

**Administrative Professional Resources
Blackhawk Technical College Library
2015 – 2016**



Periodicals

Information Management Journal
Office Pro

Online Databases

BadgerLink

- Includes a broad range of information sources, especially periodical indexes, WISCAT and WorldCat catalogs and other reference resources
- Can be accessed through the library home page under “Online Reference Materials”
- Wisconsin residents can link directly using this address: <http://www.badgerlink.net>.

Business and Company Resource Center (Gale Infotrac)

- Includes company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals
- Accessed through the library web page under “Article Search”
- [Business and Company Resource Center](#)

Career and Technical Education (ProQuest)

- Emphasis on trade journals
- Full text articles include those from *Administrative Assistant’s Update*; *Office Solutions*; *Office World News*; and *OfficePro*
- Accessed through the library web page under “Article Search”
- [Career and Technical Education](#)

LexisNexis Academic

- Information from a wide variety of news sources, such as TV and radio broadcast transcripts, newspapers, and news wire services
- This database also contains sections focused on legal and business information and another section on company information, which includes more than 40 million companies.
- To access, open the library’s home page, click on “Article Search,” and scroll down.
- [LexisNexis Academic](#)

FAITS (Faulkner Advisory for Information Technology Studies)

- Covers "...critical issues, emerging trends, products services and vendors driving the IT industry"
- Besides hundreds of reports, this database provides access to various vendor directories and a glossary of IT and related terms.
- To access, open the library's web page, then click on "Online Reference Materials."
- [Faulkner's Advisory for IT Studies](#)

Films on Demand

- Within the **Business & Economics** collection, there is a link to "Business Education" and within that, 81 films on Office Procedures and Technology.
- To access this site, open the link "Films on Demand" located on the library's home or under "Online Reference Materials."

Thomas Register

- A directory of American manufacturers searchable by company name or product
- This database provides assets, contact information, parent company, and other data about most companies.
- It is also allows users to place or access: RFQ's, CAD drawings, or company catalogs and websites.
- Available through the library's web home page under "Online Reference Materials."
- [ThomasNet](#)

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>

International Association of Administrative Professionals (IAAP)

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

National Association of Executive Secretaries and Administrative Assistants (NAESAA)

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

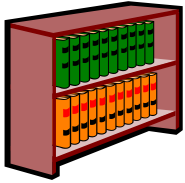
Reference Desk

<http://www.refdesk.com>

Books

The BTC Library holds both print and “ebooks” on business letter writing, telephone etiquette, office procedures, email policies, and software programs. Find exactly what you need by doing a catalog search at the library’s home site: <https://mybtc.blackhawk.edu/web/home-community/library>

Suggested Call Numbers - Library of Congress Classification



HF 5387

HF 5546—HF 5548.6

HF 5717—HF 5746

HG 1709

Business ethics

Office organization and management

Business communication – including report writing,
business correspondence, filing, indexing, etc.

Electronic data entry and processing