

# Office Systems Technology Pathfinder

In order to help you with your informational needs, the library staff has selected and listed some of our resources in this subject area. Please see a librarian if you require additional assistance.

The JCC Library is open Monday-Thursday 7:30 a.m.-8:00 p.m. and 7:30 a.m. 3:00 p.m. on Friday.

Please do not hesitate to call or email us with questions. The telephone # is 919-209-2101.

Our email reference service can be reached at [libraryhelp@johnstoncc.edu](mailto:libraryhelp@johnstoncc.edu)

## ➤ **Electronic Resources from NCLIVE,**

[Academic Search Premier](#)

[Job & Career Accelerator](#)

[Business ServiCenter](#)

[MyiLibrary](#)

[Company Profiles](#)

[ReferenceUSA](#)

[CQ Researcher Online](#)

[Regional Business News](#)

[Economic Development Information System](#)

## Selections from [Business Search Premier](#):

Academy of Management Journal

Creativity & Innovation Management

Home Office

Managing Office Technology

Office Pro

## ➤ **Call Numbers**

- HF 5546-5548 Office Management and Services
- HF 5601-5689 Accounting
- QA 76 Computer Programming and Programs
- TK 7800s Computer maintenance

## ➤ **Suggested Library Catalog Search Terms**

*Secretary; Administrative assistant; Accounting; Business correspondence*

*Office management; Desktop publishing; Keyboarding;*

*Name of computer program (Microsoft Access, Excel, PowerPoint, etc.);*

*Database management; Specialized terminology (medical, legal, etc.)*

## ➤ **Periodicals in the JCC Library:**

Office Solutions

OfficePro