

Office Administration

(Revised 8-1-2011)

Websites

- [Amarillo College Office Administration Web Site](#)-Links are Degrees, Certificate, Course Availability, Classes Offered, and Information.
- [Amarillo College Library Home Page](#)-Gateway to online catalog and e-books ("find a book" box), databases with high-quality information ("find an article" box), other online resources, and information about the library. Call 371-5468 or toll-free 866-371-5468 for further information about the AC Library.
- [Amarillo College Home Page](#)

SMARTHINKING—Free Online Tutoring

Read these instructions first and then use the link to AC Online provided below:

1. Log onto AC online (use web Advisor name and password).
2. Scroll down to the bottom right of the page.
3. Click on link that says "SmarThinking Online Tutoring Service."
4. Follow the instructions for setting up an account. (Blue bubble with words: Click here to create your own account).
5. Now click here to go to [AC Online](#).

Accounting/Taxes Web Sites

- [Internal Revenue Service \(IRS\) Home Page](#)-This site has links to information regarding Individuals, Businesses, Charities and Non-Profits, Government Entities, Tax Professionals, and Retirement Plans.
- [Tax and Accounting Sites Directory](#)-From site: "Tax and Accounting Sites Directory is a comprehensive index of web-based tax and accounting resources. The directory is designed to be a starting point for people who are searching for tax and accounting

information, products, and services." This site, which has won a number of awards, is maintained by Taxesites.com, LLC.

- [Texas Comptroller of Public Accounts](#)-Texas tax seminars, Tax Policy News, current tax rules, tax publications, tax forms online, and tax forms index.
- [U.S. Tax Code Online](#)-From site: "This document allows you to access the complete text of the United States Internal Revenue Code, Title 26 of the U.S. Code (26 USC) in a variety of ways."

Business Math Web Sites

- [About.com Business Math Help and Tutorials](#)-From site: "Tutorials, resources, and instructions to help with the business math topics/subjects."
- [Math Anxiety](#)-internet resources overcoming math anxiety.
- [Percents, Fractions, Decimals](#)-From site: "This lesson shows how to convert between percents, fractions, and decimals."
- [Top 6 Business Math Resources](#)-From site: "An excellent selection of resources for self-study to help you with all of your business math needs. From beginner to advanced level." This site is produced by About.com, which carefully selects expert "guides" to compile its content.

Business Resources Web Sites

- [AnnualReports.com](#)-Free company information.
- [Better Business Bureau](#)-From site: "The purpose of the BBB system is not to act as an advocate for businesses or consumers, but to act as a mutually trusted intermediary to resolve disputes, to facilitate communication, and to provide information on ethical business practices." Users can file a complaint or check to see if a business has had any complaints filed against it.
- [Business Resources on the Web](#)-This extensive list of links was compiled by the University of Washington Library.
- [Business.gov](#)-From site: "The Business Gateway to Federal Resources."
- [United States Small Business Administration](#)-The SBA's mission is to "maintain and strengthen the nation's economy by aiding, counseling, assisting and protecting the

interests of small businesses and by helping families and businesses recover from national disasters." Find out more about SBA's programs.

- [Yahoo! Finance Directory: Glossaries](#)-Look up business terms on these Web Sites.

Career Information Web Sites

- [Career KnowHow](#) -This site offers "career advice and job strategies for today's workplace." It contains interesting articles about a wide variety of career-related topics. The "Ask Sue" link leads to answers to questions addressed to Sue Morem, who writes a workplace advice column carried in newspapers throughout the country.
- [International Association of Administrative Professionals](#)-Web site of "the world's largest association for administrative support staff."
- [Occupational Outlook Handbook](#)- This link leads to the search page of the *Occupational Outlook Handbook* published by the U.S. Department of Labor. It is generally acknowledged as the best source for occupational information. Sections include Nature of the Industry, Working Conditions, Employment, Occupations in the Industry, Training and Advancement, Earnings, Outlook, and Sources of Additional Information.
- [Texas Workforce Commission](#)-From site: "The Texas Workforce Commission (TWC) is the state government agency charged with overseeing and providing workforce development services to employers and job seekers of Texas." Click [here](#) to see the Site Index and [here](#) to Search for Jobs.

Computer Web Sites

- [Excel Tips and Techniques](#) -This site is sponsored by Contextures, a company that builds custom databases. Contextures is recognized by Microsoft as an MVP ("most valuable professional") organization.
- [Microsoft Office Specialist Training Information](#)-From site: "Microsoft Office Specialist (Office Specialist) certification, the premier Microsoft desktop certification, is a globally recognized standard for demonstrating desktop skills."
- [PC Magazine](#)-From site: ". . . the most important technology publication in the world, delivers authoritative, labs-based comparative reviews of computing and Internet products."

General Resources Web Sites

- [Links to Organizations and Other Sites](#)-The Occupational Outlook Handbook site for Office Administration has a number of online resources that secretaries will find handy.
- [OfficePRO® Magazine](#)-Contains selected content from the current issue as well as archives of articles from previous issues. The mission of this award-winning publication is to give you "the tools you need to do your job better and improve your upward mobility."
- [RefDesk.com](#)-Office professionals are often called upon to find information on varied topics, and RefDesk.com is one of the best sources around due to its wide variety of subjects. Helpful topics are too numerous to list, but a handful that office professionals may find handy are zip code and area code directories, dictionary, thesaurus, writing guides, reverse address look-ups, reverse phone look-ups, federal toll-free numbers, white/yellow pages, U.S. government blue pages, contact information for elected representatives, acronym finder, U.S. statistics, airline toll-free numbers, "convert anything," currency converter, world time zone map, and many, many more. It's a very good source for finding out "facts."
- [SecretarialSite Free Tutorials](#)-This site calls itself "a place where secretaries can learn and share the tricks of the trade." This site is commercial, but we have linked to the page of free tutorials.

Legal Resources Web Sites

- [Career: Legal Secretaries](#)—A comprehensive overview.
- [Findlaw.com](#)-From site: "FindLaw is the highest-trafficked legal Web site, providing the most comprehensive set of legal resources on the Internet for legal professionals, businesses, students and individuals."
- [NALS: The Association for Legal Professionals](#)-A professional association "offering professional development by providing continuing legal education, certifications, information, and training to those choosing the legal services industry as their career." Formerly called the National Association of Legal Secretaries.
- [Nolo.com](#)-A Yahoo! Review called this site the "best legal self-help site on the Web."
- [Resources for Paralegal Studies Students \(Amarillo College\)](#)-This page was constructed for the Paralegal Studies program and gives information about print legal resources in this area (Amarillo College, WTAMU, Potter County Law Library) as well as some useful Web sites.

Medical Resources Web Sites

- [Career: Medical Secretary](#)-A comprehensive overview.
- [Medical Terminology](#)-This site is produced by Medicine.net, which describes itself as an "online, healthcare media publishing company." From site: "Nationally recognized, 100% Doctor-Produced by a network of over 70 U.S. Board Certified Physicians, MedicineNet.com is the trusted source for online health and medical information."
- [WebMdHealth](#)-From site: ". . . the leading consumer-focused healthcare information Web site."

Writing/Grammar Web Sites

- [Business Writer's Free Library](#)-Lots of useful links assembled by Carter McNamara, MBA, PhD.
- [Grammar Guides](#)-From site: ". . . an annotated directory of Web sites where you can find answers to your questions about sentence structure and using the parts of speech correctly." It also contains a link to sites explaining punctuation.
- [Professional Writing Handouts and Resources](#) from the Purdue University Online Writing Lab. This page focuses on business writing and job-search documents.

AC Library Databases

- [Academic Search Complete](#)—Largest multi-subject academic database. Good for almost any type of research.
- InfoTrac Newspapers—[\[on-campus\]](#) [\[off campus\]](#) -- ". . . indexes 10 full text newspapers from around the world by titles, headline, author, section, or other assigned fields." Information from vendor.
- [EBSCO eBooks](#)—contains thousands of electronic books that can be read online. The content of each book can be electronically searched to find each page that contains your search term. This is an excellent research tool for almost any topic.
- [Oxford Reference Online](#)—Self-described as "the world's most trusted reference collection." Contains English dictionaries and thesauruses, bilingual dictionaries, maps and illustrations, timelines, encyclopedias, and subject encyclopedias in many areas.

- [Student Resources in Context](#)—Multi-subject database that works well for almost any topic.
- [WilsonSelectPlus](#)—Another multi-subject database that is a very good tool for most topics.
- [WorldCat](#)—The name comes from “world catalog.” WorldCat searches the holdings of thousands of libraries worldwide, and users can click the “ILL” icon to order materials on interlibrary loan. WorldCat is also an excellent place to look up publication information for materials.

Electronic Books

Note: There are a number of books on this topic in the [EBSCO eBooks](#) database. These are just a few samples. Please log in using your WebAdvisor ID and password.

- [Administrative Assistant's & Secretary's Handbook](#). Stroman, James.; Wilson, K.; Wauson, Jennifer. New York: AMACOM Books, 2004.
- [Best Resumes for College Students and New Grads](#)—Kursmark, 2003.
- [Building a Partnership with Your Boss: A Take-Charge Assistant Book](#)—Wisinski, 1999.
- [Dictionary of Accounting Terms](#)—Siegel, 2000.
- [Dictionary of Legal Terms](#)—Gifis, 1998.
- [Enlightened Office Politics: Understanding, Coping With, and Winning the Game—Without Losing Your Soul](#)—Dobson, 2001.
- [From Secretary Track to Fast Track: The Get-Ahead Guide for Administrative Assistants, Secretaries, Office Managers, Receptionists, and Everyone Who Wants More](#)—Lizotte, 1996.
- [Gallery of Best Resumes for People Without a Four-year Degree: A Collection of Quality Resumes By Professional Resume Writers](#). Noble, David F. Publication: Indianapolis Jist Publishing, 2005.
- [Office Basics Made Easy](#)—Tarbell, 1997.
- [Office Etiquette and Protocol](#)—Fox, 1998.
- [Valuable Office Professional: For Administrative Assistants, Office Managers, Secretaries, and Other Support Staff](#)—Burke, 1997.

- [*Writing Well at Work*](#)—Vandome, 1999.

Print Books

Librarians can help students identify suitable books for assignments. You can save time by seeking their assistance.

Washington Street Campus

Walk-in assistance: Go to the second floor of Lynn Library. Use the telephone located on the small table near the main computer sign-in desk to call the research help number, which is posted. The librarian on duty will respond.

Assistance by appointment: Call 371-5403 or 345-5582 to make an appointment for uninterrupted individual help.

Assistance by telephone: Call 371-5468 or toll-free 866-371-5468.

West Campus

Note: The West Campus Library specializes in nursing, allied health, criminal justice, child development, and mortuary science.

Walk-in assistance: Go to the AC area of the Amarillo Public Library Northwest Branch, which is located in the southeast corner of the AC West Campus (closest to Bell Street). (The AC area is located in the back right-hand corner of the building.) The AC librarian on duty will assist you. You will need a valid library card to check out a book. Call 371-5400 for information about how to obtain a library card.

Assistance by telephone: Call 356-3627.