Administrative Assistant Resources
Blackhawk Technical College Library
2009-2010

Periodicals

Information Management Journal
Office Pro

Selected Books


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

CEOEpress
http://ceoexpress.com/default.asp

Adresnet – Administrative Resource Network
http://adresnet.com/

Healthy Computing
http://www.microsoft.com/hardware/hcg/hcg_view.mspx

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

HF 5387  Business ethics
HF 5546—HF 5548.6  Office organization and management
HG 1709  Electronic data processing