

LIBRARY SERVICES

Faculty Resources



Administrative Professional Technology

- ❖ **Print and Online Journals. Some titles may have backfiles only.**

[Chronicle of Higher Education](#). Click to Access

Administrative Professional Today

OfficePro (Kansas City, Mo.)

- ❖ **[A-Z Database List](#). Remote access requires a Southwest username and password.**

Associates Programs Source Plus

ProQuest Central

SOAR

- ❖ **Streaming Media**

Popular Software Tools (in PrepStep database)

Word Processing: When Am I Ever Going to Use This

- ❖ **OER (Open Education Resources).**

The link below is customized for

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- ❖ **Books. The list may include print and digital titles.**

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Administrative Assistant's and Secretary's Handbook. Stroman, James, et al.

From managing the phones, coordinating meetings, and preparing presentations to planning events, crafting clear business

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communications, and deciphering legal documents, administrative assistants need to be everything to everyone, all the time--and all with a smile. They spend all day helping others, but who is going to help them? For office professionals seeking to improve their performance and enhance their value to employers, this handbook is the definitive source of help for these true jack-of-all-trades. You will find information on topics such as creating graphics, charts, and presentations; Microsoft Word, Excel, Outlook, and Publisher; Web conferencing; Electronic and paper filing systems; Recordkeeping; Meeting planning and management; Business math and much more.

Administrative and Business Communication. Bhatt, Arvind Kumar. Business communication skills are critical to the success of any organization regardless of its magnitude, operation and geographic location. Rapidly changing global environment forces us to think about the communication issue related to technology-based communication. Business communication is entangled with intercultural and external image of the organization. Managers have three basic jobs-to collect and convey information, to make decision and to promote interpersonal unity. To put in short, managers are expected to work together to achieve organizational goals. All these jobs happen through communication. Effective managers are able to use a variety of media and strategies to communicate.

Administrative Office Management. Chopra, R.K. While geared specifically for the university and professional students, it is equally suitable for teaching community and practicing managers. Contents: modern office and its functions; office management; office organization; office administration; office space management; environment management; office systems and procedures; office services; office machines and equipment; office forms- design, management and control; records management; office stationery & supplies; communication management; office correspondence and mail service; management reporting; human resource management; work improvement and work measurement; secretarial, clerical and reception services; collection of data; control of office costs.

Recordkeeping Cultures. Oliver, Gillian, and Fiorella Foscarini. Recordkeeping Cultures explores how an understanding of organizational information culture provides the insight necessary for the development and promotion of sound recordkeeping practices.



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