



RESOURCES AVAILABLE THROUGH OKEFENOKEE TECHNICAL COLLEGE LIBRARY

BUSINESS ADMINISTRATIVE TECHNOLOGY

Periodicals and Newspapers

Over 2,000 journals and periodicals are available online through GALILEO. The following print editions are available in the library, among others:

- Administrative Professional Today
- Consumer Reports
- Entrepreneur
- Industry Week
- Money Magazine
- Office Solutions
- OfficePro
- Smart Computing in Plain English
- The Economist
- Time
- University Business

Local Newspapers

- The Georgia Times Union
- Waycross Journal Herald
- The Blackshear Times
- The Alma Times
- The Douglas Enterprise
- The Baxley News Banner
- The Brunswick News

GALILEO Databases:

<http://www.galileo.usg.edu>

The current quarter's password for home use may be obtained at the library circulation desk or from your instructor.

GALILEO TIPS:

- Search for full text articles in **EBSCOhost & ProQuest**, located under Databases A-Z.
- On the GALILEO home page, select the **Browse by Subject** heading, and then click on **Business and Economics**. There are many resources available, including information on:
 - **Accounting**
 - **Company Information**
 - **Consumer Information**
 - **Economics**
 - **Finance**
 - **Industries and Trade**
 - **Management and Information Systems**
 - **Marketing**

BOOKS

Search the OTC Library Catalog at:

<http://www.youseemore.com/okefenokeetech/default.asp>

Use a keyword or title search to find OTC Library book holdings on business and administrative technology-related topics.

eBooks on EBSCOhost

Electronic books are available online through EBSCOhost. EBSCOhost eBooks are accessible through GALILEO. Click on the "Databases A-Z" tab and click on the letter "E". Find and click on the link for **eBooks on EBSCOhost** and enter your search terms in the white box. Over 45,000 eBooks are available to OTC students.

<http://www.galileo.usg.edu/express?link=zmn1>

Films on Demand

Films On Demand is a web-based digital video delivery platform that allows you to view streaming videos from Films Media Group anytime, anywhere, 24/7!

Thousands of videos are available for in-class use and remote viewing from the library or anywhere off campus.

<http://digital.films.com/featuredvideos.aspx>

Ask at the circulation desk for more details!

LearningExpress Library

LearningExpress Library is an interactive online learning platform containing practice test tutorials, basic skills courses, and computer software tutorials. Improve your reading, writing, business or math skills.

<http://www.learnatest.com/LEL/index.cfm/?HR=>

<http://www.okefenokeetech.edu/library>

❖ **Microsoft Office 2010 is available on all library computers.**