ADMINISTRATION & INFORMATION TECHNOLOGY SUBJECT GUIDE

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library@glasgowkelvin.ac.uk

Glasgow Kelvin College

E-Resources

Below is a list of the library's electronic resources which are most useful for Administration & Information Technology. You can view a full list of the Library's electronic resources by visiting this page:

https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/EResources.aspx

Your student network ID and password will log you on to most of these resources. Some resources will prompt you to select either Athens and/or Shibboleth login options, and then simply select the institution of Glasgow Kelvin College. See the accompanying guides in the above link for more information (click on the blue squares to the right of the resource description).

Gale Cengage Learning	This is a collection of databases giving access to a wide range of resources:
- Gale Virtual Reference Library (GVRL)	Collection of specialised reference sources for multidisciplinary research.
- General OneFile	Database of 13, 000 journals and 120 million full-text articles dating from 1980 to present.
- JISC FE Custom News	Database which contains over 25 million full text articles from over 200 worldwide newspapers
Archive Collections	
Periodicals Archive Online	Access to back files of scholarly periodicals in the arts, humanities and social sciences.
Other Collections	
NLN – Administration Office Administration	Funded by the UK Government to support learners in the post-16 sector, the NLN Materials are one of the most substantial and wide-ranging collections of e-learning materials in the UK - hundreds of small, free, flexible 'bite-sized' episodes of learning hosted on XTLearn platform.
Ushare Administration	Provides links to open learning resources that have been recommended by lecturers, teachers, training providers and learners that support SQA qualifications. New resources and reviews can be submitted.

Useful websites

Lifewire - Website with information and reviews on hardware and software.

BBC Learning: Information Technology - Features information on using the Internet, PC hardware and computing manuals

Microsoft Office Training Centre – Video training for all Microsoft Office Packages.

E-books

You can access a number of e-books relevant to Administration & Information Technology. You can read and download e-books through the Dawson and ebrary

ebook services, and through the library catalogue at https://kelvin-glasgow.koha-ptfs.co.uk/

You should choose the Shibboleth login option and confirm Glasgow Kelvin College as the institution.

Books

You can find books relevant to Administration & Information Technology at the numbers listed below in the campus libraries. These numbers represent the location of the books on the shelves.

- Computing   001-006
- Economics   330 – 332
- Law   340
- Study Skills   371
- Business   650 – 658
- Accounting   657 – 658
- Business Management 658
- Management   658.4 – 658.8
- Marketing   658.8
- Writing Skills   808

You can see which books we have available by searching the catalogue: https://kelvin-glasgow.koha-ptfs.co.uk/

Journals

Journals feature the most up to date information on subject areas (often more up to date than websites). If you want to find information about what is happening in your subject area at the moment, then journals are a great source.

The following journals are of particular interest and some may be available online:

- Business Communication Quarterly
- Business Horizons
- The Economist
- Entrepreneurship: Theory and Practice
- European Business Forum
- Journal of Business Strategy
- Public Administration Review
- Survey of Current Business

Glasgow Life Resources

By joining Glasgow Libraries (Glasgow Life) you can also access all of their electronic resource collections, either in your local library or from home. This collection includes eBooks, Audiobooks, eMagazines and Databases for your research. You can join your local library, the branches at Easterhouse and East End

campuses or at the learning centres in Springburn and West End campuses. You can also join online to begin using some of the resources immediately.

The full list of databases can be found here, but here are some resources which may be particularly useful:

ABI/Inform (ProQuest)	ABI/Inform® is the original aggregated business journals database with online access to over 4,975 business and management journals from around the world. Comprising ABI/Inform Global, Trade & Industry, Dateline and Archive. Features journals, dissertations, newspapers and country and industry focused reports.
COBRA (Complete Business Reference Advisor)	Factsheets and reports on all aspects of running a business.
Oxford Reference Online	Search language and subject reference works from one of the world's most trusted resources.
ProQuest Central	A database combining subject areas including business, science and technology, medicine and health, literature and language, society, culture, the arts, history, and more.

Glasgow Life eBooks, Audiobooks and eMagazines

To access these resources you must join a library in person. You can do this at your local Glasgow Library or at one of the College Campuses. For more information on how to use the eBooks, Audiobooks and eMagazines visit the Glasgow Libraries site.

Should you have any additional support needs and require assistance in accessing library resources, please do not hesitate to get in touch with us by telephone or email. Our contact details are:

Telephone:

Springburn Campus: 0141 630 7018

East End Campus: 0141 630 3365

Easterhouse Campus: 0141 630 3330

West End Campus: 0141 630 7337

Email: library@glasgowkelvin.ac.uk