LIBRARY SERVICES

BUSINESS ADMINISTRATIVE TECHNOLOGY

Library Resources

January 2015
# BUSINESS ADMINISTRATIVE TECHNOLOGY

## LIBRARY RESOURCES

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### BUSINESS ADMINISTRATIVE TECHNOLOGY BOOKS, MAGAZINES AND VIDEOS IN THE CGTC LIBRARIES

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### BUSINESS ADMINISTRATIVE TECHNOLOGY BOOKS, MAGAZINES & VIDEOS ONLINE

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Print Books:

10 Steps to Successful Business Writing / J. Appleman.  
HF 5718.3 .A67 2008

10 Steps to Successful Meetings / ASTD.  
HF 5734.5 .A14 2009

10 Steps to Successful Presentations / ASTD.  
HF 5718.22 .T45 2008

300+ Successful Business Letters for All Occasions, 3rd ed. / A. Bond.  
HF 5726 .B67 2010

Accounting for Non-Accountants, 2nd ed. / W. Label.  
HF 5636 .L33 2010

Administrative and Executive Assistant Career Starter / S. Tarbell.  
HF 5547.5 .T388 2002

The Administrative Assistant : Starring in a Supporting Role / B. Bailey-Hughes.  
HF 5547.25 .B 2000

HF 5547.5 .S8163 2012

Administrative Office Management : An Introduction, 8th ed. / Z. Quible.  
HF 5547 .Q49 2005

Administrative Office Management : Short Course, 13th ed. / P. Odgers.  
HF 5547 .O219 2005

The Administrative Professional, 14th ed. / P. Fulton-Calkins.  
Reserve Inside Library Only HF 5547.5 .F83 2011

American Heritage Dictionary of Business Terms / D. Scott.  
Ref HF 1001 .S348 2009

Basic Letter & Memo Writing / S. VanHuss.  
HF 5726 .V33 2005
Be a Kickass Assistant: How to Get from a Grunt Job to a Great Career / H. Beckel.  
HF 5547.5 .B398 2002

BF 637 .N66 V65 2000

Building a Partnership with Your Boss: A Take-Charge Assistant Book / J. Wisinski.  
HF 5548.83 .W57 1999

HF 5548.4 .M523 C254 2010

Business and Professional Communication: Principles and Skills for Leadership / S. Beebe.  
HD 30.3 .B42 2010

Business Class: Etiquette Essentials for Success at Work / J. Whitmore.  
HF 5389 .W48 2005

HF 5721 .L37 2011

Business Communication Essentials / C. Bovee.  
HF 5718 .B659 2004

Business Communication with Writing Improvement Exercises, 6th ed. / P. Hemphill.  
HF 5721 .H46 2001

Business English, 10th ed. / M. Guffey.  
HF 5718 .G83 2011

HF 5718 .E88 2008

HF 5389 .D53 2009

Business Etiquette for Dummies, 2nd ed. / S. Fox.  
HF 5389 .F696 2008

Business Grammar, Style & Usage / A. Abell.  
PE 1115 .A24 2003
HF 5726 .D8 2002

HF 5691 .R68 2005

The Business of Listening: A Practical Guide to Effective Listening / D. Bonet.
BF 323 .L5 B564 2001

PE 1115 .M66 2010

HF 5718.3 .D4 2000

Business Writing and Communication, 2nd ed. / K. Davis.
HF 5718.3 .D38 2010

HF 5718.3 .W75 2007

HF 5718.3 .D376 2001

HF 5718.3 .G73 2009

HF 5548.4 .M523 J445 2011

College Accounting, 5th ed. / R. Dansby.
HF 5635 .D57 2010

HF 5548 .J34 2002

Copyediting & Proofreading for Dummies / S. Gilad.
PN 162 .G49 2007

HF 5415.5 .L83 2002

Data Entry: Skillbuilding and Applications / D. Humphrey.
Z 49 .H86 2005
QA 76.9 .D26 R62 2011

Developing as a Professional: 50 Tips for Getting Ahead / M. Manning.
HF 5381 .M29 2004

Dictionary of Business Terms / D. Scott.
Ref HF 1001 .S348 2009

E-Mail: A Write It Well Guide: How to Write and Manage E-mail in the Workplace / J. Chan.
HE 7551 C43 2008

E-Mail in an Instant: 60 Ways to Communicate with Style and Impact / K. Leland.
HE 7551 .B35 2009

HE 7551 .B66 2001

Easy Microsoft Excel 2010 / M. Alexander.
HF 5548.4 .M523 A467 2010

Easy Microsoft Office 2010 / T. Bunzel.
HF 5548.4 .M525 B847 2010

Easy Microsoft Word 2010 / S. Gunter.
Z 52.5 .M52 G86 2010

Encyclopedia of Business Letters, Faxes, and E-mail / R. Bly.
HF 5721 .B59 2009

HF 5718.3 .T47 2011

HF 5389 .C468 2007

HF 5718.3 .A75 2012

Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, etc. / J. Allen.
GT 3405 .A55 2000
The Etiquette Advantage in Business : Personal Skills for Professional Success / Post.
HF 5389 .P675 2005

The Etiquette Edge : The Unspoken Rules for Business Success / B. Langford.
HF 5389 .L36 2005

HD 30.215 .W563 2011

Excel 2010 Formulas / J. Walkenbach.
HF 5548.4 .M523 W445 2010

HF 5718.2 .U6 T45 2013

Executive Guide to E-mail Correspondence : Including Model Letters for Every Situation / D. Baude.
HE 7551 .B38 2007

Fat-Free Writing : Business Writing for the Information Age / C. Andrus.
HF 5718.3 .A53 2000

Finance and Accounting for Nonfinancial Managers : All the Basics You Need to Know / W. Droms.
HF 5657.4 .D76 2010

HF 5681 .B2 I74 2009

Great Customer Service on the Telephone / K. Anderson.
HF 5541 .T4 A45 1992

Ref PE 1479 .B87 S23 2011

High-Tech Etiquette : Perfecting the Art of Plugged-In Politeness / J. High.
HE 7551 .H54 2002

HF 5726 .C55 2009

HF 5721 .H43 2007
Keyboarding & Word Processing Essentials [Keyboarding Pro DELUXE 2], 18th ed. / S. VanHuss.
Reserve Inside Library Only Z 49.2 .V54 2011

HD 69 .T54 K39 2003

HF 5721 .L37 2011

HF 5547.5 .H59 2005

Marketing (Essential Techniques and Strategies Geared Toward Results) / A. Hiam.
HF 5415 .H487 2007

HF 5415 .K625 2011

HF 5718.3 .D38 2010

Z 254 .A5 2006

QA 76.9 .D3 C66 2010

QA 76.9 .D3 S533 2011

HD 30.215 .W563 2011

Microsoft Excel 2010 Inside Out / M. Dodge.
HF 5548.4 .M523 D626 2011

Microsoft Excel 2010 Introductory / G. Shelly.
HF 5548.4 .M523 S520 2011

Microsoft Excel 2010 Step by Step / C. Frye.
HF 5548.4 .M523 F833 2010

Microsoft Outlook 2010 Introductory / G. Shelly.
HF 5548.4 .M5255 S45 2011


Microsoft Word 2010 Step by Step / J. Cox. Z 52.5 .M52 C69 2010


Office Administration: Examination Review, 5th ed. / B. Schroeder. HF 5547.5 .S364 2005


The Office Professional's Guide / E. McKean. HF 5547.5 .O344 2003

Office Systems and Technology: Examination Review, 5th ed. / D. Routhier. HF 5547.5 .R69 2005
Organizational Behavior: Improving Performance and Commitment in the Workplace / J. Colquitt.
HD 58.7 .C6255 2011

Oxford Handbook of Commercial Correspondence / A. Ashley.
HF 5721 .A74 2003

HF 5718.3 .M66 2010

Powerful Telephone Skills: A Quick and Handy Guide for any Manager or Business Owner / 
HF 5541 .T4 P68 1993

Practical Proofreading / M. Willen.
Z 254 .W74 2000

Principles of Marketing, 14th ed. / P. Kotler.
HF 5415 .K636 2012

Procedures & Theory for Administrative Professionals, 7th ed. / K. Stulz.
HF 5547.5 .F842 2013

Professional Office Procedures, 5th ed. / S. Cooperman.
HF 5547.5 .C66 2009

HF 5718.3 .T475 2010

HF 5547.5 .M362 2001

Proofreading & Editing Precision, 6th ed. / L. Pagel.
Z 254 .J66 2011

Z 254 .A5 2006

Proofreading, Revising & Editing Skills Success in 20 Minutes a Day / B. Smith.
Z 254 .S55 2003

HF 5415.5 M77 2009
Records Management, 9th ed. / J. Read. 
HF 5736 J6 2011

HF 5691 .D69 2009

HF 5415.5 .Z465 2003

Sexual Harassment Handbook / L. Howard. 
HF 5549.5 .S45 H68 2007

Sexual Harassment in the Workplace / M. Boland. 
HF 5549.5 .S45 B65 2005

Strategic Business Letters and E-mail / S. Lindsell-Roberts. 
HF 5721 .L545 2004

Successful Writing at Work, 10th ed. / P. Kolin. 
HF 5721 .K55 2012

HF 5415.5 F53 2009

Telephone Skills from A to Z / N. Friedman. 
HF 5541.T4 F75 2000

HF 5541 .T4 W35 2000

Understanding Business, 9th ed. / W. Nickels. 
HD 31 .N4897 2010

QA 76.9 .D3 B3263 2011

HF 5548.4 .M523 S97 2011

Using Microsoft OneNote 2010 / M. Oldenburg. 
LB 2395.25 .O43 2012

T 385 .R8953 2011
Using Microsoft Project 2010 / S. Atchison.
HD 69 .P75 A83 2011

Using Microsoft Publisher 2010 / B. Posey.

Z 52.5 .M52 H83 2011

The Valuable Office Professional : For Administrative Assistants, Office Managers, Secretaries, and Other Support Staff / M. Burke.
HF 5547.5 .B863 2000

HF 5541 .T4 T55 1997

Writing That Works : Communicating Effectively on the Job, 10th ed. / W. Oliu.
HF 5721 .O53 2010
Print Magazine Subscriptions:

Administrative Professional Today
ISSN 1943-2194

Bloomberg Businessweek
ISSN 0007-7135

OfficePro
ISSN 1096-5807

Office Technology Today
ISSN 2161-7996

Smart Computing
ISSN 1093-4170

The Office Professional
No ISSN
Video/DVD Resources:

Macon Campus:

Better Business Grammar
Business Letter
Business Writing Skills, Vol. 1: How to Get Your Ideas Read and Acted On
Business Writing Skills, Vol. 2: How to Add Clarity and Style to Your Writing
Grammar for Business Professionals, Vol. 1: Sentence and Paragraph Structure
Grammar for Business Professionals, Vol. 2: Punctuation
Grammar for Business Professionals, Vol. 3: Spelling and Usage
Level With Me: Honest Communication
Phone Work: On the Job
Professional Telephone Skills, Vol. 1
Professional Telephone Skills, Vol. 2
Proofreading and Editing Skills, Vol. 1: Perfect Proofreading
Proofreading and Editing Skills, Vol. 2: Grammar and Punctuation
Proofreading and Editing Skills, Vol. 3: Spelling and Usage
Telephone Skills: Techniques for Customer Types
Telephone Skills: Why They Are Important

Milledgeville Campus:

The Basics of Telephone Skills: with Workbook
Better Business Grammar
Does This Make Sense? Analyzing Communications
Effective Listening Skills: Listening to What You Hear
The Exceptional Employee
First Impressions: Etiquette and Work Habits for New Employees
Fish!: Catch the Energy. Release the Potential (DVD)
How Can I Organize My Textbook Reading? Or Unraveling the Textbook Maze
How to Deal with Difficult People: Volume 1
How to Deal with Difficult People: Volume 2
How to Deal with Difficult People: Volume 3
It's Not What You Say: Mastering Basic Communication
May I Help You? Commendable Customer Service
Nonverbal Communication & Positive Body Language
Professional Telephone Skills: Volume 1
Professional Telephone Skills: Volume 2
Professional Telephone Skills: Volume 3
Sexual Harassment (GSU-416)
Stress Management for Professionals: Volume 1
Stress Management for Professionals: Volume 2
Stress Management for Professionals: Volume 3
Taking Control of Your Workday: Volume 1
Taking Control of Your Workday: Volume 2
Taking Control of Your Workday: Volume 3
What Did They Say? Critical Listening and Observation Skills
What Was the Point? Improving Comprehension
**Online Magazine Subscriptions via GALILEO:**

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<th>Magazine Title</th>
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<tr>
<td><strong>Administrative Assistant's Update</strong></td>
<td>ProQuest ABI/Inform Complete</td>
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<tr>
<td><strong>OfficePro</strong></td>
<td>EBSCOhost Business Source Complete</td>
</tr>
<tr>
<td>ISSN 1096-5807</td>
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</tr>
<tr>
<td><strong>Office Solutions</strong></td>
<td>ProQuest ABI/Inform Complete</td>
</tr>
<tr>
<td>ISSN 1529-1804</td>
<td></td>
</tr>
<tr>
<td><strong>Office World News</strong></td>
<td>ProQuest ABI/Inform Complete</td>
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**Other Online Magazine Subscriptions**

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<tr>
<td><strong>OfficeOurs</strong></td>
<td><a href="http://www.officeours.org/magazine/">www.officeours.org/magazine/</a></td>
</tr>
<tr>
<td>No ISSN</td>
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Electronic Books (eBooks from EBSCOhost):

Administrative Assistant's and Secretary's Handbook / J. Stroman.
AMACOM. 2012.


AMA Handbook of Business Letters / J. Seglin.
AMACOM. 2002.


Accounting for Non-Accountants, 6th ed. / G. Mott.

AMACOM. 2007.


Building a Partnership With Your Boss: A Take-Charge Assistant Book / J. Wisinski.
AMACOM. 1999.


Business Letters That Work: Professional Techniques for Confident, Effective Correspondence / J. Greenland.

Career As an Executive Secretary: Administrative Professionals Play an Increasingly Vital Role in Today's Technology-Enabled Offices / Institute for Career Research. 2007.


AMACOM. 2006.

Taking Minutes of Meetings / J. Gutmann.
Kogan Page. 2010.

Valuable Office Professional : For Administrative Assistants, Office Managers, Secretaries, and Other Support Staff / M. Burke.
AMACOM. 1997.

VGM Career Horizons.

When in Rome or Rio or Riyadh : Cultural Q&As for Successful Business Behavior Around the World / G. Olofsson.

When Smart People Work for Dumb Bosses : How to Survive in a Crazy and Dysfunctional Workplace / W. Lundin.

Will the Real Boss Please Stand Up? : Taking Your Administrative Career to the Next Level / G. Fay.
AMACOM. 1998.


Writing Well at Work : How to Make an Impact and Get Results with Your Business Correspondence / N. Vandome.

Online Videos via FILMS ON DEMAND:

To access FILMS ON DEMAND:

1. Go the CGTC Library Services website: www.centralgatech.edu/library
2. Select the FILMS ON DEMAND graphic

3a. Type a topic of interest in the “Search” box such as office procedures or business communications or business ethics
   OR
3b. Click on the “Collections” button at top to display a drop-down menu. When you click on a specific subject, the screen will display narrower topics of interest

4. Recommended Subject Headings for BUSN videos:
   • Business & Economics > Business Communication
   • Business & Economics > Office Procedures & Technology

*Off-Campus Users will be prompted for a GALILEO password after step “2.” above. To obtain the GALILEO Password:

1. Send an email to library@centralgatech.edu
2. In the email subject line put “GALILEO Password Request”
3. In the body of the email type your CGTC Student ID# and name and send

*Alternate, direct access to FILMS ON DEMAND from Off-Campus:

1. Go to: http://digital.films.com
2. Enter the following “User ID/Email” and “Password” info (in all lowercase letters) and then click the Login button:
   • User ID/Email: cgtc
   • Password: library
Business Administrative Technology & Related Web Sites:

AdminAdvantage Archives

American Society of Administrative Professionals (ASAP)
www.asaporg.com

Association of Executive and Administrative Professionals (AEAP)
www.theaeap.com

Association of Healthcare Administrative Professionals (AHCAP)
www.ahcap.org

Association of Professional Office Managers (APOM)
www.apomonline.org

Business Management Daily
www.businessmanagementdaily.com

Deskdemon (for Office Professionals)
http://us.deskdemon.com

Georgia Division of the International Association of Administrative Professionals
http://www.iaap-georgia.org/GADivision/Home/

International Association of Administrative Professionals (IAAP)
www.iaap-hq.org

National Association of Educational Office Professionals (NAEOP)
www.naeop.org

National Institute of Business Management, Inc.
www.nibm.net

National Office Managers Association of America (NOMAA)
www.nomaa.net

Virtual Association for Administrative Professionals (VAAP)
www.thevaap.com
Full Text Databases Online via GALILEO:
Part of the Database Offerings in GALILEO, Georgia’s Virtual Library

Credo Reference / Business:
Business, Economics, Finance, etc.

EBSCOhost full-text journal databases:
- Academic Search Complete
- Advanced Placement Source
- Business Source Complete
- Legal Collection
- MasterFILE Premier
- Professional Development Collection
- Vocational and Career Collection

ProQuest full-text journal databases:
- ABI/Inform Complete (American Business Index)
- Career & Technical Education
- Research Library

FOR ASSISTANCE accessing any online database, eBook, online journal, or other resource please contact the CGTC Library at: library@centralgatech.edu.