

"The man who does not read good books has no advantage over the man who cannot read them."
Mark Twain

<i>Title</i>	<i>Type</i>	<i>Author</i>	<i>Topic</i>	<i>Description</i>
Root Cause Analysis Handbook, The	Book	Ammerman, Max	Self Help	A simplified approach to identifying, correcting, and reporting workplace errors.
How to Say No Without Feeling Guilty	Book	Breitman, Patti	Self Help	How to say No without feeling guilty and say yes to more time, more joy, and what matters most to you.
One Minute Manager, The	Book	Blanchard, Ken	Self Help	The world's most popular management method.
Who Moved My Cheese?	Book	Johnson, Spencer	Self Help	An a-mazing way to deal with change in your work and in your life.
Stop Me...Before I Strangle Someone!	VHS	Johnson, Meagan	Self Help	A different way of thinking for a better way of living.
Stop Me...Before I Strangle Someone	CD	Johnson, Meagan	Self Help	A different way of thinking for a better way of living.
Destroy the Status Quo	CD	Johnson, Larry	Self Help	How to lead change in a changing world.
MS PowerPoint 2003 - Level 1	Book & CD	New Horizons Learning Center	Microsoft PowerPoint	Classroom material on PowerPoint 2003 Course.
MS PowerPoint 2003 - Level 2	Book & CD	New Horizons Learning Centers	Microsoft PowerPoint	Classroom material on PowerPoint Level 2 course. Book and CD with pdf of book and exercises included.
Photoshop CS - Level 1 Basic Image Enhancement	Book & CD	New Horizons Learning Centers	Graphics Software	Classroom material on Photoshop CS - Level 1 Basic Image Enhancement. Graphics software course. Book and CD with exercises.
MS FrontPage 2003 - Level 2	Book & CD	New Horizons Learning Center	Web Development Software	Classroom material on MicroSoft Office FrontPage 2003 Level 2 course. Web page development software.
MS FrontPage 2003 - Level 2	Book & CD	New Horizons Learning Centers	Web page development	Classroom material on Microsoft Office FrontPage 2003 - Level 2. Web page development software. Book and CD w/ exercise.
MS Access 2003 - Level 1	Book & CD	New Horizons Learning Centers	Database software	Classroom material on Microsoft Office Access 2003 - Level 1. Database creation and management software.
MS FrontPage 2003 -Level 1	Book & CD	New Horizons Learning Centers	Web development software	Classroom material on Microsoft FrontPage 2003 - Level 1. CD only. Web development software.
MS Access Level 2	CD	New Horizons Learning Centers	database software	Classroom material on Microsoft Access Level 2. Database development & management. CD only contains pdf file of book/exercise.
7 Habits of Highly Effective People, The	Book	Covey, Stephen	Self Help	Powerful lessons in personal change.
Electricity: A Self-Teaching Guide	Book	Morrison, Ralph	Self Help	Expand your knowledge of electricity, from amps to semiconductors. Answer questions and review tests. Learn laws and principles of electricity.
Final Makeover, The 	Book	Nowak, Dino	Self Help	Your 40-day guide to personal fitness
Disney Way, The 	Book	Capodagli/Jackson	Management development	Harnessing the Management secrets of Disney in your company
Self Matters 	Book	McGraw, Dr. Phil	Self Help	Creating your life from the inside out

Above is a list of Books, CDs, Videos...etc. currently available through the Ops Plus Library. If you are interested in checking out one of these resources, please contact Tammy Mercer at tammy@opsplus.net

