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Business Affairs Professional Development Library

Purpose: To assist in the professional development of Prairie View A&M University Business Affairs' staff members.

Who can borrow materials from this library?

All Business Affairs' staff members.

How do I check out materials?

Come to Suite 116 in the A.I. Thomas Building to sign the check-out sheet and to obtain the materials.

How long can I retain the materials?

Items can be checked out for one month with renewals for additional month if no one else has expressed an interest in them.

Limit: One item at a time.

Professional Development Materials

1. **America and the New Global Economy**, Taught by: Professor Timothy Taylor (CD)
2. **An Analyst's Guide to Government Financial Statements**, Dean Michael Mead (Book)
3. **Argumentation: The Study of Effective Reasoning, 2nd Edition**, Taught by: Professor David Zarefsky (CD)
4. **Assessing the Impact of the Spellings Commission: The Message, the Messenger, and the Dynamics of Change in Higher Education**, Brend D. Ruben, Ph.D., Laurie Lewis, Ph.D., Louise Sandmeyer, M.A. with Travis Russ, Ph.D., Stacy Smulowitz, M.A., Kate Immordino, Ph.D. (Book)
5. **Budgeting**, Nils H. Rasmussen, Christopher J. Eichorn (Book)
6. **Building Great Sentences: Exploring the Writer's Craft**, Taught by: Professor Brooks Landon (CD)
7. **The Business Case for Renewable Energy: A Guide for Colleges and Universities**, Andrea Putman & Michael Phillips (Book)
8. **Become a Better You**, Joel Osteen (CD)
9. **Collaborative Strategic Planning in Higher Education**, Patrick Sanagham NACUBO (Book)
10. **College & University Budgeting: An Introduction for Faculty and Academic Administrators**, Larry Goldstein (Book)
11. **College University Budgeting**, 2nd Edition NACUBO (Book)
12. **Discovering the Soul of Service**, Leonard L. Berry (Book)
13. **Economics, 3rd Edition**, Taught by: Professor Timothy Taylor (CD)
14. **Education for Judgment**, Christensen Garvin Sweet (Book)
15. **Educational Policy and The Law**, Yudof, Kirp, Levin, Moran (Book)
16. **Effective Compliance System**, David B Crawford, Charles G. Chaffin, Scott Scarborough (Book)
17. **The Effective Executive**, Peter F. Drucker (Book)
18. **The Elements of Style**, William Strunk, Jr., and E. B. White (Book)
19. **Empowering Yourself**, Harvey J. Coleman (Book)
20. **Essentials of College and University Accounting: A Reference Companion to NACUBO's Online Self-Study Course** (Book)
21. **Essentials of Accounting for Governmental and Not-for-Profit Organizations**, 5th Edition John H. Engstrom, Leon E. Hay (Book)
22. **Execution: The Discipline of Getting Things Done**, Larry Bossidy & Ram Charan (CD)
23. **The Fred Factor: How Passion in Your Work and Life can Turn the Ordinary into the Extraordinary**, Mark Sanborn (CD)
24. **First Things First**, Stephen R. Covey (Book)
25. **Financial Planning Toolbox - A Companion to The Small Colleague Guide to Financial Health: Beating the Odds**, Michael K. Townsley, Ph. D. (CD)
26. **The Four Obsessions of an Extraordinary Executive**, Patrick Lencioni (Book)
27. **Getting Past No: Negotiating Your Way From Confrontation To Cooperation**, William Ury (Book)
28. **Getting To Yes Negotiation Agreement Without Giving In**, Roger Fisher and William Ury
29. **Global Marketing for the Digital Age**, Bill Bishop (Book)
30. **Good To Great**, Jim Collins (CD)
31. **Hot, Flat, and Crowded: Why We Need a Green Revolution – and How It Can Renew America**, Thomas L. Friedman, Read by Oliver Wyman (CD)
32. **How To Think Like Leonardo da Vinci**, Michael J. Galb (Book)

33. **The Language of Success**, Tom Sant (Book)
34. **The Last Lecture**, Randy Pausch, Jeffrey Zaslow (Unabridge CD)
35. **Leadership Lessons of the Navy Seals**, Jeff Cannon (CD)
36. **Management Control in Nonprofit Organizations**, Sixth Edition, Anthony Young (Book)
37. **Managing and Collecting Student Accounts and Loans**, David R. Glezerman & Dannis DeSantis (Book)
38. **Managing The Non-Profit Organization**, Peter F. Drucker (Book)
39. **Meaning from Data: Statistics Made Clear**, Taught by: Professor Michael Starbird (DVD)
40. **Measuring Institutional Performance in Higher Education**, Edited by William F. Massy and Joel W. Meyerson (Book)
41. **On Becoming a Productive University**, Edited by James E. Groccia and Judith E. Miller (Book)
42. **Outcomes Assessment in Higher Education**, Edited by Peter Hernon and Robert E. Dugan (Book)
43. **The Outliers: The Story of Success**, Malcolm Gladwell (CD)
44. **Presentation and Analysis of Financial Management Information**, 2nd Edition, Lay Kenton (Book)
45. **Protecting your Company's Intellectual Property**, Deborah E. Bouchoux (Book)
46. **Questions of Value**, Taught by: Professor Patrick Grim (CD)
47. **Ratio Analysis in Higher Education**, Prager, McCarthy and Seally, LLC (Book)
48. **The Quiet Crisis**, Peter Smith (Book)
49. **The 7 Great Truths About Successful Women**, Marion Luna Brem (Book)
50. **The 7 Habits of Highly Effective People**, Stephen R. Covey (Book)
51. **67 Presentation Secrets to Won Any Audience**, Dianne Booher (Book)
52. **The Seven-Step Path to Becoming Truly Organized**, Marilyn Paul, Ph.D. (Book)
53. **Stepping Forward As Stewards of Place**, AACU (Book)
54. **The Small College Guide to Financial Health: Beating the Odds**, Michael K. Townsley, Ph.D, (Book)
55. **The Snowball: Warren Bufett and the Business of Life**, Alice Schroeder, Read by Richard McGonagle (CD)
56. **Strategic Financial Analysis for Higher Education**, Sixth Edition (Book)
57. **Strategic Financial Challenges for Higher Education: How to Achieve Quality, Accountability, and Innovation**, Lucie Lapovsky, Donna Klinger Editors (Book)
58. **Strategic Planning in Higher Education: A Guide for Leader-Member**, Sherrie A. Tromp and Brent D. Ruben (Book)
59. **Student-Centered Financial Services: Innovations That Succeed**, Edited by Nancy Sinsabaugh (Book)
60. **Tough Choices A Memoir**, Carly Fiorina (CD)
61. **Treasure Hunt**, Michael J. Silverstein & John Butman (CD)
62. **The Unnatural Act of Management**, Everett T. Suters (Book)
63. **The Unthinkable**, Amanda Ripley (Book)
64. **Walk the Walk...And Get the Results You Want**, Eric Harvey and Al Lucia (Book)
65. **What Are the Chances? Probability Made Clear**, Taught by: Professor Michael Starbird (DVD)
66. **What Leaders Need to Know and Do: A Leadership Competencies Scorecard**, Bren D. Ruben, Ph.D. (Book)
67. **Win-Win Negotiations**, Baker Communications (CD)
68. **Who Says Elephants Can't Dance?**, Louis V. Gerstner (Author) and Edward Herrmann (Reader) (CD)
69. **The World is Flat, A Brief History of the Twenty-first Century**, Thomas L. Friedman, Read by Oliver Wyman (CD)

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