Resources available through Y.O.U.R. Library

Business Technology

Print periodicals available in the Library:
- Entrepreneur

Periodicals available through Galileo:
These are journals that are available through Galileo (www.galileo.usg.edu) for the area of Business Technology. You can access them by going to GALILEO, click on Journals A to Z, then type in the journal title.
- Office Pro
- Administrative Assistant’s Update
- The Office
- Workforce Management
- Workforce Solutions Review

Websites linked to Business Technology:
- International Association of Administrative Professionals - http://www.iaap-hq.org/
- Small Business Administration - http://www.sba.gov/
- The Association of Executive and Administrative Professionals - http://www.theaep.com/

More links available from the Library homepage under Program Resources.

Books available in the Library:
- The Essentials of Business Etiquette – HF 5389 .P27
- Contemporary Business Communications – HD 30.3 .026
- Microsoft Excel 2013 Quick Steps – HF 5548.5 .M523
- Microsoft Word 2013 – HF 5548.4 M525
- Am I the Only Sane One Working Here? - HF 5548.8 .B393

GALILEO TIPS:
If you want to access Galileo off campus you will need the password. You can obtain the password from your instructor or by contacting the Library.

eBooks on EBSCOhost:
OTC has access to thousands of electronic books through Galileo. Click on Databases A to Z and click on “E”, then scroll down and click on eBooks on EBSCOhost. Enter your search word; i.e. business technology. A few relevant books for the Business Management Technology Program:
- The Valuable Office Professional: For Administrative Assistants, Office Managers, Secretaries and Other Support Staff
- HR Answer Book
- Administrative Assistant’s and Secretary’s Handbook
- The E-Policy Handbook
- Lessons in Leadership

Library Hours: Monday through Thursday 8:00 am – 8:00 pm
Located in Room 348 in the Joseph Kennedy Building
Contact us at: 912-871-1886
Email: library@ogeecheetech.edu
Homepage: http://www.ogeecheetech.edu/index.php/current-students/library
Library Catalog: http://ogeecheetech.worldcat.org/