas they incorporate.*

F. 353	<b>INTRODUCTION TO ENGINEERING MECHANICS EQUILIBRIUM</b>	20 min.	Ing.	W
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*Richard Fendrich talks about the forces in a loaded static system which is in equilibrium, such as a crane. Peter Lucas looks at a different aspect of equilibrium. His example is a simple beam supported at two ends and bearing various loads.*

F. 357	<b>INTRODUCTION TO ENGINEERING MECHANICS EVOLUTION OF DESIGN : THE JET ENGINES.</b>	30 min.	Ing.	H.P
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*The programme opens with an archive film of early flights in 1941 of the experimental Gloster. There is a description of the plane by Sir Frank Whittle. The first half is an Outside Broadcast from the Derby Industrial Museum, where Peter Lucas introduces the Rolls-Royce collection of jet engines, which are used to illustrate the design evolution from the pure jet to the turbo-prop and the turbo-fan. Performance figures for the engines are compared. The second half of the programme is an Outside Broadcast from the Derby engine division of Rolls-Royce where John Coplin (Rolls Royce) Chief Designer of engine discusses how the design was evolved.*

<b>NO.</b> <b>RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
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<b>F. 353</b>	<b>INTRODUCTION TO ENGINEERING MECHANICS : FREE BODY DIAGRAMS</b>	<b>20 min.</b>	<b>Ing.</b>	<b>H.P</b>
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*This programme shows how to analyse the motion of systems of rigid bodies. The technique is to split up the system. By drawing what are called "Free Body Diagrams" of it, the motion of the separate components can be modelled in a more straight forward way. After this reduction, the next step is to solve the equations that result and can be checked against experiments done on the whole system.*

<b>F. 356</b>	<b>INTRODUCTION TO ENGINEERING MECHANICS LOOKING AT FLUIDS IN MOTION</b>	<b>30 min.</b>	<b>Ing.</b>	<b>H.P</b>
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*The basic idea is to observe fluids in experimental situations; and then to relate these fluid motions to engineering problems that usually occur on a different scale. For example, on a small flow table we look at fluid streaming past a small hollow cylinder, and the streamlines are made visible with aluminium dust; the pattern that develops is similar to the flow of the sea water around large piles driven into the sea to support the drilling rigs. A travelling wave in an open channel, generated in the laboratory, is exemplified in nature by the Seven Bore.*

<b>406</b>	<b>JOINING : ADHESIVE</b>	<b>25 min.</b>	<b>Ing.</b>	<b>W</b>
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*Shows how adhesives could be applied to various engineering purposes, the process of joining by using adhesive and how adhesives function.*

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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407	<b>JOINING : WELDING &amp; SOLDERING</b>	19 min.	Ing.	H.p
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*Shows exposition & case histories of firms of excellence. Built in is an evaluation of advantages, limitations & costs of new techniques & developments regarding joining, welding & soldering.*

377	<b>PROCESS OR ENGINEERING PRODUCTION</b>	11 min.	Ing.	W
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*Helps students recognise certain fundamental engineering principles relating to practical workshop experience. In addition, the film tries to look outside the students' own experience & job-knowledge to show how the same principle apply in other engineering situations.*

F. 359	<b>SOLIDS, LIQUIDS AND GASES THE STIRLING ENGINE</b>	20 min.	Ing.	H.P
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*The film shows how the Caratheodory theory of Thermodynamics can be used to: (a) influence the design of practical engines, (b) to predict unexpected features e.g. a Stirling engine driven in reverse acts as a refrigerator, (c) to compute the efficiency of practical engines.*

F. 358	<b>SOLIDS, LIQUIDS AND GASES TRANSPORT PROCESS IN LIQUIDS</b>	20 min.	Ing.	H.P
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*The viscosity of a liquid is hard to explain fully in terms of a single atomic model. In this film two models of a liquid are put forward to explain viscosity, and these models are tested by their ability to predict viscosity under different conditions and on different liquids.*

*The two models are presented by Alan Walton and Paul Clark, with Dr. David Betts, from the University of Sussex, giving a personal commentary on how he considers the two models are faring.*

**NO. JUDUL :  
RUJUK**

**MASA BAHASA WARNA**

**F. 360 SOLIDS, LIQUIDS AND GASES 20 min. Ing. H.P  
THERMODYNAMIC POTENTIALS APPLIED**

*The operation of a helium liquefier used at Cambridge University over a number of years is examined. The liquefier functions by means of series of throttle valves each of which produces a Joule-Kelvin cooling. The experimental facts about Joule-Kelvin expansion are then demonstrated by a teaching experiment at Oxford.*

**F. 328 VORTICITY : PT 1 & 2 22 & Ing.  
& 329 2 min.**

*Experimental demonstration of phenomena relating to vorticity and circulation, intended to help viewer acquire an intuitive grasp of these concepts and their usefulness in understanding fluid motion. Illustrated are: definition of vorticity, vorticity in curved and straight flows - Crocos's theorem, circulation of lifting wing Kelvins theorem, circulation of lifting wing Kelvins theorem and Hemholty's vortex laws.*

**GENERAL (AM)****NO.  
RUJUK****JUDUL :****MASA BAHASA WARNA**

- | <b>NO.<br/>RUJUK</b> | <b>JUDUL :</b>  | <b>MASA</b>    | <b>BAHASA</b> | <b>WARNA</b> |
|----------------------|---|----------------|---------------|--------------|
| <b>MF. 101</b>       | <b>ASK YOURSELF</b>   | <b>45 min.</b> | <b>Ing.</b>   | <b>W</b>     |
|                      | <i>Wives of executives, managers, and salesmen discuss their roles in their husbands careers. Wives as real estate or real liabilities are described. Characteristics considered include; communication habits, dress styles, reaction to business transfers, responsibility for business entertainment in the home, flexibility in daily schedule, excessive drinking and extra-marital activities.</i>  |                |               |              |
| <b>F. 3</b>          | <b>HAVE I TOLD YOU LATELY THAT I LOVE YOU ?</b>   | <b>16 min.</b> | <b>Ing.</b>   | <b>W</b>     |
|                      | <i>Shows the modern family enslaved by automotive gadgets in homes and business. Family members go through the days with no real person to person contact because everything is done automatically. Emphasis is placed on life being more than just a robotic existence.</i>  |                |               |              |
| <b>F. 322</b>        | <b>LEISURE</b>  | <b>14 min.</b> | <b>Ing.</b>   | <b>W</b>     |
|                      | <i>Beginning with the time of the caveman this witty, animated survey of leisure focuses on how man has used his leisure time: prehistoric man's intermittent moments of play, the division of society into laboring and leisure classes, the separation of leisure from work and the increasing regimentation and departmentalization of free time activities. It suggests leisure is actually freedom of choice and that perhaps what man really wants is enough work to make leisure possible.</i> |                |               |              |
| <b>F. 41</b>         | <b>A NICE KID LIKE YOU</b>  | <b>38 min.</b> | <b>Ing.</b>   | <b>H.P</b>   |
|                      | <i>Articulate students at East Coast Colleges talk about drugs, sex, political action and their relationships with peers and parents. Documentary camera records uninhibited dormitory bull sessions, interviews over coffee in the dining commons, breakfast-table conversations in middle-class homes, kaffeekatch discussions among anxious suburban mothers.</i>  |                |               |              |

NO.  
RUJUK

JUDUL :

MASA BAHASA WARNA

- | NO.<br>RUJUK     | JUDUL :  | MASA     | BAHASA | WARNA |
|------------------|--|----------|--------|-------|
| F. 102           | <b>THE PARTNERSHIP</b><br><i>In a joint session, husbands and wives consider the mutual efforts necessary to make marriage a happy, stable partnership. The session emphasizes the need for the partners to constantly develop understanding, loyalty, and honesty in their relationships. Mrs. Johnson contents that a man with a secure marriage partnership has the energy and encouragement necessary to succeed in business.</i>  | 45 min.  | Ing.   | W     |
| F. 47,<br>48, 49 | <b>PEOPLE NEXT DOOR</b><br><i>This CBS Playhouse production is the dramatic story of two families who know nothing of their children's lives. A son is paddling dope, and a daughter is taking L.S.D. It is a good study of real problems today, and how people often fail to cope with them.</i>  | .81 min. | Ing.   | H.P   |
| F. 258           | <b>THE SEARCHING EYE</b><br><i>Defines "seeing" in term of man's perception and imagination as well as the actual recording of visual stimuli. Uses high-speed, close up underwater, aerial and stroboscopic photographic techniques to illustrate how perception can be facilitated. Presents the factual and fantasy worlds of a ten year old boy as he explores a deserted beach.</i>   | 17 min.  | Ing.   | W     |
| F. 55,<br>56     | <b>THE SMOKING SPIRAL</b><br><i>Illustrates the possible crippling effects of smoking by focusing on one day in the lives of two men suffering from lung ailments which has been linked to smoking. Points out that health education against smoking has had little effect on the general public and the number of smokers continues to increase. Interviews with representatives of the tobacco industry, politicians and medical officers to relate some of the economic political and medical aspects of the problem.</i> | 50 min.  | Ing.   | H.P   |



# HOTEL MANAGEMENT & TRAINING (PENGURUSAN HOTEL & LATIHAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
<b>F. 190</b>	<b>THE BELLMAN</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
	<i>The Bellman is seen as the hotel or motel employee who has the greatest opportunity to make the guest feel like a "very important person" through courteous service. Takes the bellman from the moment he is handed the key and luggage through the rooming of the guest.</i>			
<b>F. 173</b>	<b>MR. BUSBOY</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
	<i>The duties and responsibilities of a busboy before, during and after the course of a meal. Stresses cooperation with waiters, waitresses and dish machine operators.</i>			
<b>F. 177</b>	<b>MR. DISH MACHINE OPERATOR</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W.</b>
	<i>Operation and maintenance of commonly used dish machines. Correct methods for loading, unloading dishes, cups, glasses and silverware. Stresses minimum breakage and use of detergents.</i>			
<b>F. 175</b>	<b>CAFETERIA SERVICE</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
	<i>Responsibility of cafeteria food service; including portion control, presentation of plates, proper maintenance and stocking of serving trays. Also emphasizes importance of customer relations.</i>			
<b>F. 167.</b>	<b>COURTESY FOOD SERVICE IS PEOPLE SERVICE</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W.</b>
	<i>Through role playing, a waitress turned guest develops awareness of the meaning of courtesy. Enable waitresses, busboys hosts and hostesses to relate more successfully to the customer.</i>			
<b>F. 168</b>	<b>COURTESY : THE INSIDE STORY</b>	<b>13 min.</b>	<b>Ing.</b>	<b>W</b>
	<i>Dramatizes common complaints by hostess, waitresses, busboy, etc. about the guests they serve. Points out ways to develop a better attitude when dealing with guests.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 179	<b>DINING ROOM SANITATION (PERSONAL WAITERS AND WAITRESSES)</b> <i>Techniques for sanitary food handling by dining room personnel. Encourages personal cleanliness, hygiene and grooming for waiters, waitresses and busboys.</i>	13 min.	Ing.	W
F. 208	<b>DINING ROOM SAFETY</b> <i>Teaches waiters, waitresses and busboys how to avoid dining room hazard and protect guests. Stresses correct procedures for carrying food, stocking dishes, proper and safe dress.</i>	13 min.	Ing.	W
F. 213	<b>FOOD PURCHASING I : GENERAL PRINCIPLES</b> <i>This film deals with food buyers who must know how to purchase food items of the right quality, price and quantity. It stresses the importance of the menu as a guide to the intended use of items and emphasizes the buyer's need for knowledge of food quality and food production methods</i>	13 min.	Ing.	W
F. 214	<b>FOOD PURCHASING II : LET THE BUYER BEWARE</b> <i>A companion film to F.213 (Recommended to be used together) gives detailed examples of problem areas in purchasing. The very important matter of specifications is treated fully, with sample specifications of various foods.</i>	13 min.	Ing.	W
F. 189	<b>THE FRONT DESK</b> <i>A basic film for anyone who deals with guests. Stresses the value of human relations at the front desk. Dramatizes a variety of challenging and true-to-life, situations, including guest complaints and requests for service.</i>	13 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 217	<b>HANDLING CHECKS</b>  <i>Teaches basic procedures for handling checks with emphasis on customer courtesy. Short, incisive episodes bring essential sharp focus. Helps establish standards and procedures of check handling to save money by reducing losses.</i>	10 min.	Ing.	W
F. 192	<b>HANDLING COMPLAINTS</b>  <i>An ideal film for personnel who must deal with customer complaints. Through a series of dramatic, realistic vignettes illustrates the basic principles involved in handling a complaint. Turn complaints into opportunities for better customer satisfaction.</i>	13 min.	Ing.	W
F. 193	<b>HANDLING CREDIT CARDS</b>  <i>A must for all organizations accepting credit cards, shows all steps in a credit card transaction. Each step is illustrated by a dramatic episode with special precautions highlighted.</i>	13 min.	Ing.	W
F. 275	<b>HANDLING CUSTOMER COMPLAINTS</b>  <i>A training film that shows just why complaints are so often badly handled and then shows simply and clearly how they should be dealt with. Do your staff know how to use a complaint situation to actually improve the reputation of your organisation? Or do they simply make a bad situation worse?</i>	25 min.	Ing.	W
F. 216	<b>HANDLING MONEY</b>  <i>Creates real-life situations involving cashiers and clerks. Presents in detail proper methods of counting money, making change and avoiding errors, shows how to spot marked, altered or counterfeit money, and illustrates how to be aware of the artifices of the short-change artist.</i>	14 min.	Ing.	W

JUDUL :	MASA	BAHASA	WARNA
<b>187 THE MAID : CLEANING THE BATHROOM</b> <i>Demonstrates proper procedures for cleaning the bathroom. Includes instruction in cleaning the wash basin, fixtures, tub, shower, toilet bowl, floors and walls.</i>	13 min.	Ing.	W
<b>F. 169 HOW DO YOU LOOK WHEN IT COUNTS</b> <i>Basic waiter/waitress training: Dramatizes the importance of hospitality, cleanliness and efficiency that every successful serving staff must have.</i>	13 min.	Ing.	W
<b>F. 204 KITCHEN SAFETY : PREVENTING BURNS</b> <i>Teaches "healthy respect" for steam, gas, boiling water, bubbling fats, other hot foods. Demonstrates how to handle steam equipment safely, explains safe stove procedures, and presents ways of avoiding burns in a commercial kitchen.</i>	13 min.	Ing.	W
<b>F. 207 KITCHEN SAFETY : PREVENTING CUTS AND STRAINS</b> <i>Proper care and handling of knives and the painful results when rules are ignored. Also includes proper methods for lifting and caring.</i>	13 min.	Ing.	W
<b>F. 205 KITCHEN SAFETY : PREVENTING FALLS</b> <i>Stresses methods of avoiding the most common kitchen accident. Includes: keeping floors in safe condition, correct use of ladder and stairways, proper mopping practices, footwear, and personal responsibility in preventing accidents.</i>	13 min.	Ing.	W
<b>F. 180 KITCHEN SAFETY : PREVENTING FIRES</b> <i>Housekeeping and basic fire safety knowledge to prevent start and spread of kitchen fires is featured. Common hazards, information on extinguishers and fire alarms and dramatic demonstrations of fires are reviewed.</i>	13 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 206	<b>KITCHEN SAFETY : PREVENTING MACHINE INJURIES</b> <i>Using comparison of wild animals to kitchen machines, safe methods of operating and cleaning equipment- choppers, slicers, grinders, mixers and saws - found in commercial kitchen are stressed.</i>	13 min.	Ing.	W
F. 176	<b>PREVENTING WASTE</b> <i>Cleverly dramatizes ways to avoid wasteful practices and save money in all food service operations. Encourages employee awareness for both kitchen and dining room personnel, emphasizes positive rules to follow to prevent waste.</i>	13 min.	Ing.	W
F. 188	<b>THE MAID : MAKING UP THE ROOM</b> <i>Demonstrates responsibilities of a maid making up and cleaning a check-out room. Stresses proper technique for making up a bed, through clean-up procedures, changing of linens and dusting.</i>	13 min.	Ing.	W
F. 186	<b>RECEIVING AND STORING</b> <i>Illustrates basic principles of receiving and storing food and the importance of proper procedures in checking quality and quantity of received goods. Includes detailed explanation of both dry and refrigerator storage to prevent contamination, waste and pilferage.</i>	13 min.	Ing.	W
F. 191	<b>ROOM SERVICE</b> <i>Deals with room service duties of waiter, waitress and order taker. Stresses completeness of order and identification of guest and room. Gives instruction for entering room, serving guests, observing discretion and courtesy throughout.</i>	13 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 174	<b>RUSH HOUR SERVICE</b>  <i>Illustrates techniques for properly confronting the rush hour. Teaches hostesses, waitresses and busboys responsibilities during this critical time. Demonstrates how to work efficiently and courteously under pressure.</i>	13 min.	Ing.	W
F. 184	<b>SANITATION : RODENT &amp; INSECT CONTROL</b>  <i>Basic film on rodent and insect control, their role in the spread of disease and the responsibility of employees for good housekeeping practices. Includes information about methods of control, professional exterminators and the safe handling of pesticides.</i>	13 min.	Ing.	W
F. 209	<b>SANITATION : RULES MAKE SENSE</b>  <i>Emphasizes the rules of sanitation to protect public health: proper methods of handling potentially hazardous foods, methods of controlling pests, the critical importance of personal cleanliness, and techniques for storing and refrigerating foods.</i>	13 min.	Ing.	
F. 178	<b>SANITATION : WHY ALL THE FUSS</b>  <i>Basic introduction to the dangers of bacterial growth and means of controlling it. Explains how hands, clothing, kitchen tools, unclean surfaces, rats, and roaches carry germs.</i>	13 min.	Ing.	W.
F. 185	<b>SELLING WINE AND LIQUOR</b>  <i>Suggestive selling is demonstrated, instruction given for keeping guests happy while enlarging size of check and tip. A complete training experience from cocktails and champagne to dinner wines, dessert wines and liqueurs.</i>	13 min.	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 212	<b>SHORT ORDER COOKERY</b>  <i>Explains methods for achieving greater efficiency and productivity while performing in public eye. Stresses ways of coping with traffic, advance preparation and details of griddle use and maintenance.</i>	13 min.	Ing.	W
F. 172	<b>TABLES SETTINGS</b>  <i>A valuable primer in the art of table settings demonstrates positioning of plates, silverware and glasses for both formal setting for breakfast, lunch and dinner.</i>	13 min.	Ing.	W
F. 170	<b>TAKING THE ORDER</b>  <i>Basic principles of menu merchandising, between the unimaginative order-taker and the one, who produces profit through successful suggestive selling of all items.</i>	13 min.	Ing.	W

## LIBRARY (PERPUSTAKAAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 38	<b>LIBRARIES ARE FOR SHARING</b>  <i>Indicates the contribution which the library can make to the intellectual growth of children by depicting the library as a place where one can find and share riches of knowledge and adventure.</i>	15 min.	Ing.	W
F. 31	<b>THE LIBRARY : A PLACE FOR DISCOVERY</b>  <i>Shows the efforts of a group of middle grade students who write and present a puppet skit to their social studies class, after gathering their information from libraries. Illustrates their various jobs, at which the students work, using a number of materials, book and non-book, and the variety of services available for asking at their public library, school library, and their home libraries.</i>	16 min.	Ing.	W



## MANAGEMENT (PENGURUSAN)

NO. JUDUL :  
RUJUK

MASA BAHASA WARNA

**F. 99 THE ABC MAN : THE MANAGER IN  
MID-CAREER**

25 min.

Ing.

W

*What can a company do to prevent  
absoloscene in middle management-  
those who have learned to do A,B  
and C successfully but who are sud-  
denly confronted with the need for  
D and E to do the job? Why do such  
managers resort to slogans and hos-  
tility as a substitute for competence?  
This film not only helps identify the  
ABC man - it shows how mid-career  
absoloscence can be overcome.*

**F. 25 ASSESSING MANAGEMENT POTENTIAL**

Ing.

W

*Saul Gellerman and Doughlas Bray  
discuss the 'promotion from within'  
policy and the importance of syste-  
matic approach to managing manpower  
planning. Dramatic episodes are used  
to illustrate promotional policies  
based on management assessment center  
techniques compared to supervisory  
nomination as managerial selection  
measures.*

**F. 280 BREAKING THE DELEGATION BARRIER**

30 min.

Ing.

W

*To demonstrate to managerial staff  
the delegation of responsibility is  
an essential and necessary part of  
their work. 'Breaking the Delegation  
Barier' goes beyond the theory and  
techniques of delegating to the root  
of most of a supervisor's problems in  
giving up responsibility and authority  
to his subordinates.*

**F. 76 BUILDING A CLIMATE FOR INDIVIDUAL  
GROWTH**

25 min.

Ing.

W

*A psychological analysis of real growth,  
as compared with mere status symbols as  
measures advancement. when a person  
stops growing he starts to die -  
'psychologically dying' employee.  
Herzberg's explanation of psychological  
growth can help correct this.*

**NO. JUDUL : MASA BAHASA WARNA**  
**RUJUK**

**F. 230 THE CHALLENGE OF OBJECTIONS** Ing. W

*It is fact of every salesman's life that customers raise objections about the products or services they offer. The Challenge of Objections sets out to show salesmen that objections are an essential part of every sales situation: without objections, salesman would become more order takers or delivery boys.*

**F. 113 COLT, A CASE HISTORY** 25 min. Ing. W

*This film studies management by objectives by working in an engineering firm and the effects it has on the manager's role. It records interviews with various managers who relate their growing awareness of improved performance and a greater satisfaction. It provides an intimate look at the new system on the Colt Company and how the organization has been modified and improved over a period of three years.*

**382. CONTROLLING BATCH PRODUCTION** 30 min. Ing. W

*Deals with the controlling of batch production with some depth. Features exposition and case histories of firms of excellence. Built in is an evaluation of advantages, limitations and costs of new techniques and developments.*

**F. 63 COPING WITH CHANGE** 25 min. Ing. W

*Organization renewal often cannot be accomplished without upsetting many established ways of doing things. Reasons of resistance to change are well-known, but Lippit presents tested ways of analyzing resisting forces and planning strategies for overcoming them.*

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 78	<b>COPING WITH TECHNOLOGICAL CHANGE</b> <i>Drucker and DeCarlo point out that today technology looks to the entire realm of knowledge - Management must be in a continuous state of educating about what is going on.</i>	30 min.	Ing.	W
F. 199	<b>DELEGATE - DON'T ABDICATE</b> <i>Illustrates that successful delegation is something a manager must plan and work for in order to make the best use of his time, building teamwork, and produce results.</i>	12 min.	Ing.	W
F. 196	<b>DISCIPLINE - A MATTER OF JUDGEMENT</b> <i>Emphasizes paramount need for objective and impartial judgement when issuing a reprimand or terminating an employee. Teaches that the use of discipline is to educate, not humiliate.</i>	11 min.	Ing.	W
F. 269	<b>DISCUSSING SALES MANAGEMENT</b> <i>To stimulate thought, and discussion on the responsibilities of sales Management. The film takes the form of an interview between Graham Turner, Management Journalist of the Year, and Mr, Conally, General Sales Manager of Beechams Limited.</i>	15 min.	Ing.	W
F. 71	<b>EFFECTIVE DECISION</b> <i>Presents business consultant Peter F. Drucker, reviewing the importance of postponing decision - making until dissent, opinions and fact have been presented and both sides of the problem analysed. Stresses the theory if there is no case against a decision, there is no case for a decision,</i>	22 min.	Ing.	W
F. 245	<b>EMPLOYMENT INTERVIEW</b> <i>This is a training package film which deals with the preparation for an employment interview, the interview itself, and an analysis of the questioning techniques used</i>	30 min.	Ing.	W

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NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
F. 219	<b>FLIGHT PLAN</b> <i>Dramatically introduces the manager to the purposes of planning, what it accomplishes, and essential elements of a good plan. Through a series of exciting flight, sequences a successful manager illustrates elements involved in the planning process.</i>	14 min.	Ing.	W
F. 75	<b>FOCUS ON TOMORROW</b> <i>Combine comments and analyses by business consultant Peter F. Drucker to point out the importance of emphasizing future opportunities rather than past problems and success. Advises against minimizing rise instead of maximizing opportunity, trying to recapture a lost competitive moment, or considering products which are only an investment in managerial ego.</i>	21 min.	Ing.	W
F.111	<b>FOCUS THE FUTURE : INTRODUCTION LONG RANGE PLANNING</b> <i>Dramatizes how top management must consider long-term objectives and future trends before making today's decision. Encourages managers to develop a planned, systematic approach by asking comprehensive questions which will stimulate change and define priorities.</i>	25 min.	Ing.	W
F. 67	<b>FUTURE OF TECHNOLOGY</b> <i>Peter Drucker welcomes Charles DeCarlo President of Sarah Lawrence College and formerly the Director of Automation Research for IBM. They point out that the technology is not only exploding, but it is also changing its character very rapidly, and society wants technology managed.</i>	25 min.	Ing.	W

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<b>F. 93</b>	<b>THE FULLY FUNCTIONING INDIVIDUAL</b>	<b>25 min</b>	<b>Ing.</b>	<b>W.</b>
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*To be fully functioning, an individual must grow. He must challenge himself with new goals. He should never develop a defeatist attitude. He must align his goals with goals and objectives of his organization, and have the courage to stick his neck out, if necessary, to support the organization.*

<b>F. 96</b>	<b>THE FULLY FUNCTION ORGANIZATION</b>	<b>25 min</b>	<b>Ing.</b>	<b>W</b>
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*Describe Joe Batten's famous 'servo-climate for results'. A servo-climate is a closed-loop system whereby a company may constantly review its objectives, determine how well they are being met and modify them if necessary.*

<b>F. 89</b>	<b>THE FULLY FUNCTION SOCIETY</b>	<b>25 min</b>	<b>Ing</b>	<b>W.</b>
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*Free enterprise means that, just, economic freedom. It demands, social, political and spiritual freedom as well, blended into a unified, dynamic whole. In the unique setting of Independence Hall, the Liberty Hall, and the Franklin Institute in Philadelphia, Batten tells how this can be achieved.*

<b>F.404</b>	<b>THE GAS INDUSTRY</b>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
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*Seeks to impact some of the atmosphere of life at work, showing the relationships between young employees and their older colleagues in the gas industry.*

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JUDUL :

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F. 272 GETTING ORGANISED 23 min Ing. B/W

*To demonstrate the importance of the need for the salesman to organise his day effectively so that he spends the maximum time in face to face selling. In a typical working day, Jim Bright, energetic and personable salesman, has covered a considerable mileage, had many interviews, but no orders or positive enquiries. The reasons for this are examined, and seven basic rules emerge which will help any salesman to organise his activities to greater advantage.*

F. 36 THE GOOD BEGINNING 11 min Ing. W

*Demonstrates the right way to induct and train employees on new jobs. Seen through the eyes of Judy Reynolds, a young girl hired to learn a data-processing card-punch operation, this film compares the correct techniques with the wrong way to break in a beginner.*

F. 53 GOODWILL AMBASSADORS 7 min Ing. W

*This film dramatically illustrates what really wraps up a sale. The retail sales approaches shown deal with the concepts of quality and quantity in interrelationship of the store, department and you. The film summarizes the need for a warm personal touch in accommodating customer wants.*

F. 62 GROWTH STAGES OF ORGANIZATION 25 min Ing. W

*Lippitt describes the six stages of organizational growth: At each stage crucial decisions must be made regarding marketing, profitability, human resources, etc. In making these decisions, managers must be aware of present growth stage of their company.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
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<b>F.86</b>	<b>HOW ORGANIZATION RENEWAL WORKS</b>	<b>25 min</b>	<b>Ing.</b>	<b>W</b>
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*In this final film in his series, Gordon Lippit discusses and demonstrates answers to several questions: Who should take the leadership in organization renewal? How should he go about getting the support of top management? How should task forces be organized? What should be the role of 'resource' people or 'internal consultants'?*

<b>F. 246</b>	<b>HOW TO DO BUSINESS WITH THE JAPANESE</b>		<b>Ing.</b>	<b>W</b>
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*Purpose: To help business people to have a better understanding of the Japanese in terms of trading with them. Content: The film sets out to give a clear understanding of the Japanese and how they differ from us in the business situation. It gives information on their style of doing business, custom, structure of their companies, and national attitudes.*

<b>F. 267</b>	<b>HOW TO MAKE AN EFFECTIVE SALES PRESENTATION</b>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
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*To show that the presentation of a sales proposition requires, basically, the same techniques which a public speaker must employ if he is to capture and hold the attention of his audience. In this film the famous sales training team of Richard Borden and Alvin Busse demonstrate the four key steps which are essential for making an effective sales presentation*



**NO. JUDUL : MASA BAHASA WARNA**  
**RUJUK**

**F. 302 HOW TO SELL QUALITY 30 min Ing. B/W**

*To convince salesman of the vital importance of quality and of the unique sales opportunity that quality alone can offer them. Interviewed by his Managing Director, a frustrated salesman complains of his difficulties in obtaining orders because of the high price of his Company's products. He is then shown a series of selling sequence, portraying the skilled salesman of quality products in action. These convince him that quality is the answer to price competition and the finest way to build a future in selling.*

**F.65 HUMAN NATURE AND ORGANISATIONAL REALITIES 25 min Ing. W**

*Presents Dr. Chris Argyris analyzing the need for a change in management attitude toward the motivation and productivity of the rank and file worker. Suggests that empathy and lack of effort on the part of the lower-level employee are not so much a matter of laziness as they are normal, healthy reactions to an unhealthy working environment. Relates how interpersonal relationships can be improved through laboratory training sessions.*

**F.198 INCREASING PRODUCTIVITY - THE MANAGER AS CHANGE AGENT 14 min Ing. W**

*Challenges managers to accept their responsibility for increasing productivity through creative change. Discusses three levels of management activity related to productive change. Details need for intelligence, courage, commitment, measurement, the involvement of others and leadership.*

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<b>F. 72</b>	<b>INDIVIDUALITY AND TEAMWORK</b>	25 min	Ing.	W
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*How can an organization get team work without sacrificing individuality? One answer is the 'matrix' organization which Lippit describes, where each individual in a task force is considered a resource and his contributions fully utilized.*

<b>F. 82</b>	<b>THE INNOVATIVE ORGANIZATION</b>	30 min	Ing.	W
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*John Humble states that you either 'innovate or perish'. It is the responsibility of top management to create a situation where new ideas can come forward. Changes are happening to us - and we must change to meet these outside forces.*

<b>F. 5</b>	<b>THE INVINCIBLE SHOPPER</b>	14 min	Ing.	W
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*As much as \$40,000 a year may be shoplifted from a supermarket. This film investigates a training program for employees learning when, where, what, who and how to watch for and handle suspicious customers, the fine line between promoting business and protecting it.*

<b>F. 97</b>	<b>JOB ENRICHMENT IN ACTION</b>	25 min	Ing.	W
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*This film comes to grips with Herzberg's solution to the problem of motivation: enrich the job to allow more responsibility, more individual achievement, more growth. Demonstrates how this is done, based on an actual case example where, results have been measured. Job enrichment is not a one-shot panacea, but a continuing program of building motivation into the work itself.*

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F. 69	<b>KITA, OR WHAT HAVE YOU DONE FOR ME LATELY ?</b>	25 min	Ing.	W
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*Explains Herzberg's famous motivation - hygiene theory, with in depth analysis of 'hygiene' what it is, why it escalates, why it doesn't motivate, how to manage it as necessary part of the work environment. Illustrated by several humorous but pointed 'blackout' showing typical employee reaction to management effort to use hygiene as a motivator.*

F. 385	<b>LOOKING AT PAPER WORK</b>	30 min	Ing.	B/W
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*Shows means of improving work efficiency.*

F. 23	<b>MAKING HUMAN RESOURCES PRODUCTIVE</b>			
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*Saul Gellerman and M. Scott Myers discuss the procedures involved in job enrichment, a process designed to eliminate as many tiresome aspects and add as many stimulating aspects as possible to jobs.*

F.85	<b>THE MAN IN THE MIRROR</b>	25 min	Ing.	W
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*This is a new departure in management development films. It develops the 'whole man' concept: you cannot be one kind of a person in the office and another kind at home. This is the 'Best Farquhar Story' - a middle manager who has allowed negative attitudes to affect his whole life. Managers seeing this film may ask themselves: 'Is that me?' Many will never be the same after looking at "The Man in the Mirror."*

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**F. 61 MANAGEMENT BY EXAMPLES**

25 min

Ing.

W

*Defines tough - mindedness in Batten's terms. Strike a piece of granite a hard blow, he says, and it will break because it is hard, cold, brittle. Strike leather the same blow and it will scarcely show a dent. It is warm, resilient but tough. So a tough-minded manager is not solely disciplinarian, but one whose primary drive is to build himself, his subordinates his organization. Above all, he sets an example of integrity.*

**F. 194 MANAGEMENT DEVELOPMENT EYE OF THE SUPERVISOR**

13 min

Ing.

W

*Equip supervisory personnel to review, and evaluate employee performance. Emphasis is placed upon collecting all information before reaching a conclusion. Tips on self-evaluation, self-improvement is given.*

**F.22 MANAGEMENT BY PARTICIPATION**

*Saul Gellerman and Alfred Marrow examine management by participation system instituted at Harwood Companies, Inc. Management by participation is defined and discussed in terms of company cost, support from labour unions, employees, supervisor, and effects on productivity.*

**NO.     JUDUL :**  
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**MASA   BAHASA   WARNA**

**F.304   MANAGEMENT IN MINIATURE**

**18 min**

**Ing.**

**W**

*Stimulates discussion about the basic principles of managing employees. This is a study of Alex Hair, a Glasgow Entrepreneur. He runs his business on the basic tenet that "my staff is my gold-dust". Completely unscripted, the camera follows him and his staff through their daily routine. What emerges is a passionate devotion to the universal principles of handling people-understanding and caring for them, training them, and motivating them to give their best.*

**F.73    THE MANAGEMENT OF HUMAN ASSETS**

**25 min**

**Ing.**

**W**

*Presents the views of Dr. Rensis Likert on the training direction a company should take to obtain high producing work groups. Describes how an organization can be analyzed on a four-point scale to give a current picture of its management program and how it is possible to move from an authoritarian style to the more democratic participatory system. Makes the point that when the organization is pressed with financial harassment, it moves more towards the authoritarian type of management and may lose human assets in the form of skilled, experienced, loyal, and knowledgeable employees.*

**F.112   MANAGEMENT OF OBJECTIVES**

**28 min**

**Ing.**

**W**

*Presents Job Humble explaining how company objectives, once defined are integrated into individual manager development programs. Observes how clearly defined purpose are achieved, through control, periodic review, and appropriate financial planning and where improvements can be made in profitability, market standards, and productivity.*

**NO.     JUDUL :**  
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**F.115   MANAGEMENT TRAINING**

**23 min**

**Ing.**

**W**

*Dramatizes how management approach to training should be planned by evaluation of the management trainee. Shows how problems of management are growing in complexity with many outside forces such as social, economic, technological, political, demographic, cultural and international developments impinging upon the company. Discusses how man is a combination of the factors of heredity, physiological developments, and physiological growth. It discusses how through training the differences between aspiration and achievement can be narrowed.*

**F.220   MANAGER AND THE LAW**

**19 min**

**Ing.**

**W**

*Protects managers and organizations from costly legal problems. Provides essential principles for coping with today's growing maze of laws and regulations by offering basic guidelines for avoiding legal pitfalls. Stresses two key points! Don't act impulsively, and no one is above the law.*

**F.80    THE MANAGER AS ENTREPRENEUR**

**30 min**

**Ing.**

**W**

*John Humble, noted for his Management by Objectives program, discusses with Drucker the major tasks of the new manager.*

**F.68    MANAGING TIME**

**21 min**

**Ing.**

**W**

*Dramatizes, with interpressed analytical commentary by business consultant Peter F. Drucker, the danger of mismanaged time and the disadvantages of time logging techniques to attain realistic and wise time expenditure. Emphasizes the need to delegate authority. Stresses the self-evaluation of the question "What contributes nothing?" and "Am I giving the right kind of time for the truly important things".*

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.389	<b>MARKETING ANSWER</b> <i>Shows how effective marketing is carried out. Two prominent figures in marketing share their views.</i>	40 min	Ing.	B/W
F.418	<b>MASLOW'S HIERARCHY OF NEEDS</b> <i>Almost everything you ever wanted to know about motivating people. i.e. Physiological Needs, Safety needs, esteem needs, growth needs.</i>	16 min	Ing.	
F.33	<b>A MATTER OF SURVIVAL</b> <i>Examines the impact computerization has upon 'white-collar' workers in terms of moral and potential job displacement. Relates the company administrator's assurance that no job is in danger due to the accounting department's conversion to computer. It presents the affected employee's concerns and uncertainties. Concludes with a distraught middle-aged employee receiving his termination notice.</i>	26 min	Ing.	W
F.376	<b>METHOD BASIC</b> <i>Shows how method study could be carried out. Highlights the principles of selection, recording, examining, developing, installing and maintaining.</i>	30 min	Ing.	W
F.83	<b>THE MODERN MEANING OF EFFICIENCY</b> <i>Poor attitude can be the result, not the cause of employee inefficiencies. The proper utilization of people requires fitting the abilities and aspiration of people to their job. In other words, modern management recognizes, the importance of getting work done through people. Employees allowed to show initiative and demonstrate their abilities are more productive because they have a sense of achievement.</i>	25 min	Ing.	W

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| <b>F.94</b> | <b>MOTIVATION IN PERSPECTIVE</b><br><i>Compares and contrasts, the application of behavioral science; the nature of employee and management to present a unified guide for action. Identification of a common problem - and explains the factors leading to high achievement. Discusses the nature of motivation and productivity as it pertains to management.</i> | <b>22 min</b> | <b>Ing.</b> | <b>W</b> |
| <b>F.66</b> | <b>MOTIVATION THROUGH JOB ENRICHMENT</b><br><i>Presents Dr. Frederick Herzberg and his theories on improving productivity and performance in business and industry through job enrichment. Compares and contrasts several job factors relating to motivation and discusses techniques for maximizing the most potent of these factors.</i>                          | <b>26 min</b> | <b>Ing.</b> | <b>W</b> |
| <b>F.74</b> | <b>THE MULTINATIONAL CORPORATION</b><br><i>Dan Syemour, President of J. Walter Thompson Company, and Drucker talk about the importance of a world-wide economy with strong local roots in which you think as a citizen of a big world and as a local patriot.</i>   | <b>30 min</b> | <b>Ing.</b> | <b>W</b> |
| <b>F.51</b> | <b>NOTHING BUT LOOKERS</b><br><i>Film portrays a lazy sales approach when an 'anxious to buy' customer enters a department store. Several sales approaches are dramatically illustrated. The depressing results of these methods are shown.</i>   | <b>8 min</b>  | <b>Ing.</b> | <b>W</b> |



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RUJUK**

**MASA BAHASA WARNA**

- | NO.          | JUDUL :  | MASA          | BAHASA      | WARNA    |
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| <b>F.27</b>  | <b>PAY FOR PERFORMANCE</b><br><i>Emmanuel Kay and Saul Gellerman examine performance appraisal systems and recent research findings on the behavioral effects of pay. The advantages and disadvantages of the 'pay for performance' principles are discussed. Emphasis focuses on the importance of manager and employee collaboration on goal development. Dramatic episodes illustrate the importance of pay policies.</i>   | <b>30 min</b> | <b>Ing.</b> | <b>W</b> |
| <b>F.50</b>  | <b>PEOPLE SELL PEOPLE: YOU'VE SOLD ME, MRS MARLOW</b><br><i>Recognize the importance of personalized, service - conscious, customer-oriented selling - Become keenly aware of the sales potential that exists in each person-to-person contact with a customer...</i>  | <b>8½min</b>  | <b>Ing.</b> | <b>W</b> |
| <b>F.114</b> | <b>PERFORMANCE AND POTENTIAL REVIEW</b><br><i>Illustrates how meaningful objectives for new responsibility are defined in terms of current performance level, measurably improved results and the time required to reach these goal. Identified the potential review as a process in which the manager takes the initiative in self review. Depicts the general manager as he works with the more difficult task of identifying a manager's potential for promotion.</i> | <b>22 min</b> | <b>Ing.</b> | <b>W</b> |
| <b>F.202</b> | <b>THE PETER HILL PUZZLE</b><br><i>An open-ended, engrossing drama about the impact of serious cost management and accountability problems can have on the lives of every person in an organization. An important tool for organizational development in such areas as problem-solving, leadership, decision-making, cost management, communication, conflict resolution, and human interaction.</i>   | <b>32 min</b> | <b>Ing.</b> |          |

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.136	<b>PLANNING FOR CONTROL</b>	25 min	B/W	Ing.
	<i>In this programme the need for planning is developed. There is particular stress on the fact that the strength of planning depends on setting standards of performance for use in budgetary control. The central theme of this programme is the Master Budget.</i>			
F.218	<b>PREVENTING EMPLOYEE THEFT</b>	12 min	Ing.	
	<i>Basic principles of theft prevention and embezzlement are dramatically illustrated: reducing temptation, limiting opportunity, establishing controls and communication. Emphasis on a coordinated program of prevention involving communication and control on every level, from the use of simple locks to proper accounting procedures.</i>			
F.300	<b>PROBLEM SOLVING PART 1: SOME BASIC PRINCIPLES</b>	18 min	Ing.	W
	<i>To help managers correctly identify and effectively solve problems. Content: How can the manager be sure of achieving success at problem solving? This film establishes the principles that must be followed if a manager is to correctly indentify and effectively solve the problems he is certain to meet.</i>			
F.301	<b>PROBLEM SOLVING PART 2 - A CASE STUDY</b>	22 min	Ing.	W
	<i>A case study of problem solving exercises, designed to stimulate thought and discussion. Content: To know and understand the principles of problem solving is one thing. To be able to apply them in a real situation is another thing altogether. This film is in the form of a full length case study that enables the trainer to completely involve the audience in the problem solving process.</i>			

NO.	JUDUL :	MASA	BAHASA	WARNA
RUJUK				
F.303	<b>PROBLEMS WITH PEOPLE</b>	22 min	Ing.	W
	<i>The problems are as varied as the people themselves. The five short case studies that make up this film illustrate attitudes and behaviour that disrupt efficient operation in a typical office situation, and involve both management and staff. This excellent material will generate and maintain lively discussion on personnel problems and it most suitable for training programmes at Management, Personnel and Supervisory levels.</i>			
F.380	<b>PRODUCTION PLANNING</b>	25 min	Ing.	B/W
	<i>Shows some of the most important and most simply applied methods for controlling a company and its emphasis is on what quantitative data, financial and non-financial, is used for effective control of smaller companies.</i>			
F.405	<b>PROFIT BY DESIGN</b>	30 min	Ing.	W
	<i>Shows a group of key personnel of an organization at the task of improving the organization's financial standing.</i>			
F.24	<b>THE REAL SECURITY</b>	24 min.	Ing.	W
	<i>The purpose of this film is to motivate all echelons of a company toward more creativity, and less resistance to change. The lecturer J. Lewis Powell, examines the historical progress of manking from a new and different point of view to present an antidote to organizational lethargy.</i>			
F. 226	<b>A REASON TO BUY</b>	25 min.	Ing.	W
	<i>The most successful salesman don't sell, they help their customer to buy. "A reason to Buy" is designed to show salesman how they can conduct their sales interview so that they provide the customer with a reason to buy from the competition.</i>			

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F. 398	<b>RETAIL STOCK MANAGEMENT</b> <i>Shows how stock management is conducted. It is represented by a person, in the disguise of Mr. Jones who runs a retail stock business.</i>	30 min.	Ing	B/W
F. 52	<b>THE SALE BUILDING ROLE</b> <i>The film dramatizes ways to build customer sales. It suggests that salespersons should design their approach to customer sales towards better merchandise - moving toward better quality material. Sales methods are illustrated making point that high measure techniques are not used in the retail market situation from which examples are drawn.</i>	7 min.	Ing.	W
F. 277	<b>SALESMAN</b> <i>The film shows new trainee salesman: what it really means to be a salesman and demonstrates to existing salesman the full range of activities carried out by a successful salesman. The film shows a day in the life of a successful salesman.</i>	30 min.	Ing.	W
F.64.	<b>SELF MOTIVATED ACHIEVER</b> <i>Presents Dr. David C. McClelland discussing need to identify individuals with a high achievement motive and how to utilize them in a business organization. Discusses the behavior patterns, relationship with management and value to the organization of high motivation</i>	28 min.	Ing.	W
F. 392	<b>SKILLS FOR MANAGERS EP.1: SELF ORGANIZATION</b> <i>Shows how managers should organize themselves as well as organizing others.</i>	33 min.	Ing.	B/W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.375	<b>SKILLS FOR MANAGERS EP.:DELEGATION</b> <i>Shows the purpose &amp; consequences of delegating work to another person.</i>	50 min.	Ing.	B/W
F. 378	<b>SKILLS FOR MANAGERS EP.7: TAKING DECISIONS</b> <i>Shows the skills involved in decision making.</i>	30 min.	Ing.	B/W
F.399	<b>SKILLS FOR MANAGERS EP.8:WORKING TO OBJECTIVES</b> <i>Shows how to make employees acknowledge to what extent they are supposed to achieve, at what time &amp; what are the organization's objectives.</i>	30 min.	Ing.	B/W
F.297.	<b>SELLING BENEFITS</b> <i>To encourage salesman to sell the important benefits of their product : related to the customers need. Benefits- these are what every salesman should sell first, last and all the time.</i>	21 min.	Ing.	B/W
F.393	<b>THE SELLING GAME EP. 1: STRATEGY</b> <i>Based on role-playing technique: a team of experienced real-life salesmen tackle a special exercise in which their task is to sell a new industrial process. They are seen working out their objectives.</i>	33 min	Ing.	B/W
F.394	<b>THE SELLING GAME EP.2: TRIAL RUN</b> <i>Based on role-playing technique: a team of experienced real-life salesmen tackle a special exercise in which their task is to sell a new industrial process. They are seen working out their objectives,</i>	30 min	Ing.	B/W
F.379	<b>THE SELLING GAME EP.3: COMMERCIAL BANKING</b> <i>Based on role-playing technique: a team of experienced real-life salesmen tackle a special exercise in which their task is to sell a new industrial process. They are seen working out their objectives.</i>	30 min	Ing.	B/W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.396	<b>THE SELLING GAME EP.4: CLINCHING THE DEAL</b> <i>Based on role-playing technique: a team of experienced real-life salesman tackle a special exercise in which their task is to sell a new industrial process. They are seen working out their objectives.</i>	30 min	Ing.	B/W
F.397	<b>THE SELLING GAME EP.5: THE BUYERS SPEAK</b> <i>Based on role-playing technique: a team of experienced real-life salesmen tackle a special exercise in which their task is to sell a new industrial process. They are seen working out their objectives.</i>	30 min	Ing.	B/W
F.298	<b>SELLING ON THE TELEPHONE</b> <i>This film is intended for use by those organisations whose staff speak to customers on the telephone. In practice this means almost every commercial enterprise in the country. The film shows that anyone who as part of his job, has to speak to customer's on the telephone, has a selling function; it is designed to help all staff recognise and take advantage of this 'opportunity to sell' on the telephone.</i>	20 min	Ing.	W
F.299	<b>SELLING STEP BY STEP</b> <i>A film that establishes the basic principles behind successful selling of all kinds. Designed to be used in basic sales training courses to provide the essential framework on which to base training in more advanced techniques and skills.</i>	28 min	Ing.	W
F.400	<b>SKILLS FOR MANAGERS EP. 9: LEARNING ON THE JOB</b> <i>Shows how managers learn &amp; how managerial abilities could be developed during the course of day to day challenges.</i>	30 min	Ing.	B/W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.87	<b>SOCIAL NEEDS AS BUSINESS OPPORTUNITIES</b> <i>Robert Hansberger, President of Boise Cascade-Corp., and Drucker define the problems of crime, pollution, drugs, and decaying inner cities as they relate to business.</i>	30 min	Ing.	W
F.81	<b>STAFFING FOR STRENGTH</b> <i>Utilizes drama and discussion by business Consultant Peter. F. Drucker to point out that the effective organization makes common people achieve uncommon performance. Points out that the effective executive makes big demands on his subordinates, but enables them to rise to meet these demands.</i>	30 min	Ing.	W
F.273	<b>STARTING THE INTERVIEW</b> <i>How to make an initial sales interest and the customers attention. The importance of winning the interests and attention of a potential customer needs constant emphasis. This film considers what persuades a customer to continue with an interview and it demonstrates the two essential ingredients during the initial minutes of an interview.</i>	20 min	Ing.	W
F.383	<b>STOCK CONTROL</b> <i>Designed for managers and owners of small &amp; medium sized firms in manufacturing; construction and retailing. Takes the form of seminars. Shows some most important and most simply applied methods for controlling a company. Emphasizes on quantitative data, financial &amp; non-financial.</i>	25 min	Ing.	B/W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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<b>F.95</b>	<b>STRATEGY FOR PRODUCTIVE BEHAVIOR</b>	<b>20 min</b>	<b>Ing.</b>	<b>W</b>
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*Presents Saul Gellerman outlining the strategy for changing non-productive behavior into productive behavior. Discusses the broad implications of behavioral science and raises the question "What can management do to motivate people toward greater productivity"?.*

<b>F.281</b>	<b>STUDIES IN SELLING</b>	<b>23 min</b>	<b>Ing.</b>	<b>W</b>
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*To generate meaningful discussion on a wide range of sales techniques and attitudes so that salesman will develop a greater understanding of the application of material that has already been provided in basic training sessions.*

<b>F.200</b>	<b>SUCCESSFUL PERSUASION (A NEW APPROACH TO SALESMANSHIP)</b>	<b>14 min</b>	<b>Ing.</b>	<b>W</b>
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*An important film about the "buy-sell" relationship for sales personnel, professional people, managers at all levels and others who need to understand the dynamics of the persuasion transaction and improve their abilities to convince people of the value of their ideas, products or services.*

<b>F.195</b>	<b>THE SUPERVISOR - MOTIVATING THROUGH INSIGHT</b>	<b>11 min</b>	<b>Ing.</b>	<b>W</b>
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*Demonstrates that people must be seen as whole persons with emotions and personal lives that effect their jobs. Develops sensitivity and insight in the supervisor who wants to motivate his employees.*



NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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**F.28. TEAM BUILDING**

**30 min    Ing.        W**

*Saul Gellerman and Sheldon Davis consider the purpose and effects of team building as a procedure of organizational development. A dramatization illustrates the need for team building efforts in an advertising company. Methods to preserve the beneficial effects of team building and extensions of team building to departments or units are suggested.*

**F.58    THEORY X AND THEORY Y: THE WORK OF PART 1: DESCRIPTION OF THE THEORY**

**25 min    Ing.        W**

*Uses interviews to explain Theory Y, a behavioral science based management theory - and contrast it to traditional methods of management - classed as Theory X. Presents a dramatic vignette to compare a hard and a soft style of managing. Based on McGregor's book "The Human Side of Enterprise", Leadership and Motivation, and "The Professional Manager".*

**DOUGLAS MCGREGOR**

*Discusses the implications of Theory Y when it is applied to management situation. Presents three prominent colleagues of McGregor as they continue the explanations of Pt. 1. Relates examples of Theory Y principles when applied to several management problems.*

**F.201    THE TIME GAME**

**14 min    Ing.        W**

*Teaches time management by taking its audience through a card in which the stakes are managerial success and the chips are segments of time. Stresses keeping a personal time log, controlling crises, establishing priorities. Offers positive suggestions for organizing work loads for maximum time - effectiveness.*

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>ARNA</b>
<b>F.84</b>	<b>TOMORROW'S CUSTOMER</b> <i>Peter Drucker and Vermont, recently retired editor of the Wall Street Journal, discuss innovative marketing as the key to reaching tomorrow's customer. Innovative marketing creates new perceptions for the customer so that he can expand his horizons.</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>
<b>F.197</b>	<b>THE TRAINING MEMORANDUM</b> <i>Sells the benefits of training to change of resistance and indifference. Dramatization takes a supervisor who is skeptical of training through a series of experiences, outlining the many benefits to himself, his workers and his company.</i>	<b>10 min</b>	<b>Ing.</b>	<b>W</b>
<b>F.88</b>	<b>UNDERSTANDING MOTIVATION</b> <i>Gellerman explains what motivation is, is not, and uses an example, the e.g. is very good in showing restriction of output, motivation and informal organization.</i>	<b>22 min</b>	<b>Ing.</b>	<b>W</b>
<b>F.70</b>	<b>WHAT CAN I CONTRIBUTE</b> <i>Presents business consultant Peter F. Drucker, discussing the inherent dangers of promotional procedures. Points out the possibility of "Killing off a man" by promoting him from a job in which he excels to one which removes him from his interests and capabilities. Advises how to find employees' optimum contribution area.</i>	<b>22 min</b>	<b>Ing.</b>	<b>W</b>
<b>F.100</b>	<b>WHO'S GONNA COLLECT THE GARBAGE ?</b> <i>A band consisting of Jerry Wurf, President of the American Federation of State, Country and Municipal Employees, Roy Lee, Associate Professor of Rutgers University, Richard Hexter, Executive Vice President of Donaldson, Lufkin &amp; Jenette, Inc., and Elizabeth Hall, joins Peter in investigating the new work force. What are the problem? What are managements' major goals?</i>	<b>30 min</b>	<b>Ing.</b>	<b>W</b>

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.240	<b>THE WILL TO WORK</b> <i>To show the qualities a supervisor must develop to achieve motivation, both with individuals, and the working group.</i>	28 min	Ing.	W
F.390	<b>WORK MEASURE: BASIC PRINCIPLES</b> <i>Shows method study &amp; work measurement and how to carry them out.</i>	25 min	Ing.	B/W
F.395	<b>WORK STUDY &amp; INTRODUCTION</b> <i>Shows the concept of work study, its reasons and methods of carrying out the work study.</i>	25 min	Ing.	B/W
F.276	<b>YOUR PRICE IS RIGHT...SELL IT</b> <i>To teach salesman the techniques of overcoming price objections. The film features Joe Batten who established his tough minded approach to selling in the Dartnell film 'Ask for the Order and Get it'. Mr. Batten takes salesman through a whole range of selling situations and shows that if a salesman has sufficient dedication, self discipline and determination, he will be able to face up to the universal problem of price objections.</i>	30 min	Ing.	W

MUSIC (MUZIK)		MASA BAHASA WARNA		
NO. RUJUK	JUDUL :			
F. 348	THE CLARINET <i>Featuring the clarinet and proper handling of the instrument.</i>	12 min.	Ing.	W
F. 347	THE PERCUSSION <i>Various percussion instruments are introduced.</i>	11 min.	Ing.	W
F. 361	THE SECRET LIFE OF AN ORCHESTRA <i>The Denver Symphony rehearses and performs Wagner's "Meistersinger Overture," under Conductor Brain Priestman. While the music plays, voice-over inserts reveal the private thoughts of the musicians who candidly talk about the orchestra, their colleagues, the Conductor and their own individual tasks and skills.</i>	27 min.	Ing.	W
F. 346	THE TROMBONE <i>An introduction to trombone. Pitch, Breath, and Tone is explained.</i>	14 min.	Ing.	W



<b>NO.</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
<b>RUJUK</b>				

**F. 43 SOLUTIONS**

**13 min. Ing. W**

*Uses photographic polarization techniques to visualize the homogeneous mixing of a liquid with a solid gas, or another liquid. Demonstrates the more common test one can perform to differentiate between a solution and other mixtures. Shows that the speed with which a solid dissolves is related to its surface area, temperature and the effect of stirring.*

**F. 45 THE SPEED OF CHEMICAL CHANGE**

**14 min. Ing. W**

*A mechanical model of charcoal burning in air - light bulbs (carbon atoms) are bombarded by colored balls (nitrogen and oxygen molecules), is used to hypothesize that (1) the more concentrated the reacting substances, the faster the speed of Chemical change and (2) the greater the surface area of the reacting substances, the faster the speed of chemical change. Simple experiments with other burning substances test these hypotheses.*

**F. 57 THE WORLD OF SEMI-CONDUCTORS**

**38 min. Ing. W**

*Describes the electrical properties of semiconductor materials, the effects of adding various controlled impurities, and the way in which semiconductors can be used for rectification or as amplifiers. Briefly sketches the manufacturing process involved, and the direction of further research; and ends by examining the possibility of using semiconductors for power generation, central heating and refrigeration.*

## SECRETARIAL SKILLS (KEMAHIRAN KESETIAUSAHAAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
<b>F.421</b>	<b>OFFICE PRACTISE EP.1: MANNERS AND CUSTOMS</b>	12½min	Ing.	W
	<i>No matter where we work, getting along with people is a little easier because of some manners and customs we've agreed upon. On Penny's first day of work, she learns about the proper reception of visitors, telephone courtesy, forms of address for co-workers, taking break periods and fitting into the office community.</i>			
<b>F.422</b>	<b>OFFICE PRACTICE EP.2: WORKING WITH OTHERS</b>	13 min	Ing.	W
	<i>Ron learns that getting the most out of an office job means understanding the importance of working well with others. His co-workers at a bank show that sensitivity to people's needs, a respect for them as individuals and an appreciation for their work are ways to good human relations in any office.</i>			
<b>F.423</b>	<b>OFFICE PRACTICE EP.3: YOUR ATTITUDE</b>	11 min	Ing.	W
	<i>Your attitude is showing - in your grooming, dress posture. It shows in the way you speak and listen, by the questions you ask, and the way you use your own initiative. Different office workers reveal that attitude is a matter of getting along with people, your supervisors and co-workers.</i>			
<b>F.424</b>	<b>OFFICE PRACTICE EP.4: TYPING SKILLS: BUILDING SPEED</b>	11 min	Ing.	W
	<i>A young typist on her first job wonders what kinds of typing assignments she will have. She may type straight copy, perhaps statistics or calculations, or she may be typing forms. The variety is endless, and in addition to a career, typing is a rewarding skill for personal use.</i>			

<b>NO. RUJUK</b>	<b>JUDUL :</b>	<b>MASA</b>	<b>BAHASA</b>	<b>WARNA</b>
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<b>F.425</b>	<b>OFFICE PRACTICE EP.5: TYPING SKILLS: FIELDS OF TYPING</b>	<b>13½ min</b>	<b>Ing.</b>	<b>W</b>
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*A young typist soon learns that it isn't enough to know the individual motions of typing. Building speed requires movement that is rhythmic and continuous. She learns that this can be achieved only through practice—practice aimed at four goals: (1) improving one's attitude toward typing, (2) developing good typing form, (3) conditioning one's muscle for typing, and (4) improving one's basic typing patterns.*

<b>F.426</b>	<b>OFFICE PRACTICE EP.6: TYPING SKILLS: POSITION AND KEYSTROKE</b>	<b>11½ min</b>	<b>Ing.</b>	<b>W</b>
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*Janet Wilner's company selected her for a time motion study and discovered that good typing starts with a typist's position at the typewriter and with the way she manages her keystroke. Extensive slow-motion photograph reveals the basic elements of good typing. Produced by Coronet Films and the Creative Establishment.*

<b>F.427</b>	<b>THE SECRETARY: A NORMAL DAY</b>	<b>11 min</b>	<b>Ing.</b>	<b>W</b>
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*The film shows the typical secretarial responsibilities, such as making appointments, greeting visitors, examining incoming mail, supervising files, organizing a business trip, taking dictation and transcribing. It also emphasizes the personal qualities which a successful secretary needs.*



NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.428	<b>THE SECRETARY: TAKING DICTATION</b>  <i>A good secretary has the proper materials organised to respond to any dictation requests. The film identifies the essential points of dictation: correct posture, when to interrupt and when not; how to "key" dictation to letters being answered; recording of telephone conversation, and taking minutes at meetings.</i>	11 min	Ing.	W
F.429	<b>THE SECRETARY: TRANSCRIBING</b>  <i>The film follows a secretary through a typical series of transcribing assignments. It covers the placing of necessary material to avoid wasted motion; establishing priorities for work items; typing techniques for faster, neater letters, basic letters, basic letter forms, and procedure for transcribing from a dictating machine.</i>	11 min	Ing.	W
F.242	<b>THE TELEPHONE AT WORK</b>  <i>To show how correct use of the telephone can ensure that it is a valuable aid to business.</i>	15 min	Ing.	W
F.215	<b>TELEPHONE MANNER</b>  <i>Basic training for everyone who uses the telephone. Guaranteed to improve both internal and external communication in any organization. Practical, easy-to-assimilate tips will ensure clear communications and courtesy in telephone usage.</i>	11 min	Ing.	W

## SPORTS (SUKAN)

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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<b>F.290</b>	<b>ATHELETIC: BASIC STRATEGIES DISCUS, SHOT &amp; JAVELIN</b>	21 min	Ing.	W
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*Fundamental movements are analyzed and applied to competitive events. This technique enables the viewer to understand each part of the action. Correct form and technique, as well as important drill and learning procedures, are shown for each event. Coaching points aid the competitor in reaching optimum performance levels.*

<b>F.289</b>	<b>ATHELETIC: BASIC STRATEGIES LONG &amp; HIGH JUMP, POLE VAULTING</b>	20 min	Ing.	W
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*Fundamental movements are analyzed and applied to competitive events. This technique enables the viewer to understand each part of the action. Correct form and technique, as well as important drill and learning procedures, are shown for each event. Coaching points aid the competitor in reaching optimum performance levels.*

<b>F.288</b>	<b>ATHELETIC: WOMEN'S TRACK AND FIELD STARTING, RUNNING &amp; FINISHING</b>	16.5 min	Ing.	W
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*Atheletes featured in the women's track and field series include the following field event specialist: John Huntley, Marilyn White, Monique Donithan, Martha Watson, Meren Seidler, etc. Running demonstrations are provided by Diane Kummer, Christina A'Harrah, etc.*

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.285	<b>BADMINTON</b> <i>This film is the first of the series, grip, footwork, high serves, low short forehand and backhand serves, the flick serve and the drive serve.</i>	15 min	Ing.	W
F. 286	<i>The second film of the series covers over-hand defensive clear, attacking clear, loop drop, side arm drive, underhand defensive clear, underhand drop, cross court drop and body shots.</i>	17 min.	Ing.	W
F. 287	<i>Basic strategy and drills are covered in the third film. Singles, doubles and mixed doubles strategy are explained by photographs and diagrams.</i>	17 min.	Ing.	W
F.291	<b>BASKETBALL TECHNIQUES OF BALL HANDLING</b> <i>Focusses on ball handling, dribbling and passing drills, stopping and pivoting. The stars demonstrate correct body, hand and eye position in dribbling, proper foot action when stopping and pivoting, the change of pace, ball shifting and other fundamentals of ball control.</i>	20 min	Ing.	W
F.293	<b>BASKETBALL TECHNIQUES OF DEFENCE</b> <i>Man to man and zone defences are explained at length and studied in this film which deals with basic skills involving stance and body position, arm and hand movement, foot action and mental alertness. Defensive rebounding comes in for attention as are variations of the zone defence including the one-three, the box and one combination and the 2-12 X-Ray Zig-zag and jumping drills round out the instruction sequences.</i>	20 min	Ing.	W

NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
F.292	<b>BASKETBALL TECHNIQUES OF SHOOTING</b>  <i>This film examines the lay-up, the close and intermediate and the free throw. Four types of lay-up shots are demonstrated, as are the jump shot and hook shot with suitable accompanying drills. The one hand set shot, both from the intermediate range and from the free throw line, are studied.</i>	18 min	Ing.	W
F.294	<b>SOCCER THE BASIC KICK</b>  <i>Presents the latest techniques, drills and exercises to improve play. In this soccer series, it covers the basic individual skills of kicking, ball control, heading, and juggling drills.</i>	18 min	Ing.	W
F.296	<b>SOCCER THE GOAL KEEPER</b>  <i>Presents the latest techniques, drills and exercises to improve play. Film is devoted to goalkeeping, and demonstrates the techniques of positioning and catching, diving, punching, tipping, clearing and throwing.</i>	19 min	Ing.	W
F.295	<b>SOCCER OFFENSIVE/DEFENSIVE MANEUVERING</b>  <i>Presents the latest techniques, drills and exercises to improve play. Film deals with offensive maneuvering; including dribbling, feining and tackling; as well as the throwing, the passing attack and shooting.</i>	20 min	Ing.	W

NO. JUDUL :  
RUJUK

MASA BAHASA WARNA

F.282. TENNIS

22,20,

Ing:

W

283,

*A new approach to teaching the game is offered in this Gould-Chivington clinic. The series is ideal for teaching professionals, phy . ed . instructors, coaches recreation directors because it employs the clinic approach to the subject presenting a practical method for organizing group instruction. The film makes dramatic use of high speed (slow motion) and stop action camera-work by the Athletic Instituted film unit to point out the technical details of grip, stance, angle of address and court position. Common errors are demonstrated with the corresponding position. The series moves from basic fore-hand and backhand positioning to application of these strokes, then on to service and, finally, net play. Each film progressively supports and enforces the earlier instruction on fundamentals. For tennis coaches too, this series is an exciting learning experience from observing the Gould-Chivington clinic teaching techniques.*

21 min

284.

## TRADE UNION (KESATUAN SEKERJA)

NO. RUJUK	JUDUL	MASA	BAHASA	WARNA
F.14	<b>DISPUTE</b> <i>Shows a blow-by-blow account of two separate industrial disputes, shows what happened behind the closed doors, the 'no comments' &amp; the prepared statements. Nothing staged for the camera &amp; the project had the blessing of the management, trade union &amp; workers concerned.</i>	25 min.	Ing.	B/W
F.391	<b>TRADE UNION STUDIES: UNFAIR DISMISAL</b> <i>Shows how employees should react when unfair dismissals have been imposed on them. Stresses the need of trade unionists to exercise collective bargaining &amp; learn to understand the laws that affect their members.</i>	25 min.	Ing.	B/W

**TRANSPORT & SERVICE (PENGANGKUTAN & PERKHIDMATAN)**

NO.	JUDUL :	MASA	BAHASA	WARNA
RUJUK				
<b>F.344</b>	<b>AIRPORT: LONDON HEATHROW</b> <i>This film shows the incredible complexity of the behind-the-scenes operation at the world's most important international airport. It examines the intense activity which surrounds the turn-around of planes some Jumbo jets may be on the ground for only three hours before they begin another journey across the world. And it looks at some of the things which can threaten the smooth running of the schedules.</i>	<b>50 min.</b>	<b>Ing.</b>	<b>W</b>
<b>F.342.</b>	<b>AIRPORT: WHERE THEY PLAY THE SAFETY GAME</b> <i>In the twenty-five years of its existence London's Heathrow has grown to be the world's largest international airport, employing over 55,000 people. The growth of aviation transport in that time has far exceeded any prediction and, like most large airports, Heathrow has depended on a great deal of improvisation. This film shows the way in which the airport authorities are coping with the many varied problems produced by the vast traffic of aeroplanes and people in this self-contained city within the bounds of Greater London.</i>	<b>50 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>F.325.</b>	<b>THE EXPANDING AIRPORT</b> <i>An animated film presenting Bero Saarinen's concept for the then proposed Dulles Airport in Washington D.C.</i>	<b>9 min.</b>	<b>Ing.</b>	<b>W.</b>
<b>F.339</b>	<b>ROAD SAFETY: PITY OF IT ALL</b> <i>This documentary is a record of some of the accidents that happened in four weeks around the Luton and Dunstable hospital, below the MI, first built and the best known of Britain's motorways. It is a harrowing story of events that overtake motorists, pedestains on average days on the roads of Britain.</i>	<b>45 min.</b>	<b>Ing.</b>	<b>B/W</b>

**NO. JUDUL :  
RUJUK**

**MASA BAHASA WARNA**

**F.343 ROAD TRANSPORT: CHOICES FOR TOMORROW: CARS WITHOUT CHOAS 28 min. Ing. W**

*Dial-a-Ride, Park and Ride, Shared Taxis, Pedestrian Streets, Bus Lanes Bicycle Lanes: how can a historic city like Oxford solve its traffic problems?*

**F.340 RAILWAY TRANSPORT: THE WORLD ABOUT US:THE ROMANCE OF INDIAN RAILWAYS 50 min. Ing W**

*The railways of India are vast; they employ one and three quarter million people and cover thirty-six thousand route miles. Built by the British, they are perhaps the finest legacy left by the Raj, the lifeline of a subcontinent where air and road transport are little developed. There is an immense number and variety of working steam locomotives, pulling trains of all sizes and shapes over mountains and desert, through cities and plains. Michael Satow pioneered the setting up of the first railway museum in Asia at Delhi, and now travels the country twice a year in search of fascinating examples of India's industrial heritage. This programme follows him around some of the most spectacular locations in the country.*



NO. RUJUK	JUDUL :	MASA	BAHASA	WARNA
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F.341	<b>SEA TRANSPORT: HORIZON: THE UNSAFE SEA</b>	50 min.	Ing.	W
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*Accidents and near-misses continually take place at sea, and they are becoming more serious as carriers of oil and natural gas grow larger. Commercial pressures mean that such ships cannot afford to linger, no matter how difficult the conditions, and this calls for good seamanship. But standards vary tremendously throughout the world. In some countries including the United Kingdom, Masters Certificates are granted only after a rigorous examination. In others they are available to anyone who can pay. Everyday more than a hundred ships of different nationalities pass through the Straits of Dover. The majority are well-manned, but there are many that clearly are not. The hope is that standards will improve before rather than after an accident. Filmed on Trinity House vessel and a Cross-Channel ferry; at the Pilot's station, Folkestone; the School of Navigation, Southampton; the City of London Polytechnic School of Navigation, and Lloyds of London.*

F.338	<b>SHIPBUILDING : ALL IN A DAY : THE LAUNCH</b>	32 min.	Ing.	W
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*One of a series of films shot in twenty-four hours or less without commentary. The sound track is provided by those who take part. The dangers and complexities in the operation of preparing for launching the Texaco Great Britain, a 252,000 ton super-tanker, almost a quarter of a mile in length.*

NO. JUDUL :  
RUJUK

MASA BAHASA WARNA

F.7 TRANSPORTATIONS - FOOTPATH TO AIRLINE 16 min. Ing. W.

*Animation and old graphic materials are used to present a history of transportation in the United States. Shows the varieties of transportation, their development during certain periods, their role in opening the continent, and their importance to the economy and everyday life.*

