

Business Administration Resource List

Report generated on 10/6/2011

Circ Type	Funding Source	Title/Subtitle	Author	Edition	Publication Year	ISBN/ISSN
Audiocassette		Brian Tracy's Advanced selling techniques.	Tracy, Brian.		1994	
Audiocassette		Creating teamwork : proven techniques for increasing the output, quality and creativity of your staff	Shelton, Lee.		1986	
Audiocassette		Non-manipulative selling	Alessandra, Anthony J.		1979	
Audiocassette		The psychology of selling	Tracy, Brian.		1985	
Audiocassette		The psychology of selling	Tracy, Brian.		1985	
Audiocassette		The psychology of selling	Tracy, Brian.		1985	
Audiocassette		Relationship strategies : how to deal with the differences in people	Cathcart, Jim.		1985	
Audiocassette		The secretarial seminar	Keye Productivity Center.		1987	
Audiocassette		The situational leader	Hersey, Paul.		1985	
Audiocassette		Subliminal selling skills : psychological breakthroughs for the professional salesperson	Johnson, Kerry L.		1987	
Audiocassette		Typetronics : the vital first step	a product of Educational Methods, Inc.		1980	
Audiocassette		Winning strategies in selling	Kinder, Jack, 1928-		1982	
Audiocassette		Winning strategies in selling	Kinder, Jack, 1928-		1982	
Audiocassette	Visalia	The 7 habits of highly effective people	Covey, Stephen R.		1994	
Audiocassette	Visalia	Living the seven habits : applications and insights	Covey, Stephen R.		1992	1-883219-25-6

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Book		The complete idiot's guide to business letters and memos /.	Gorman, Tom.		1997	0-02-861741-X
Book		The everything writing well book : master the written word and communicate clearly.	Hahn, Pamela Rice.		2003	1-58062-887-7
Book		Highway 99 : a literary journey through California's great central valley	edited by Stan Yogi.		1996	0-930588-82-7 (pbk.)
Book		IBM and the Holocaust : the strategic alliance between Nazi Germany and America's most powerful corporation	Black, Edwin.		2001	0-609-60799-5
Book		Lesikar's basic business communication	Lesikar, Raymond Vincent.	International ed.	1999	0-07-292990-1 (text)
Book		The loudest duck : moving beyond diversity while embracing differences to achieve success at work	Liswood, Laura.		2010	978-0-470-48584-2
Book		The power of little words : some ideas to improve your writing	Beckley, John L.		1984	0-910187-02-9
Book		Successful writing at work	Kolin, Philip C.	8th ed.	2007	978-0-618-59370-5
Book		What do they say when you leave the room?			1998	0-9629850-0-7
Book		What do they say when you leave the room?			1998	0-9629850-0-7
Book	BA	Affiliation in the workplace : value creation in the new organization.	Elsdon, Ron.		2003	1-56720-436-8
Book	BA	American business law and the regulatory environment	Story, Neil		1989	
Book	BA	Business math : practical applications	Cleaves, Cheryl S.	2nd ed.	1991	
Book	BA	Business math using Excel /.	Burton, Sharon.		2005	0-538-72601-6
Book	BA	Business mathematics	Aufmann, Richard N.		1988	
Book	BA	Business mathematics	Dillon, William	2nd ed.	1989	

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Book	BA	Casual power : how to power up your nonverbal communication and dress down for success	Maysonave, Sherry.		1999	1-880092-48-4
Book	BA	The future of business /.	Gitman, Lawrence J.	5th ed.	2005	0-324-27252-9
Book	BA	How to manage your boss	Fritz, Roger.	2nd ed.	1994	1-56414-139-X
Book	BA	How to write a .com business plan /.	Eglash, Joanne.		2001	0-07-135753-X
Book	BA	Introduction to business and economic statistics	Clark, Charles T.		1985	
Book	BA	The is PR : the realities of public relations.	Newson, Doug.		2004	0-534-56263-9
Book	BA	It's called work for a reason : your success is your own damn fault	Winget, Larry ,		2007	978-1-59240-281-6
Book	BA	Keep them calling! : superior service on the telephone	Barrett, Sherry L.		1996	1-884926-47-9
Book	BA	Leadership chronicles of a corporate sage : five keys to becoming a more effective leader.	Bethanis, Susan J.		2004	0-7931-8603-X
Book	BA	Leadership on the line : staying alive through the dangers of leading.	Heifetz, Ronald A.		2002	1-57851-437-1
Book	BA	Mathematics for business decisions	Peterson, David R.	2nd ed.	1989	
Book	BA	More Word 97 for Windows for dummies	Lowe, Doug.		1997	0-7645-0137-2
Book	BA	Organize your start up! : simple methods to help you start the business of your dreams	Eisenberg, Ronni.	c2001.	2001	0-7868-8625-0
Book	BA	Professional secretary's encyclopedic dictionary /.	De Vries, Mary A.	5th ed.	1995	0-13-030453-0
Book	BA	Reports! : formatting applications	Grill, George P.	2nd ed.	1990	
Book	BA	Supervisory management : the art of inspiring, empowering and developing people	Mosley, Donald C.		2005	0-324-17892-1
Book	Business	The Irwin handbook of telecommunications /.	Green, James Harry.	4th ed.	2000	0-07-135554-5

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Book	Business Administration	1,000 dollars & an idea : entrepreneur to billionaire	Wyly, Sam.	Expanded edition.	2009	978-1-55704-864-6
Book	Business Administration	The 7 habits of highly effective people : restoring the character ethic	Covery, Stephen R.	Revised ed.	2004	978-0-7432-6951-3
Book	Business Administration	The 8th habit : from effectiveness to greatness	Covey, Stephen R.		2004	978-0-7432-8793-7
Book	Business Administration	10 minute guide / Business presentations	Kops, George.		2000	
Book	Business Administration	Administrative and executive assistant /.	Tarbell, Shirley.	2nd ed.	2002	1-57685-396-9
Book	Business Administration	Alpha Hand	Rosen, Steve		1980	
Book	Business Administration	Architecture : residential drawing and design	Kicklighter, Clois E.	5th ed.	1984	
Book	Business Administration	Building a partnership with your boss /.	Wisinski, Jerry.		1999	0-8144-7013-0
Book	Business Administration	Business communication : process and product.	Guffey, Mary Ellen.		2000	0-324-00766-3
Book	Business Administration	Business communication : process and product.	Guffey, Mary Ellen.		2000	0-324-00766-3
Book	Business Administration	Business Ethics 7/08 : annual Editions.		Nineteenth	2008	
Book	Business Administration	Business Ethics 7/08 : annual Editions.		Nineteenth	2008	
Book	Business Administration	Call me Ted	Turner, Ted with Bill Burke.		2008	978-0-446-58189-9
Book	Business Administration	The complete idiot's guide to great customer service	Karr, Ron, 1956-		1997	0-02-861953-6 (pbk.)
Book	Business Administration	Conspiracy of fools : a true story	Eichenwald, Kurt.		2005	978-0-7679-1179-5
Book	Business Administration	The customer connection : quality for the rest of us.	Guaspari, John.		1988	0-8144-7758-5
Book	Business Administration	The customer is the key : gaining an unbeatable advantage through customer satisfaction.	Lele, Milind M.		1991	0-471-54917-7

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Book	Business Administration	Decent people : decent company : how to lead with character at work and in life.	Turknett, Robert L.		2005	0-89106-206-8
Book	Business Administration	Discovering computers 2008 : brief	Shelly, Gary B.		2008	978-1-42391203-3
Book	Business Administration	Dun & Bradstreet's guide to doing business around the world /.	Morrison, Terri.		2001	0-7352-0108-0
Book	Business Administration	Economics	Cole, Don.	35th.	2010	978-0-07-352856-4
Book	Business Administration	Economics /.	Slavin, Stephen. L.	7th ed.	2005	0-07-285477-4
Book	Business Administration	Entrepreneurship : a small business approach	Bamford, Charles E.	1st ed.	2011	978-0-07-340311-3 (pbk. : alk. paper)
Book	Business Administration	Fish! : a remarkable way to boost morale and improve results	Lundin, Stephen C., 1941-		2000	0-7868-6602-0
Book	Business Administration	From secretary track to fast track	Lizotte, Ken.		1996	0-8144-7902-2 (pbk.)
Book	Business Administration	Fundamentals of economics /.	Boyes, William.	3rd ed.	2006	0-618-49630-0
Book	Business Administration	Getting things done : the art of stress-free productivity.	Allen, David.		2001	0-14-200028-0
Book	Business Administration	Getting things done : the art of stress-free productivity.	Allen, David.		2001	0-14-200028-0
Book	Business Administration	Go! with / Microsoft Access comprehensive	Gaskin, Shelley.		2008	978-0-13-232762-6
Book	Business Administration	Harvard business review on effective communication /.	Harvard Business Review.		1999	1-57851-143-7
Book	Business Administration	If its broken, you can fix it : overcoming dysfunction in the workplace	Jones, Tom E.		1999	0-8144-0460-X
Book	Business Administration	Instructor's edition : GO! with Microsoft Office 2003 brief	Preston, John.		2004	0-13-143680-5
Book	Business Administration	Intermediate accounting : comprehensive volume	Smith, Jay M.	10th ed.	1990	

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Book	Business Administration	Intoduction to business	Dias, Laura Portolese.		2009	978-0-07-337699-8
Book	Business Administration	Intoduction to business	Dias, Laura Portolese.		2009	978-0-07-337699-8
Book	Business Administration	The Lexus and the olive tree	Friedman, Thomas L.	1st Anchor Books ed., Newly updated and expanded ed.	2000	0-385-49934-5
Book	Business Administration	Listen up! : hear what's really being said	Dugger, Jim.		1995	1-884926-40-1
Book	Business Administration	Management				
Book	Business Administration	Marketing	Hiam, Alexander.		2007	0-471-79079-6 (pbk.)
Book	Business Administration	Marking	Lamb, Charles.		2010	978-0-324-59109-5
Book	Business Administration	Media messages /.	Holtzman, Linda.		2000	0-7656-0337-3
Book	Business Administration	Monday morning leadership : 8 mentoring sessions you can't afford to miss.	Cottrell, David.		2002	0-9719424-3-9
Book	Business Administration	New perspectives on Microsoft Office 2007 : first course	Shaffer, Ann.		2010	978-0-324-78884-6
Book	Business Administration	The one minute manager	Blanchard, Ken.		2003	0-688-01429-1
Book	Business Administration	Over 300 successful business letters for all occasions.	Bond, Alan.		1998	0-7641-0322-9
Book	Business Administration	Pearson custom business skills : professionalism for the modern world	Custom Publishing.		2009	978-0-558-04478-7
Book	Business Administration	The professional secretary's handbook /.			1995	0-395-69621-6
Book	Business Administration	Reengineering management : the mandate for new leadership	Champy, James, 1942-	1st ed.	1995	
Book	Business Administration	The safe hiring manual /.	Rosen, Lester S.	1st ed.	2004	1-889150-44-4
Book	Business	Sales manager's desk book	Garafalo, IGene		1989	

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Administration						
Book	Business Administration	Skills for success with Microsoft Office 2007	Townsend, Kris.		2009	978-0-13-502456-0
Book	Business Administration	Small business management : an entrepreneur's guidebook	Byrd, Mary Jane.	6th ed.	2009	978-0-07-340507-0 (alk. paper)
Book	Business Administration	Solving the professional development puzzle : 101 solutions for career and life planning	Sherfield, Robert M.		2009	978-0-13-500365-7 (pbk.)
Book	Business Administration	Starting and operating a business in the U.S..	Jenkins, Michael D.		1999	0-9669635-1-2
Book	Business Administration	Study guide to accompany : McConnell and Brue economics.	Walstad, William B.		2002	0-07-246137-3
Book	Business Administration	Supervisory management : the art of inspiring, empowering and developing people	Mosley, Donald C.		2005	0-324-17892-1
Book	Business Administration	That used to be us : how America fell behind in the world it invented and how we can come back	Friedman, Thomas L.	1st ed.	2011	978-0-374-28890-7 (trade : hardcover : alk. paper)
Book	Business Administration	The complete book of business plans /.	Covello, Joseph A.		1995	0-942061-40-3
Book	Business Administration	The course syllabus : a learning centered approach.	Grunert, Judith.		1997	1-882982-18-5
Book	Business Administration	The empowered manager : positive polical skills at work	Block, Peter		1989	
Book	Business Administration	The future of business /.	Gitman, Larry J.	Millennium ed.	2000	0-324-01571-2
Book	Business Administration	Value-added customer service : the employee's guide for creating satisfied customers	Reilly, Thomas P.		1996	0-8092-3190-5
Book	Business Administration	Who moved my cheese? : an amazing way to deal with change in your work and in your life.	Johnson, Spencer.		1998	0-399-14446-3
Book	Business Administration	The world is flat : a brief history of the twenty-first century	Friedman, Thomas L.	1st Picador ed.	2007	978-0-312-42507-4

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Book	Business Administration	The world is flat : a brief history of the twenty-first century	Friedman, Thomas L.	1st Picador ed.	2007	978-0-329-74525-7 (Follett bdg.)
Book	Business Administration	Write for business : a compact guide to writing & communicating in the workplace.	Meyer, Verne.		2004	1-932436-00-6
Book	Business Administration	Writing business letters for dummies /.	Lindsell-Roberts, Sheryl.		1999	0-7645-5207-4
Book	Business Administration	Writing for accountants	Hendrickson, Aletha S.		1993	
Book		Microsoft Office brief 2007 : a professional approach : Office 2007	Deborah Hinkle ... [et al.].		2010	978-0-07-351926-5 (student edition : alk. paper)
Book		Microsoft Office brief 2007 : a professional approach : Office 2007	Deborah Hinkle ... [et al.].		2010	978-0-07-729185-3 (annotated instructor edition : alk. paper)
Book		Working with Lotus 1-2-3 for Windows	Barker, Donald, 1953-		1993	
Book	Diversity	It's not a glass ceiling, it's a sticky floor : free yourself from the hidden behaviors sabotaging your career success	Shambaugh, Rebecca.		2008	978-0-07-149394-9
Book	Diversity	It's not a glass ceiling, it's a sticky floor : free yourself from the hidden behaviors sabotaging your career success	Shambaugh, Rebecca.		2008	978-0-07-149394-9
Book	General	The minute taker's handbook : taking minutes at any meeting with confidence	Watson, Jane		1992	0-88908-994-9
Book	General	Reference manual for the office	House, Clifford R.	7th ed.	1989	
Book	General Education	Ethics on the job : cases and strategies	Pfeiffer, Raymond S.		1993	
Book	HR	The American Bar Association guide to workplace law : everything you need to know about your rights as an employee	Fick, Barbara J.	1st ed.	1997	0-8129-2928-4 (acid-free paper)

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or employer.

Book	HR	Delivering results : a new mandate for human resource professionals	edited with an introduction by Dave Ulrich.	1998	0-87584-869-9 (alk. paper)
Book	HR	Human resource management	Mondy, R. 7th ed. Wayne	1999	0-13-922782-2
Book	HR	The new professional image : from business casual to the ultimate power look	Bixler, Susan.	1997	1-55850-729-9
Book	Human Resource	Documenting discipline	Deblieux, Mike.	1999	1-884926-34-7 (pbk.)
Book	Human Resource	Human relations : career and personal success	DuBrin, Andrew J.	2005	0-13-119062-8
Book	Human Resource	Managing human resources : productivity, quality of work life, profits	Cascio, Wayne F. 5th ed.	1997	0-07-011944-9
Book	V	Applications using the personal computer	Groneman, Nancy	1988	
Book	V	Business communication	Harcourt, Jules	1987	
Book	V	Business communication : a problem-solving approach	Poe, Roy W. 4th ed.	1989	
Book	V	Computers and information processing	Fuller, Floyd.	1994	0-87709-484-5
Book	V	Effective communication for colleges	Brantley, Clarice Pennebaker 7th ed.	1994	
Book	V	Effective communication in business	Kuiper, Shirley 10th ed.	1994	
Book	V	English for careers : business, professional, and technical	Smith, Leila R.	1992	
Book	V	Excel 5.0 for Windows	edited by Cheryl Dukarich and others	1995	
Book	V	Introduction to business	Cunningham, William H.	1984	

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Book	V	Office procedures and technology for colleges	Fulton, Patsy J.	10th ed.	1994	
Book	V	Paradigm guide to English essentials	Condon, Gregg A.,	1947-	1991	
Book	V	Simply 1-2-3 : Release 2.4	Swinson, Lynn,	1944-	1994	
Book	V	Spreadsheet Applications : job-based tasks	Otto, Joseph C.		1993	
Book	V	The computer education course : microcomputer applications	Fruehling, Rosemary T.,	1933-	1991	
Book	V	Using the telephone for business results	Fisher, Judith E.		1994	
Book	Visalia	Effective communication in business	Wolf, Morris Philip.	9th ed.	1989	0-538-05731-9
Book	Visalia	The goal : a process of ongoing improvement.	Goldratt, Eliyahu M.	20th Anniversary Edition.	2004	0-88427-178-1
Book	Visalia	Hotel & motel security management	Buzby, Walter J.,	1927-	1976	0-913708-24-0
Book and CD-ROM	Business Administration	Computer concepts.	Parsons, June Jamrich	Sixth	2007	978-1-41886035-6
DVD	BA	In brands we trust /.	Films for the Humanities & Sciences.		2004	
DVD	Business Administration	Business ethics : the bottom line.	Films for the Humanities & Sciences.		1997	
DVD	Business Administration	Chapter videos for the future of business	Thomson/South-Western		2008	978-0-324-56154-8
DVD	Business Administration	Chip that changed the world /.	Educational Video Network.		2005	
DVD	Business Administration	Chip that changed the world /.	Educational Video Network.		2005	
DVD	Business Administration	Modern marvels : computers			1980	

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DVD	Human Resource	The perils of whistleblowing : 20th Century with Mike Wallace.		1997	0-7670-1026-4	
Pamphlet		Guide to getting started.	Revision 1	1996		
Pamphlet		Today's urgent need : tax reform	Americanism Educational League.	1980		
Pamphlet		Windows 95 administration exercise manual.	Revision 4	1995		
Periodical	BA	Business week.			0007-7135	
Periodical	Business Administration	HR focus : American Management Association's human resources publication.		1991	1059-6038	
Periodical	Corporate	Harvard Business Review /.		1922	0017-8012	
Reference		Teach yourself visually Excel 2007	Muir, Nancy C.	2007	0-470-04595-7	
Reference	BA	Casual power : how to power up your nonverbal communication and dress down for success	Maysonave, Sherry.	1999	1-880092-48-4	
Reference	BA	The dictionary of multimedia : terms & acronyms	Hansen, Brad.	1998 ed.	1997	1-57958-017-3 (library ed.)
Reference	BA	The Gregg reference manual	Sabin, William A.	8th ed.	1996	0-02-803287-X (hardcover)
Reference	BA	Routledge Spanish technical dictionary = Diccionario tecnico ingles.		1997	0-415-11274-5 (set)	
Reference	BA	Routledge Spanish technical dictionary = Diccionario tecnico ingles.		1997	0-415-11274-5 (set)	
Reference	BA	Step by step Microsoft Office Word 2007	Cox, Joyce.	2007	978-0-7356-2302-6	
Reference	HR	The complete guide to human resources and the law	Shilling, Dana.	1998	0-13-759580-8	
Reference	HR	The professional secretary's handbook.		3rd ed.	1995	0-395-69621-6 (alk. paper)
Reference	Human Resource	Kiss, bow, or shake hands : the bestselling guide to doing business in more than 60 countries.	Morrison, Terri.	2006	1-59337-368-6	

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Reference	Reference	Robert's rules of order	Robert, Henry M. (Henry Martyn), 1837-1923.	The modern ed.	1993	0-425-13928-X
Regular	Business Administration	Business mathematics	Miller, Charles David, 1942-	10th ed.	2006	0-321-27782-1
Videocassette		24 techniques for closing the sale	Brian Tracy.		1980	1-55525-120-X
Videocassette		24 techniques for closing the sale	Brian Tracy.		1980	1-55525-120-X
Videocassette		EEO compliance for supervisors and managers /.	Kantola Productions.		1980	
Videocassette		A positive approach to discipline /.	Bureau of Business Practice.		1995	
Videocassette		Ten skills for better telephone communication			1997	
Videocassette		The exceptional assistant	produced and distributed by Nightingale-Conant Corp.		1995	
Videocassette		The exceptional assistant	produced and distributed by Nightingale-Conant Corp.		1995	
Videocassette		The exceptional assistant	produced and distributed by Nightingale-Conant Corp.		1995	
Videocassette		Listening is number one			1997	
Videocassette	BA	Stand up, speak out, and succeed	Producer, Dave Kuenstle.		1995	
Videocassette	BA	Stand up, speak out, and succeed	Producer, Dave Kuenstle.		1995	
Videocassette	BA	Stand up, speak out, and succeed	Producer, Dave Kuenstle.		1995	
Videocassette	Business Administration	The art of resolving conflicts in the workplace /.	Schwimmer, Lawrence D.		1980	

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Videocassette	Business Administration	How to handle difficult people : volume II - dealing with difficult people.	Dymer, Chuck.	1980	1-55852-099-6
Videocassette		Sexual harassment and pornography : 20th Century with Mike Wallace.		1996	0-7670-1234-8
Videocassette	HR	Matewan	Cinecom Entertainment Group and Film Gallery in association with Goldcrest present a Red Dog Films Production ; directed and written by John Sayles ;	1987	
Videocassette	HR	Norma Rae	A Marin Ritt/Rose and Asseyev production ; directed by Martin Ritt ; produced by Tamara Asseyev and Alex Rose ; screenplay by Irving Ravetch and Harri	1979	

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