

**SBDC Library  
Check-Out Books**

CATEGORY	TITLE	AUTHOR	YEAR
Accounting	Accounting & Finance	Shim, Jae K. and Joel G. Siegel	1989
Accounting	Accounting Desk Book	Plank, Tom M. and Douglas L. Blensly	1989
Accounting	Accounting Desk Book (Supplement)	Plank, Tom M.	1992
Accounting	Bottom Line Basics	Low, Robert J.	1995
Accounting	Elementary Accounting	Reynolds, Isaac N. et al	1981
Accounting	Finance and Accounting for Nonfinancial Managers	Droms, William G.	1990
Accounting	Finance and Accounting for Nonfinancial Managers	Lott, Richard W.	1991
Accounting	Financial and Managerial Accounting	Warren, , Carl S. et al	1994
Accounting	Intermediate Accounting	Welsch, Glenn A. et al	1982
Accounting	The Basics of Finance	Milling, Bryan E.	1991
Advertising	Advertising Graphics	Bockus, Jr., H. William	1979
Advertising	Advertising: Its Role in Modern Marketing	Dunn, S. Watson & Arnold M. Barban	1982
Advertising	Connecting Online	Sherwin, Gregory R. & Emily N. Avila	1997
Advertising	Getting Business to Come to You	Edwards, Paul and Sarah et al	1991
Advertising	Graphic Idea Notebook	White, Jan V.	1980
Advertising	Media Power	Miller, Peter G.	1991
Career	Career Crash	Glassner, Barry	1994
Career	Life is a Contact Sport	Kragen, Ken	1994
Career	Stop Postposing the Rest of Your Life	Stevens, Paul	1993
Cash Flow	Cash Flow Forecasting	Loscalzo, William	1982
Cash Flow	Cash Flow Problem Solver	Milling, Bryan E.	1992
Cash Flow	Financial Troubleshooting	Bangs, Jr., David H.	1992
Cash Flow	The Cash Flow Control Guide	Bangs, Jr., David H.	1990
Cash Flow	The Cash Management Handbook	Malburg, Christopher R.	1992
Communication	Business English	Sandberg, Fawcett	1990
Communication	Business Writing Quick & Easy	Brill, Laura	1989
Communication	Conversational Magic	Donaldson, Les	1981
Communication	The Copy Catalogue	Biggles, Barry	1981
Communication	Creative Communicator	Glanz, Barbara A.	1993
Communication	Effective Public Relations	Cutlip, Scott M. & Allen H. Center	1978
Communication	Executive's Portfolio of Model Speeches for All Occasions	Booher, Dianna	1991
Communication	Flip Chart Magic	Arch, Dave and Ivar Torgrimson	1999
Communication	Fundamentals of Speech Communication	Bradley, Bert E.	1974
Communication	Glossary of Misused Words & Phrases	Grazian, Frank	1989
Communication	How to Be the Life of the Podium	Simmons, Sylvia	1991
Communication	I'd Rather Die Than Give a Speech	Klepper, Michael M.	1994
Communication	Listen and Be Listened To	Levinson, Nan	1993
Communication	Listening	Wolvin, Andrew D. and Carolyn Gwynn Coakley	1982
Communication	Managing Your Mouth	Genua, Robert L.	1992
Communication	Manual of Graphic Techniques 3	Porter, Tom and Sue Goodman	1983
Communication	Organizational Communication	Goldhaber, Gerald M.	1974
Communication	Phone Power	Walther, George R.	1987
Communication	Professional Writing Online	Porter, James E. et al	2001
Communication	Strategies for Business and Technical Writing	Harty, Kevin J.	1999
Communication	Technical Writing	Lannon, John M.	1982
Communication	The 76 Most-Common Grammar Errors and How to Avoid Them	Grazian, Frank	1992
Communication	The Associated Press Stylebook and Libel Manual	Angione, Howard (editor)	1977
Communication	The Challenge of Effective Speaking	Verderber, Rudolph F.	1979

**SBDC Library  
Check-Out Books**

Communication	The Elements of Electronic Communication	Schultz, Heide	2000
Communication	The Executive's Business Letter Book	Nicholas, Ted	1991
Communication	The Last Word	Warner, Carolyn	1992
Communication	The Manager's Book of Quotations	Eigen, Lewis D. and Jonathan P. Siegel	1989
Communication	The Writing Commitment	Adelstein, Michael E. & Jean G. Pival	1980
Communication	Word Power: Building a Business Vocabulary	Levinson, Nan	1986
Communication	Write Better, Speak Better		1972
Communication	Write to the Top	Dumaine, Deborah	1983
Communication	Writing Effectively in Business	Neman, Beth S. and Sandra Smythe	1992
Communication	Writing for Television and Radio	Hilliard, Robert L.	1981
Consulting	The Consultant's Proposal, Fee, and Contract Problem-Solver	Tepper, Ron	1993
Costing	Handbook of Product Cost Estimating & Pricing	Dudick, Thomas S.	1991
Costing	Managing Inventory for Cost Reduction	Kobert, Norman	1992
Costing	The Complete Guide to Activity Based Costing	O'Guin, Michael C.	1991
Customer Service	301 Great Customer Service Ideas	Inc. Magazine	1997
Customer Service	Customer Service Excellence	MacNeill, Debra J.	1994
Customer Service	Customers For Life	Sewell, Carl and Paul B. Brown	1990
Customer Service	How to Win Customers and Keep Them for Life	LeBoeuf, Michael	1989
Customer Service	Making Unhappy Customers Love You	Goldstein, June	1992
Customer Service	On Great Service: A Framework for Action	Berry, Leonard L.	1995
Customer Service	The Customer Connection: Quality for the Rest of Us	Guaspari, John	1988
Customer Service	Total Customer Service	Davidow, William H. and Bro Uttal	1989
Customer Service	Up the Loyalty Ladder	Raphel, Murray and Neil	1995
Financing	Budgeting for a Small Business	Dickey, Terry	1994
Financing	Everything You Need to Know About Credit	McNaughton, Deborah	1993
Financing	Financing and Investing in Private Companies	Lipper III, Arthur	1998
Financing	Financing Your Small Business	DeThomas, Art	1992
Financing	Funding High-Tech Ventures	Manweller, Richard L.	1997
Financing	Guide to International Venture Capital	Editors of Venture Magazine	1985
Financing	The Small Business Financial Resource Guide	Assoc of SBDCs	2000
Financing	The Small Business Insider's Guide to Bankers	Caplan, Suzanne and Thomas M. Nunnally	1997
Financing	Working with Angel Investors for Community Development	Williams, Kelly	2003
General	301 Great Ideas for Using Technology	Hise, Phadera (editor)	1998
General	6th Annual State of Small Business Issue	Inc.	2001
General	Answers to the 21 Most Commonly Asked Questions About Franchising		1990
General	At Ease . . . Professionally	Klinkenberg, Hilka	1992
General	Beyond Survival: Building on the Hard Times	Coffee, Gerald	1990
General	Blue's Clues for Success	Tracy, Diane	2002
General	Business	Griffin, Ricky W. and Ronald J. Ebert	1991
General	Instant Business Dictionary	Davids, Lewis E.	1980
General	Business (Study Guide)	Bowdidge, John S. and George S. Swales, Jr.	1991
General	Business Ethics	Robertson, Diana C. and Thomas W. Dunfee	1988
General	Business Today	Rachman, David J. & Michael H. Mescon	1976
General	Business Valuation Bluebook	Simmons, Chad	2000
General	Buy the Right Business at the Right Price	Knight, Brian and Assoc of Ctry Business, Inc	1990
General	Can This Partnership Be Saved	Wyllie, Peter and Mardy Grothe	1993
General	Diary of a Small Business Owner	Brattina, Anita F.	1996
General	Economics	McConnell, Campbell R.	1993

**SBDC Library  
Check-Out Books**

General	Entertaining for Business	Kahan, Nancy	1990
General	Everything My Father Told Me About Business	Iannarelli, Cynthia and Pamela Gilbert	1994
General	Futurework		1999
General	Getting Praised Raised and Recognized	Solomon, Muriel	1993
General	Getting to Yes: Negotiating Agreement Without Giving In	Fisher, Roger and William Ury	1983
General	Global Paradox	Naisbitt, John	1994
General	How to Buy a Business	Joseph, Richard A. et al	1993
General	How to Improve Your Memory	Bell, George R.	
General	How to Set Up Your Own Small Business ~ Volumes 1 & 2	Fallek, Max	1987
General	Humor at Work	Blumenfeld, Esther and Lynne Alpern	1994
General	Identity Theft	Silver Lake editors	2004
General	Information Breakthrough	Bodenstab, Charles J.	1997
General	It's A Disaster	Russell, David T.	1999
General	ISO 9000: Meeting the New International Standards	Johnson, Perry L.	1993
General	Making Work Fun	Garland, Ron	1991
General	Managing Stress	Brewer, Kristine C.	1995
General	Managing Your Time to Achieve Your Goals	Areson, Kathryn C.	1993
General	Meltdown on Main Street	Leshner, Richard	1996
General	Moonlighting	Frohbieter-Mueller, Jo	1997
General	Money Smarts		1990
General	Moving Power and Money: The Politics of Census Taking	Bryant, Barbara Everitt and William Dunn	1995
General	Organized to Be the Best	Silver, Susan	1991
General	Out of the Crisis	Deming, W. Edwards	1986
General	Persuasion: Understanding, Practice, and Analysis	Simons, Herbert W.	1976
General	Playfair	Weinstein, Matt and Joel Goodman	1980
General	Principles of Insurance	Rejda, George E.	1982
General	Quiet Desperation: The Truth About Successful Men	Halper, Jan	1988
General	Recruiting and Retaining Adult Students	Cookson, Peter S. (editor)	1989
General	Self Employment Opportunities	Sonneville, Walt	1993
General	Selling Your Business	Sperry, Paul S. & Beatrice H. Mitchell	1992
General	Small Store Survival: Success Strategies for Retailers	Arthur Andersen LLP	1997
General	Some Days You're the Pigeon...Some Days You're the Statue	Andersen, Roger C.	1993
General	The ABC's of Business	Iannarelli, Cynthia and Jodi-Lynn	1994
General	The Age of Diminished Expectations	Krugman, Paul	1990
General	The Executive Odyssey	Harmon, Frederic G.	1989
General	The Franchise Fraud	Purvin, Jr, Robert L.	1994
General	The Internet for Dummies	Levine, John R. et al	1997
General	The Language of Conscience	Dippel Jr, Tieman H.	2002
General	The Laughing Classroom	Loomans, Diane and Karen Kolberg	1993
General	The Magic of Thinking Big	Schwartz, David J.	1965
General	The Origin and Evolution of New Business	Bhide, Amar V.	2000
General	The Psychology of Handwriting	Olyanova, Nadya	1960
General	The Psychology of Persuasion	Hogan, Kevin	1996
General	The Secrets to Buying and Selling a Business	Nottonson, Ira N.	1997
General	The Seven Habits of Highly Effective People	Covey, Stephen R.	1989
General	The Soul of a New Machine	Kidder, Tracy	1981
General	The Value of Signs	Claus, R.James et al	2002
General	The Young Entrepreneur's Guide to Starting and Running a Business	Mariotti, Steve et al	1996
General	True Odds: How Risk Affects Your Everyday Life	Walsh, James	1998
General	Understanding and Managing Job Stress	Perrewew, Pamela L.	1989
General	Unmasking the Myths about Signs	Claus, R.James and Susan L.	2001
General	Who's Driving Your Bus	Larsen, Earnie and Jeanette Goodstein	1993
General	Why Firms Succeed	Kay, John	1995

**SBDC Library  
Check-Out Books**

General	Word for Windows 6 for Dummies	Gookin, Dan	1994
General	World Class Manufacturing	Schonberger, Richard J.	1986
General	Your New Business	Martin, Charles L.	1993
General	Zero Inventories	Hall, Robert W.	1983
Legal	Business Law Review	Evans, Don Alan	1974
Legal	Legal Expense Defense	Powers, Dennis M.	1995
Legal	Stay Out of Court	Risser, Rita	1993
Legal	The Legal Guide for Starting & Running a Small Business	Steingold, Fred S.	1996
Management	301 Great Management Ideas	Brokaw, Leslie (editor)	1995
Management	360 Degree Feedback	Lepsinger, Richard and Anntoinette D. Lucia	1997
Management	A Passion for Excellence	Peters, Tom and Nancy Austin	1985
Management	Almanac of Business and Industrial Financial Ratios	Troy, PhD, Leo	1995
Management	Almanac of Business and Industrial Financial Ratios - Special Report	Troy, PhD, Leo	1995
Management	Bankable Business Plans	Rogoff, Edward G.	2004
Management	Boost Your Business in Any Economy	Gibson, Bill	1988
Management	Building a Successful Business Plan for Your Company	Christiansen, Laurie	1991
Management	Caught in the Middle	McDermott, Lynda C.	1992
Management	Creating Effective Boards for Private Enterprises	Ward, John L.	1991
Management	Credibility	Peters, Tom	1993
Management	Effective Meetings	Burleson, Clyde W.	1990
Management	Future Perfect	Davis, Stanley M.	1987
Management	Guidelines for Managing Others	Keye Productivity Center	1981
Management	High Output Management	Grove, Andrew S.	1985
Management	I Know It When I See It: A Modern Fable About Quality	Guaspari, John	1985
Management	If you haven't got the time to do it right, when will you find the time to do it	Mayer, Jeffrey J.	1990
Management	In Search of Excellence	Peters, Thomas J. and Robert H. Waterman, Jr	1982
Management	Introduction to Organizational Behavior	Steers, Richard M.	1981
Management	It's All Your Fault!	Silver Lake editors	2001
Management	Leadership Skills for Managers	Cadwell, Charles M.	1991
Management	Leading Change	O'Toole, James	1996
Management	Leading Without Power	DePree, Max	1997
Management	Learning to Manage Conflict	Tjosvold, Dean	1993
Management	Making Meetings More Productive	Gordon, Myron	1981
Management	Management of Administrative Office Systems	Kaliski, Burton S. and Peter F. Meggison	1998
Management	Management Magic	McAlindon, Harold R.	1989
Management	Managing People	Noble, Sara P. (editor)	1992
Management	Market-Driven Management	Webster, Jr, Frederick E.	1994
Management	One Minute for Myself	Johnson, Spencer	1985
Management	Organizations: Behavior Structure Processes	Gibston, James L. et al	1982
Management	Playful Activities for Powerful Presentations	Williamson, Bruce	1993
Management	Principle-Centered Leadership	Covey, Stephen R.	1991
Management	Principles of Managerial Finance	Gitman, Lawrence J.	1982
Management	Protect Yourself	Silver Lake editors	2003
Management	Quality is Free	Crosby, Philip B.	1980
Management	Quality Without Tears	Crosby, Philip B.	1984
Management	Renaissance 2000	Salvaneschi, Luigi	1998
Management	Revitalizing Your Business	Freiermuth, Edmond P.	1985
Management	Secrets of Executive Success	Golin, Mark et al	1991
Management	Small Business Management Fundamentals	Steinhoff, Dan	1982
Management	Small Business Planning and Management	Kuehl, Charles R. and Peggy A. Lambing	1990
Management	Stewardship	Block, Peter	1993

**SBDC Library  
Check-Out Books**

Management	Strategic Planning	Jurinski, James	1993
Management	Successful Profit Strategies For Small Companies	Minis, Jr, A.	1990
Management	Superior Supervision	Loen, Raymond O.	1994
Management	The Drama of Leadership	Pitcher, Patricia	1997
Management	The Entrepreneur's Manual	White, Jr, Richard M.	1977
Management	The Future of Leadership	White, Randall P. et al	1996
Management	The Insurance Buying Guide	Silver Lake editors	1999
Management	The Leader's Change Handbook	Conger, Jay A. et al	1999
Management	The Leader's Companion	Wren, J. Thomas	1995
Management	The One Minute Manager	Blanchard, Kenneth and Spencer Johnson	1982
Management	The One Minute Manager Meets the Monkey	Blanchard, Kenneth et al	1989
Management	The Organized Executive	Winston, Stephanie	1983
Management	The Super Achievers	Mularczyk, Marie (editor)	
Management	The Ten Day MBA	Silbiger, Steven	1993
Management	Thriving on Chaos	Peters, Tom	1988
Management	Thunderbolt Thinking	McGartland, Grace	1994
Management	What They Don't Teach You at Harvard Business School	McCormack, Mark H.	1984
Management	Zapp! The Lightning of Empowerment	Byham, William C.	1988
Marketing	1001 Ideas to Create Retail Excitement	Falk, Edgar A.	1994
Marketing	1995 Writer's Market	Garvey, Mark (editor)	1994
Marketing	301 Do-It-Yourself Marketing Ideas	Inc. Magazine	1997
Marketing	A Guide to Small Business Marketing Analysis	Kerr, John R.	1989
Marketing	American Attitudes	Mitchell, Susan	1996
Marketing	American Marketplace	Russell, Cheryl	1995
Marketing	Contemporary Marketing	Boone, Louis E. and David L. Kurtz	1989
Marketing	Contemporary Marketing	Boone, Louis E. and David L. Kurtz	1992
Marketing	Convention Liaison Manual	Successful Meetings Magazine	1980
Marketing	Convention Management & Service	Berkman, Frank W. et al	1982
Marketing	Database Marketing	Nash, Edward L.	1993
Marketing	Developing and Executing a Marketing Plan for Small Businesses	Kerr, John R.	1989
Marketing	From Kitchen to Market	Hall, Stephen F.	1992
Marketing	Generations	Mitchell, Susan	1995
Marketing	Household Spending	Ambry, Margaret	1993
Marketing	How to Market a Product for Under \$500	Dobkin, Jeffrey	1998
Marketing	How to Really Create a Successful Marketing Plan	Gumpert, David E.	1996
Marketing	Internet: Force or Farce?		1998
Marketing	Know Your Market	Frigstad, David B.	1995
Marketing	Marketing	Pride, William M. & O.C. Ferrell	1980
Marketing	Marketing Insights to Help Your Business Grow	Francese, Peter	2002
Marketing	Marketing Intelligence	Savidge, Jack	1992
Marketing	Marketing Mastery	Stephenson, Harriet and Dorothy Otterson	1995
Marketing	Marketing Strategy	Reibstein, David J. and Thomas S. Roberson	1988
Marketing	Strategic Database Marketing	Hughes, Arthur M.	2000
Marketing	Successful Network Marketing	Nichols, Rod	1995
Marketing	The Clustering of America	Weiss, Michael J.	1988
Marketing	The Focus Group Research Handbook	Edmunds, Holly	1999
Marketing	The Regis Touch	McKenna, Regis	1985
Marketing	Uncommon Marketing Techniques	Dobkin, Jeffrey	1998
Marketing	Why People Buy Things They Don't Need	Danziger, Pamela N.	2002
Personnel	1001 Ways to Reward Employees	Nelson, Bob	1994
Personnel	A Company Policy & Personnel Workbook	Ramey, Ardella and Carl R.J. Sniffen	1996

**SBDC Library  
Check-Out Books**

Personnel	Dealing with Sexual Harassment in the Work Place	Radtke, Deborah	1992
Personnel	Draw the Line	Lynch, Frances	1995
Personnel	Evaluating Training	Bartram, Sharon and Brenda Gibson	1999
Personnel	Hiring & Firing: Things You Need to Know	Goldstein, Les	1992
Personnel	How to Really Recruit, Motivate, and Lead Your Team: Managing People	Newman, Ruth G. (editor)	1994
Personnel	How to Recruit, Interview, and Select the Right Employee	Cadwell, Charles M.	1992
Personnel	Managing People	Dwyer, Charles E.	1988
Personnel	Mastering Diversity	Walsh, James	1995
Personnel	People Investment	Worthington, E.R. and Anita E.	1993
Personnel	Personnel/Human Resource Management	Mathis, Robert L. and John H. Jackson	1991
Personnel	The Employee Rights Handbook	Sack, Steven Mitchell	1990
Personnel	The Training Needs Analysis Toolkit	Bartram, Sharon and Brenda Gibson	1995
Purchasing	Purchasing Management Guide to Selecting Suppliers	Ford, William Obie	1993
Sales	301 Great Ideas for Selling Smarter	Inc. Magazine	1998
Sales	Customer Engineering	Frigstad, David B.	1995
Sales	Finding New Customers for Your Business	Goldstein, Leslie S.	1991
Sales	Fundamentals of Selling	Futrell, Charles M.	1984
Sales	Getting into Your Customer's Head	Davis, Kevin	1996
Sales	Negotiating the Big Sale	Nierenberg, Gerard I.	1993
Sales	Pricing Your Craftwork	Dillehay, James	1997
Sales	Selling Arts & Crafts	Dillehay, James	1995
Sales	Service America!	Albrecht, Karl and Ron Zemke	1985
Sales	Smile Training Isn't Enough	Gallagher, Richard S.	1998
Sales	Spin Selling	Rackham, Neil	1988
Sales	Strategic Selling	Miller, Robert B. et al	1985
Sales	Swim With the Sharks Without Being Eaten	Mackay, Harvey	1988
Sales	The Business Presentations Workbook	Lambert, Clark	1988
Sales	The Unknown Sales Rep		
Women	Breaking the Glass Ceiling	Willis, Liz	
Women	Business Capital for Women	Card, Emily & Adam Miller	1996
Women	Our Wildest Dreams	Godfrey, Joline	1992
Women	The Woman Entrepreneur	Pinson, Linda and Jerry Jinnett	1992
Women	They Used to Call Me Snow White...But I Drifted	Barreca, Regina	1991
Women	Women in Management	Fagenson, Ellen A. (editor)	1993
Women	Women's Burnout	Freudenberger, Herbert J. & Gail North	1985
Women	Working Women Don't Have Wives	Apter, Terri	1993