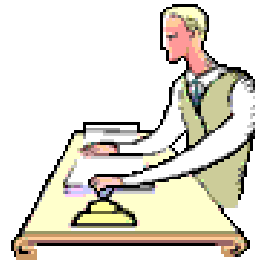


**Administrative Assistant Resources**  
**Blackhawk Technical College Library**  
2009-2010



## **Periodicals**

*Information Management Journal*  
*Office Pro*

## **Selected Books**

- ◆ *2004 National 5-digit ZIP Code & Post Office Directory*. Ref HF 6361 .N3 2004
- ◆ *2008 Wisconsin Business Service Directory*. Ref HD 9981.7 .W6W57 2008
- ◆ *The McGraw-Hill Handbook of Business Letters*. HF 5726 .P64 2006
- ◆ *Complete Office Handbook: The Definitive Reference for Today's Electronic Office*. HF 5540 .J34 2002
- ◆ *Special Edition Using Microsoft Office 2007*. HF 5548.4 .M525B679 2007
- ◆ *Learning Microsoft Office 2007 Deluxe*. HF 5548.4 .M525W453 2008

## **Online Databases**

### **BadgerLink**

This database provides access to magazines, newspapers and a statewide library catalog (WISCAT). If you are a Wisconsin resident and have one of the cooperating service providers, you can access these services from home. URL-<http://www.badgerlink.net>  
It is also available through the BTC library web page under Find Books & AV.

### **Business and Company Resource Center (Gale Infotrac)**

This fully integrated resource brings together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals.

### **Career and Technical Education (ProQuest)**

This database provides access to more periodicals than any other vo-tech database. Subjects include automobile, electronic, and computer technology; the building trades; graphic arts; medicine; nursing and pharmacy; child care; food service; etc. It includes full text coverage of more than 400 titles, including: *Administrative Assistant's Update*; *Office Solutions*; *Office World News*; and *OfficePro*.

## **Lexis Nexis**

This database provides information from a wide variety of news sources, such as TV and radio broadcast transcripts, newspapers, and news wire services. It also has sections focusing on legal and business information.

## **Thomas Register**

This directory of American manufacturers allows you to search by company name or product. It provides assets, contact information, parent company and other data about most companies. It is also a means of placing or accessing: RFQ's, CAD drawings, or Catalogs and Websites.

## **Internet Resources**

### Computer Health & Safety

An annotated list of links to resources on workplace safety

<http://www.ics.uci.edu/~dean/comphealth2.html>

### CEOExpress

<http://ceoexpress.com/default.asp>

### Adresnet – Administrative Resource Network

<http://adresnet.com/>

### Healthy Computing

[http://www.microsoft.com/hardware/hcg/hcg\\_view.msp](http://www.microsoft.com/hardware/hcg/hcg_view.msp)

### International Association of Administrative Professionals

<http://www.iaap-hq.org>

### National Association of Executive Secretaries and Administrative Assistants

<http://www.naesaa.com/>

### Reference Desk

<http://www.refdesk.com>



## **Suggested Call Numbers - Library of Congress Classification**

<b>HF 5387</b>	Business ethics
<b>HF 5546—HF 5548.6</b>	Office organization and management
<b>HF 5717—HF 5746</b>	Business communication. Including business report writing, business correspondence, filing, indexing.
<b>HG 1709</b>	Electronic data processing