

VIDEO TITLE	AUTHOR	PUBLISHER	TYPE
<i>A.C.T. For Equal Treatment</i>			1-V
<i>A.C.T. For Equal Treatment Northern Illinois Univ.</i>			1-V
<i>ADA: What Every Manager Must Know</i>		CA Chamber of Commerce-'92	1-V
<i>Customer Relations</i>		George B. Wright Co.-'87	1-V
<i>Guide to Business Negotiating</i>	Dawson, Roger	Nightingale-Conant Corp.-'87	1-V
<i>Guide to Everyday Negotiating</i>	Dawson, Roger	Nightingale-Conant Corp.-'87	1-V
<i>How to Give Exceptional Customer Service</i>	Ford, Lisa	Career Track-'89	2-V
<i>Human Resources Law Library</i>		CCH Incorporated - '97	1-V
<i>Intent vs Impact / Mgt. & Non-Mgt</i>			2-V
<i>Interviewing Do's and Don'ts</i>	ADA	California Chamber of Commerce-'92	1-V
<i>Maximizing For Success</i>		89	2-V
<i>O.E. Templates / Electronic Spreadsheets for Excel</i>	Hobbs, Debby, et al	Office of the Provost for Academic Affairs-'94	1-V 2-C
<i>Peak Performance</i>	Garfield, Charles	Nightingale-Conant Corp.	1-V
<i>Sexual Harassment in the Academic Workplace</i>		Capstone Communications-'93	1-V
<i>Stress Management for Professionals / Staying Balanced Under Pressure</i>	Mellott, Roger	Career Track-'88	2-V
<i>Subtle Sexual Harassment</i>		Quality Media Resources-'92	2-V
<i>Ten (10) Keys To A More Powerful Personality</i>	Tracy, Brian	Nightingale-Conant Corp. - '87	1-V
<i>The Dreaded Appraisal</i>		Video Arts-'90	2-V
<i>The Psychology of Winning In Action</i>	Waitley, Denis E.	Nightingale-Conant Corp.-'86	1-V
<i>You Make a Difference / Sexual Harassment in the Workplace</i>	Aylworth, Susan H.	Capstone Communications-'93	1-V
<i>Advanced Training for WordPerfect (COMPUTER)</i>		Intelligence Corp.-'88	8-D

Introductory/Intermediate Training for Lotus 1-2-3 (COMPUTER)		Intelligence Corp.-'89	10-D
AUDIO TITLE	AUTHOR	PUBLISHER	TYPE
<i>Getting Things Done</i>	Bliss, Ed	Career Track-'78	4-C
<i>How to Delegate Work and Ensure It's Done Right</i>	Lohr, Dick	Career Track-'88	4-C
<i>How To Get Results With People</i>	Salzman, Jeff	Career Track-'86	4-C
<i>How To Give Exceptional Customer Service</i>	Ford, Lisa	Career Track-'87	4-C
<i>How To Set and Achieve Goals</i>	Sommer, Bobbe	Career Track-'88	4-c
<i>Image & Self-Projection / For Today's Woman In Business, Government and the Professions</i>	White, Dr. Julie	Career Track-'84	
<i>Interpersonal Communication Skills</i>	Sutch, Debra	Career Track-'94	4-C
<i>Leadership Training</i>	Heckler, Lou	Career Track-'87	4-C
<i>Motivating People in Today's Workplace</i>	Kinder, Mickey	Career Track-'94	4-C
<i>Nine (9) Traits of Highly Successful Work Teams</i>	Ankarlo, Loren	Career Track -'95	4-C
<i>Relax, Renew & Re-energize</i>	Greenfield, Adele	Career Track-'85	2-C
<i>Self-Esteem and Peak Performance</i>	Canfield, Jack	Career Track-'87	4-C
<i>Success Self-Programming</i>	Milteer, Lee	Career Track-'85	2-C
<i>The 7 Habits of Highly Effective People</i>	Covey, Stephen R.	Covey Leadership Center, Inc.-'94	7-C
<i>The New Manager and The New Organization</i>	Peters, Tom	Career Track-'93	6-C
<i>The New Time Management</i>	Douglass, Dr. Merrill, et al	Nightingale-Conant Corp.-'83	6-C
<i>The One Minute Manager</i>	Blanchard, Kenneth, et al	Career Track-'83	2-C
<i>The Psychology of Winning</i>	Waitley, Denis E.	Nightingale-Conant Corp.-'83	6-C
BOOK TITLE	AUTHOR	PUBLISHER	TYPE
<i>Attacking Absenteeism / Positive Solutions to an Age-Old Problem</i>	Tylczak, Lynn	Crisp Publications-'90	PB
<i>Basic Business Math / A Life-Skills approach</i>	Truchon, Richard P.	Crisp Publications-'88	PB
<i>Better Business Writing</i>	Brock, Susan L.	Crisp Publications-'88	PB
<i>Black and White / Styles in Conflict</i>	Kockman, Thomas	University of Chicago Press-'81	PB
<i>Blacks in Science / Ancient and Modern</i>	Sertima, Ivan, ed.	Transaction Books-'90	PB
<i>Business Etiquette and Professionalism</i>	duPont, M. Kay	Crisp Publications-'90	PB

<i>Children of Alcoholics on the Job</i>	Woodside, Migs	Children of Alcoholics Fndtn.-'89	PT
<i>Children of Alcoholics: A Review of the Literature</i>	Russell, Marcia, et al	Children of Alcoholics Fndtn.-'85	PT
<i>Clear Writing / A Step by Step Guide</i>	Bonet, Diana	Crisp Publications-'91	PB
<i>Coping with Difficult People</i>	Bramson, Robert	Anchor Press/Doubleday - '81	HB
<i>Developing Positive Assertiveness / Practical Techniques for Personal Success</i>	Lloyd, Sam R.	Crisp Publications-'88	PB
<i>Difficult People / How to Deal with Impossible clients, Bosses and Employees</i>	Cava, Roberta	Firefly Books - '90	PB
<i>Effective Meeting Skills / a Practical Guide for More Productive Meetings</i>	Haynes, Marion E.	Crisp Publications-'88	PB
<i>Effective Performance Appraisals</i>	Maddux, Robert B.	Crisp Publications-'87	PB
<i>Effective Presentation Skills / A Practical Guide for Better Speaking</i>	Mandel, Steve	Crisp Publications-'87	PB
<i>Federal Regulation of Personnel and Human Resource Management</i>	Ledvinka, James, et al	PWS-Kent Publishing	PB
<i>50 One-Minute Tips to Better Communication / A Wealth of Business Communication Ideas</i>	Bozek, Phillip E.	Crisp Publications-'91	PB
<i>Games Mother Never Taught You / Corporate Gamesmanship for Women</i>	Harragan, Betty L.	Warner Books-'77	PB
<i>Giving and Receiving Criticism</i>	Hathaway, Patti	Crisp Publications-'90	PB
<i>High Performance Hiring</i>	Wendover, Robert W.	Crisp Publications-'91	PB
<i>Hispanics in the United States</i>	Moore, Joan, et al	Prentice-Hall, Inc.-'85	PB
<i>In Search of Excellence / Lessons from America's Best-Run Companies</i>	Peters, Thomas J., et al	Harper & Row	HB
<i>Learning to Handle Criticism, Anger, and Conflict</i>	Faulkner, Gwen	Office of Contract Education, Butte Community College	PT
<i>Making Humor Work / Take Your Job Seriously and Yourself Lightly</i>	Paulson, Terry L.	Crisp Publications-'89	PB
<i>Men and Women/Partners at Work</i>	Simons, George F., et al	Crisp Publications-'90	PB
<i>Motivating People / How to Motivate Others to Do What You Want & Thank You for the Opportunity</i>	Hanks, Kurt	Crisp Publications-'91	PB

No More Mistakes	Sherman, James R.	Pathway Books-'87	PB
Preventing Job Burnout / Transforming Work Pressures Into Productivity	Potter, Beverly A.	Crisp Publications-'87	PB
Professional Excellence For Secretaries	Barnes, Carolyn, et al	Crisp Publications-'88	PB
Quality Interviewing	Maddux, Robert B.	Crisp Publications-'88	PB
Stepping Up to Supervisor	Haynes, Marion E.	Crisp Publications, Inc.-'87	PB
Stop It Now / How Targets & Managers Can End Sexual Harassment	Cooper, Kenneth C.	Total Communications Press-'85	PB
Stop Procrastinating	Sherman, James R.	Crisp Publications-'89	PB
Strangers From A Different Shore / A History of Asian Americans	Takaki, Ronald	Penguin Books-'89	PB
Successful Communication Skills for Women	Presented by Tish Fleming	Fred Pryor Seminar	PT
Supervisor's Factomatic	Horn, Jack	Prentice Hall - '86	BI
Team Building / An Exercise in Leadership	Maddux, Robert B.	Crisp Publications-'88	PB
Telephone Courtesy & Customer Service	Finch, Lloyd C.	Crisp Publications-'90	PB
Ten (10) Steps to Compliance	ADA	California Chamber of Commerce -'92	PB
The Androgynous Manager / Blending Male & Female Management Styles for Today's Organization	Sargent, Alice G.	AMACOM-'81	HB
The Content of Our Character / A New Vision of Race in America	Steele, Shelby	St. Martin's Press	HB
The Fifty-Minute Supervisor / A Guide for the Newly Promoted	Champman, Elwood N.	Crisp Publications-'88	PB
The Individual Employment Rights Primer	Decker, Kurt H.	Baywood Publishing Co.-'91	PB
Time Management / Workbook Program	Reddick, Marshall	Dept. of Marketing & Transportation, CSU, Los Angeles	PT
Training Methods That Work / A Handbook for Trainers	Hart, Lois B., ed.	Crisp Publications-'91	PB
Two Hundred One (201) Ways to Deal With Difficult People	Axelrod, Alan & Jim Holtje	McGraw-Hill Co. - '97	PB
Video Display Terminal -- User's Handbook	Environmental Mgmt., Health & Safety	CA Dept. of Personnel Admin.-'93	PT

<i>Working Together / How to Become More Effective in a Multicultural Organization</i>	Simons, Dr. George	Crisp Publications-'89	PB
<i>Time Management and You</i>	Cataldo, Shirley	Chico-'88	FOLDR