

Wausau Chapter IAAP® IAAP Library -- LIST OF PUBLICATIONS*

Title	Author
Attitude	Chapman, Elwood N.
Business Etiquette	duPont, M. Kay
Business Etiquette and Professionalism	duPont, M. Kay
Complete Office Handbook	Fenner, Susan W.
CPS Review on Cassette – Includes Flash Cards on 1. Office Technology; 2. Office Administration & Communications; 3. Management 4. Accounting; 5. Economics; 6. Business Technology Books – Office Systems & Administration; Finance & Business Law	IAAP
Crank It Out!	Peace, Shari
Creating Your Skills Portfolio	Straub, Carrie
Delivering Effective Training Session	McArdle, Ph.D., Geri E. H.
Don't Slurp Your Soup	Craig, Betty
Don't Take the Last Donut	Bowman, Judith
Etiquette	Post, Emily
Got a Minute? Get a Raise	National Institute of Business
Improving Peer relationships	Hill, Norman, C.
Improving Your Company Image	Blishak, Slyvia Ann
Just In Time.....Just Isn't Enough	McMullen, Jeffrey
Kiss, Bow, or Shake Hands	Mouison, Terri & Conaway, Wayne A.
Leadership Skills for Women	Manning, Ph.D., Marilyn & Haddock, Patricia

*Please contact Lynette Hieronimus, CPS at lynette.hieronimus@countymaterials.com if you would like to check a book out.

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Title	Author
Microsoft Money 2006 for Dummies	Weverka, Peter
On Becoming a Leader	Bennis, Warren
Practice Test (CD-Rom) Exam Prep Software	Microsoft Word 2007
Personal Financial Fitness	Klosowski, CFP, Allen
PSI Complete Office Handbook	Jaderstrom, Susan; Kruk, Leonard; and Miller, Joanne
Quick Reference Guide to Microsoft® Word 2007 for Windows	OFFICETEAM®
Raving Fans	Blanchard, Ken and Bowles, Sheldon
Reclaiming the Ethical High Ground	Di Frances, John
Setting the Table	Meyer, Danny
Simple Encounters – Stories of Life, Laughter & Livelihood	Clarke-Epstein CSP, Chris
Strategies For Success	Tilles, Gerard and Godden, Peter
The 7 Habits of Highly Effective People	Covey, Stephen R.
The Administrative Assistant	Bailey-Hughes, Brenda
The Etiquette Advantage in Business	
The Etiquette Edge	Longford, Beverly
What Not To Wear For Every Occasion	Woodall, Trinny and Constantine, Susannah
Who Moved My Cheese	Johnson M.D., Spencer
Working In Teams	Pokras, Sandy
You Want Me to do What?	DeMars, Nan

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