

SUGGESTED SEARCH TERMS

Administrative assistants	Office management
Business communication	Office practice
Business etiquette	Office workers
Business writing	Professional ethics
Customer service	Professional writing
Event planning	Punctuation
Goal setting	Resumes
Job search	Secretaries
Keyboarding / Typing	Teamwork
Meetings	Time management



CALL NUMBERS (LIBRARY 2ND FLOOR)

174.4	Business ethics	651.74	Business communication
395.52	Business etiquette	658.812	Customer service
428.2	Grammar	808.066	Professional writing
650.142	Resumes		
651.3	Administrative Assistants / Office Management		



DATABASES

[Academic Search Premier](#)
[Business Source Premier](#)
[Ebook Central](#)
[EBSCO E-Books](#)
[Films on Demand](#)
[Lynda.com](#)—Video tutorials

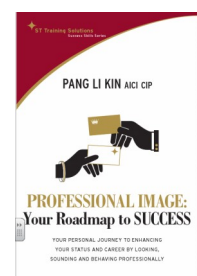
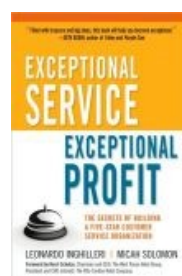
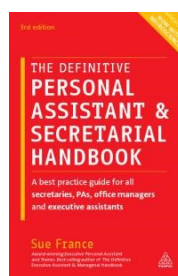
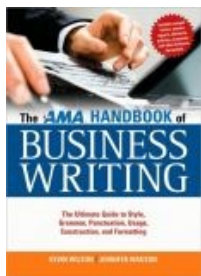
[MasterFILE Premier](#)
[OmniFile Full Text Select](#)
[ProQuest Midwest Newsstream](#)
[ProQuest Research Library](#)
[Wall Street Journal](#)

ONLINE PERIODICAL NEWSLETTER



E-BOOKS

Click image to access ebook



Library Hours

Monday—Friday 7:30 am—10:00 pm
 Saturday-Sunday 9:00 am—3:00 pm

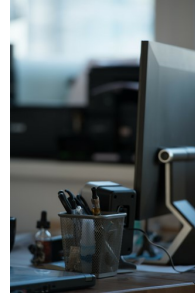
Contact Us

Website www.ntc.edu/library
 Email library@ntc.edu
 Phone 715.803.1115

STREAMING VIDEOS

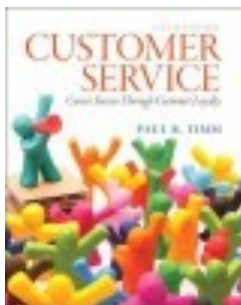
Click link to access video

- [Workplace Relationships: Playing Your Part](#)
- [Digital Communication Skills: Dos and Don'ts](#)
- [Effective Communication in Business](#)
- [Business Etiquette: Professionalism 101](#)
- [Customer Service Essentials \(Series\)](#)
- [Doing The Job: Basic Job Skills](#)
- [First Things First: Working Effectively in an Office](#)
- [Listening Essentials](#)
- [Time Management Skills](#)
- [Business & Economics Collection > Business Education \(Collection\)](#)
- [Business Skills Training and Tutorials \(Collection\)- Lynda.com](#)



BOOKS (print)

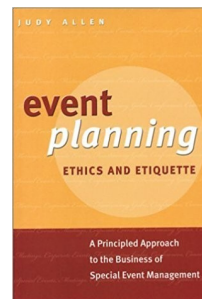
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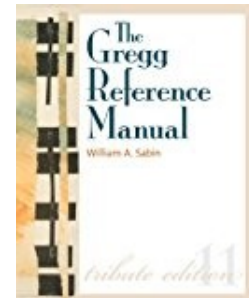
658.812 T483c 2014



004.0688 K727c 2015



394.2068 AL53e 2010



REF 808.042 Sa13g 2011
Library 1st Floor Reference

USEFUL WEBSITES

- American Society of Administrative Professionals <http://www.asaporg.com/>
- Association of Executive and Administrative Professionals <http://www.theaeap.com/>
- International Association of Administrative Professionals <http://www.iaap-hq.org/>
- Occupational Outlook Handbook: Secretaries & Administrative Assistants
<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>

