

## **Aboriginal**

- Aboriginal Issues Today
- Aboriginal Tourism Markets

## **Accounting**

- Accounting for Dummies
- Accounting for Small Business
- ACCPAC Plus
- Basic Accounting for the Small Business
- Canadian Home Business Guide to Taxes
- Collect Those Debts
- Financial Information
- Profit Forecasting
- The Complete Idiot's Guide to Finance and Accounting

## **Advertising/Marketing**

- 1001 Ways to Market Yourself & Your Small Business
- 101 Big Ideas
- 301 Do-It-Yourself Marketing Ideas
- Battles of a Marketing Warrior
- Brand Slam
- Business by Referral
- Catalogue Copy that Sizzles
- Getting Publicity
- Goods! Battles of a Marketing Warrior
- Guerrilla Marketing Attack
- Guerrilla Marketing for the Home-Based Business
- Look Before You Leap Market Research
- Market Oriented Pricing Strategies for Management
- Marketing Minds
- Marketing Myths That are Killing Business
- Marketing Your Consulting Service
- Marketing Your Product
- Marketing Your Service

- Network Marketing for Dummies
- Secrets of Power Marketing
- Seminars to Build your Business
- Small Business Marketing for Dummies
- Successful Marketing Research
- The Advertising Handbook
- The Anatomy of Buzz
- The Complete Guide to Publicity
- The Creative Edge
- Fall of Advertising & the Rise of PR
- The Guerrilla Marketing Handbook
- The Marketing Planning Guide 5TH Edition
- The One-Day Marketing Plan
- The Power of Exhibit Marketing
- Understanding and Designing Marketing Research
- Why We Buy Science of Shopping
- World Wide Web Marketing

## **Artisans**

- Art, the Art Community, and the Law

## **Audio**

- Making Trade Shows Work
- One Minute Manager
- Power Talk
- Relationship Strategies
- Successful Essentials

## **Bed & Breakfast**

- How to Start and Operate Your Own Bed-and-Breakfast
- Running a Bed & Breakfast for Dummies
- Start and Run a Bed & Breakfast
- Start Your Own Bed & Breakfast

## **Business Management Industrial**

- A Passion for Excellence

- In Search of Excellence
- Success in the works - A Policy Paper
- Techno Trends

### **Business Plans/Proposals/Newsletters**

- Business Plans for Dummies
- Developing a Personnel Manual
- Preparing a Successful Business Plan
- Proposal Writing
- Total Business Planning
- Winning Proposals
- Your Business Definition

### **Business Forms**

- Commercial Lease & Sublease

### **Business Management**

- 13 Fatal Errors Managers Make
- 180+ Ways to Cut Business Costs
- Assistance to Business in Canada
- BC Business Associations Directory
- BC Manufacturers Directory 2001
- BC Population Forecast 1987-2011
- Big Ideas for Growing Your Small Business
- Building abroad
- Business Associations Serving BC 2000-01
- Business Etiquette
- Business for Beginners
- Don't Get Caught in Risky Business
- Guide to Government of Canada Services & Support in BC
- Help Wanted-The Complete Guide to Human Resources
- Home Inc.
- If It Ain't Broke...BREAK IT!
- Learning & Work the Way Ahead for BC
- Low-Risk Franchising
- Mail-Order Success Stories
- Make Sure it's Deductible

- Managing for the Future
- Minding Your Own Business
- Newcomers Guide to Resources & Services in BC
- Quality is Free
- Report - BC Task Force of Bank Mergers
- Small Business Guide to Federal Incorporation
- Small Business in Canada: Competing through Growth
- Standard Legal Forms & Agreements
- Success in the Works - A Policy Paper
- Success in the Works: Profile of Canada's emerging...
- The Complete Canadian Small Business Guide
- The Entrepreneur's Guide to Growing Up
- The First Book of Common-Sense
- The Joy of NOT Knowing it All
- Tips for Tough Times
- Turnaround!
- Up Against the Wal-Marts
- What No One Tells About Starting Business
- Wired for Small Business
- Your Guide to Government of Canada Services & Support

### **Business Trends**

- Boom, Bust & Echo
- Bulldog Spirit of the New Entrepreneur
- Business 2010
- Clicking
- Demography of Rural & Small Town Canada
- Post 2000, Business Wisdom for the
- Practical Intuition for Success
- Pushing the Envelope All the Way to the Top
- Shakedown How the New Economy is Changing

- The End of work
- Work Futures - BC Occupational Outlooks
- Work Futures - BC 2000 Edition

## **Computers/Internet**

- 101 Businesses You Can Start From Home
- 1001 Ways to Promote Your Web Site
- B2B How to build a profitable E-commerce strategy
- branding@thedigitalage
- Business @ the Speed of Thought
- Canadian Internet Directory & Research Guide
- Complete Idiot's Guide for Computer Basics
- Computer Crisis 2000
- Computers Simplified
- Creating Web Pages for Dummies
- Cyber Law Canada
- Digital Capital
- Doing Big Business on the Internet
- eBay The Smart Way
- eBusiness - A Beginner's Guide
- E-Commerce For The Unfunded
- Finding the ebusiness in Your Business
- From Bricks to Clicks
- Futurize Your Enterprise
- Getting Results with Microsoft Office 97
- Getting Started in Internet Auctions
- Internet Directory for Dummies
- Internet Searching for Dummies
- Internet Skills
- Making Money in Cyberspace
- Microsoft MS-DOS 5.0
- Microsoft Outlook 97
- Microsoft Publisher 97 Companion
- Microsoft Publisher for Dummies
- Office 97
- One to One B2B
- Online Marketing

- Selling Online
- Small Business Online
- Starting an eBay Business for Dummies
- Starting an Online Business for Dummies
- The Canadian Business Guide to Using the Internet
- The Cluetrain Manifesto
- The Everything Online Business Book
- The Internet for Canadians for Dummies
- The Internet for Dummies
- The Non-Profit Guide to the Internet
- Winning Web Sites
- Word Perfect Workbook for IBM PC's
- Word 97 for the Windows for Dummies
- Writing for the Web

## **Consulting**

- Consulting for Dummies
- Consulting for Success
- Effective Presentation Skills
- The Concise Guide to Becoming an Independent Consultant

## **Communication Skills**

- Body Language in the Workplace
- Chairing a Meeting with Confidence
- How to Interview
- Negotiating for Dummies
- Why Didn't You Say That in the First Place

## **Contracts**

- Bidding for Contractors
- Getting Started in Sales Consulting
- The Contract and Fee-Setting Guide

## **Copyrights/Patents/Trade-marks**

- A Guide to Copyrights
- A Guide to Industrial Designs
- A Guide to Patents
- A Guide to Trademarks
- Can You Make Money with Your Idea
- Patent Your Own Invention in Canada

## **Customer Service**

- 301 Great Customer Service Ideas
- 50 Powerful Ways to Win New Customers
- Customers for Life
- Keeping Customers Happy
- What to Say When Your Customers Won't Pay
- Environmental Careers
- Envirocareers KIT
- Exporting/Importing
- Canada's Trade offices abroad 98/ 99
- Canadian/ US Free Trade agreement: tariff US
- Canadian/ US Free Trade agreement: tariff CANADA
- Distribution Companies at your Service
- Getting Ready for Export
- The Canada/ US Free Trade Agreement

## **Funding & Assistance Programs**

- CED & Social Development Funding Programs

## **Insurance**

- Insuring Business Risks in Canada

## **Investments**

- The Death of Politics

## **Lease Commercial**

- Negotiate Your Commercial Lease

## **Legal**

- BC Egg Marketing Board
- Canadian Copyright Law
- Canadian Legal guide for Small Business
- Incorporation and Business Guide for BC
- Standard Legal Forms & Agreements for Canadian Business
- The GigaLaw Guide to Internet Law

## **Networking**

- Dig Your Well Before You're Thirsty
- Make Your Contacts Count

## **Personal/Professional Development**

- Activation
- At the controls
- Be Your Own Home Contractor
- Canada's Best Careers Guide
- Career Intelligence
- Getting Back to Work
- How to Get a Job
- How to Make Outrageously Great Tips
- Job Hunting for Dummies
- Live the Life You Love
- Relationship Selling
- Self-Employment: Is It For Me?
- The Best Home Business for the 90's
- The Canadian Job Directory
- The New Quick Job-Hunting Map
- The Plague of the Black Debt
- The Ultimate NO B.S. Business Success Book
- The Way of the Guerrilla
- Top Employers
- What Color is Your Parachute
- Where the Jobs Are
- Working Harder Isn't Working

- The Beermat Entrepreneur

## **Project Analysis**

- There Are No Mysteries in Project Analysis

## **Retailer**

- Cut Your Losses

## **Sales**

- 1999 BC Tradeshow & Exhibition Directory
- BC Marketing Board
- Closing Techniques
- Double Your Profits
- Guerrilla Trade Show Selling
- How You Too Can Make At Least 1 Million
- New Sales Speak
- Pure Selling - the Basics
- Selling for Dummies
- Selling the Wheel
- Succeed & Grow rich Through Persuasion
- Visual Merchandising
- Start Up
- Building a Dream
- Business for Beginners
- Getting into Business Guides
- Growing a Business
- Guerrilla Financing
- How to Research Almost Anything.
- Incorporation & Business Guide for BC
- Kick Start your Dream Business
- Smart Guide to Starting a Small Business
- Starting a Successful Business
- Steps to Starting & Running a Successful Business
- Where to Go When the Bank Says No
- The E Myth

## **Start & Run a ...**

- 2nd Hand Store
- Child Care Facility
- Coffee Bar
- Consulting Business
- Desktop Publishing business
- Gift Basket Business
- Home Based Business
- Home Cleaning Business
- Home Day Care
- Office Service
- Restaurant
- Retail Business
- Start and Run a Profitable Retail Business
- Student Run Business
- Tour Guiding Business

## **Time Management**

- Time Management for Dummies
- Managing Workplace Chaos
- Order from Chaos

## **Tourism**

- Certified Tour Professional Workbook
- Conducting Tours
- Destination North America
- Eco-Tourism Tour Operator
- Packaging BC's Tourism Industry (a manual)
- Dynamics of Tour Guiding
- Planning Canadian Campgrounds
- Tourism B.C. Program Guide
- Tourism Directory Education programs
- Tourism the Professional Challenge

## **Women**

- Beneath the Veneer (Volumes 1,2,3 & 4)

- Health Strategies for Working Women
- Leadership Skills for Women
- Mompreneurs Step-by-Step Guide for Working at Home
- Wear Clean Underwear

## **Writing**

- Business Letters Made Simple
- Writing Magazines & Newspaper Articles

## **Youth**

- 50 Great Businesses for Teens
- A guide for the Young Entrepreneur
- Generation Inc.
- Hire Power Job guide for Young Canadians
- The Young Entrepreneur's Guide to Starting and Running a Business
- Work scene BC Work Futures for Youth
- Youth Link

## **Miscellaneous**

- Assistance to Business in Canada ABC 1987
- Guide to Integrated Circuit Topographies
- Guide to Patents
- Co-Operatives by Design