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COLLEGE & CAREER INFORMATION CENTER

OFFICE TECHNOLOGY CAREERS



The resources listed below are available in the **COLLEGE & CAREER INFORMATION CENTER (CCIC)**, an area at the top of the stairs, upper level of the library. Some titles check out, others are for use in-library only and are so indicated. Below is only a sample of the many resources available. By browsing the shelves in the call number area indicated below, you are sure to find even more helpful books and videos! Don't forget to use the career databases and internet sites linked through Jobs/Careers/Colleges from the Library's Home Page at <http://www.cod.edu/library/services/jobscollege.htm> for more information about careers and jobs in office work.

CAREER GUIDES: Office/Secretarial

Administrative and Executive Assistant Career Starter

CCIC HF 5547.5 .T388 2002 (Check-out and Room Use Only copies)

Careers in Focus: Clerks & Administrative Workers

CCIC HF 5547.5 .C335 2004 (Check-out copy)

Opportunities in Administrative Assistant Careers

HF 5547.5 .E78 2007 (Check-out and Room Use Only copies)

Opportunities in Technical Writing Careers

CCIC T 11 .O666 2008 (Check-out and Room Use Only copies)

The Tech Writer's Survival Guide: a Comprehensive Handbook for Aspiring Technical Writers

CCIC T 11 .V368 2001 (Check-out copy)

Careers for the 21st Century Video Library: No. 3: Business & Administrative Support Occupations

CCIC HF 5382.5 .U5 C333 1997 (Check-out copy)

CAREER GUIDES: Temporary Work

How to Be a Permanent Temp

CCIC HD 5854 .2 .U6 D35 2001 (Check-out copy)

Temp: How to Survive and Thrive in the World of Temporary Employment

CCIC HD 5854 .S57 1994 (Check-out copy)

Temporary Agencies: a Closer Look
[videorecording]
CCIC HD 5854 .T46 2002 (Check-out copy)

**VGM's Guide to Temporary Employment:
a Practical Handbook for the Best Jobs**
CCIC HD 5854 .B37 1995 (Check-out and
Room Use Only copies)

JOB HUNTING & RESUMES

Peterson's Job Seeker's Almanac
CCIC HF 5382.5 .U5 P42 1999 (Room Use
Only copy)

**Real-Resumes for Administrative Support,
Office & Secretarial Jobs**
CCIC HF 5547.5 .R435 2004 (Check-out
copy)

Real-Resumes for Customer Service Jobs
CCIC HF 5415.5 .R435 2005 (Check-out
copy)

**WOW! Resumes Administrative Careers:
How to Put Together a Winning Resume**
CCIC HF 5547.5 .L445 1997 (Check-copy
and Room Use copies)

STUDY GUIDES: Civil Service

Clerical Exams
CCIC JK 717 .C54 S729 1998 (Check-out
copy)

Barron's Civil Service Examinations
CCIC JK 717 .C54 B63 2005 (Check-out
copy)

STUDY GUIDES: Microsoft Office

Excel 2000 MOUS Study Guide
CCIC HF 5548.4 .M523 C685 1999 (Check-
out copy)

**MOUS Certification Review. Microsoft
Office 2000**
CCIC HF 5548.5 .M525 V36 2001 (Check-out
copy)

MOUS Office XP Study Guide
CCIC HF 5548.4 .M525 .C687 2002 (Check-
out copy)

MOUS Word 2000 Exam Prep
CCIC HF 5548.4 .M525 S86 2000 (Check-out
copy)

ALSO PAMPHLETS AND CLIPPINGS:

Blue Notebook Labeled: Office Careers

Career Monographs:
#64 Executive Secretary;
#108 Office Management;
#135 Administrative Assistant;
#232 Medical and Legal Secretary.

