Appendix B

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U.S. Department of Labor, Employment and Training Administration www.doleta.gov

U.S. Department of Labor, Career Voyages www.careervoyages.gov


The Ohio Department of Job and Family Services, *Occupational Trends: What’s Hot in Ohio, Job Outlook to 2012.* www.ohioworkforceinformer.org

The Ohio Department of Job and Family Services, Bureau of Labor Market Information/Office of Workforce Development, *Ohio Job Outlook to 2012.*


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**Articles**


**ADMINISTRATIVE AND PROFESSIONAL SUPPORT**


International Association of Administrative Professionals [http://www.iaap-hq.org/index.htm](http://www.iaap-hq.org/index.htm)


**Articles**


Certifications

Certified Professional Secretary (CPS), Certified Administrative Professional (CAP)
http://iaap-hq.org/cert/faq.htm

Certified Records Manager (CRM)
www.ICRM.org

BUSINESS MANAGEMENT—BUSINESS INFORMATION MANAGEMENT

Universities with Business Information Technology Tracks

University of Pennsylvania, Wharton School of Business, Jerome Fisher Program in Management & Technology
http://www.mandt.wharton.upenn.edu/about.htm

Virginia Tech, Pamplin College of Business, Department of Business Information Technology
http://www.bit.vt.edu/

University of Michigan, Ross School of Business, Department of Business Technology
http://www.bus.umich.edu/Academics/Departments/CIS/

MIT Sloan School of Management
http://mitsloan.mit.edu/undergrad/ac-main.php

Carnegie Mellon, Tepper School of Business, Technology Leadership Track
http://business.tepper.cmu.edu/default.aspx?id=143376

University of California, Berkeley, Haas School of Business, Fisher Center for the Strategic Use of Information Technology
http://groups.haas.berkeley.edu/fcsuit

University of Maryland, Robert H. Smith School of Business, Information Systems, Specialization Business
http://www.rhsmith.umd.edu/undergrad/is.html

Arizona State University, W.P. Carey School of Business, Center for Advancing Business through Information Technology
http://wpcarey.asu.edu/seid/cabit/index.cfm
Business Information Management General

CIO Magazine Online
www.cio.com

Chief Executive Magazine Online
CEOs and Technology Section
http://www.chiefexecutive.net/ME2/Audiences/Default.asp

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Standards

National Occupational Standards (e-skills U.K.)
http://nos.e-skills.com/index_html

Project Management


Nerdherding for Beginners (Blog)
http://www.nerdherding.net/

Project Management Institute
http://www.pmi.org/info/default.asp


Project Management Institute (PMI®) and Corpedia Education Web-based Courseware

University of Phoenix, Certificate Program in Project Management
www.uponlinetraining.com/Project_Management_Certificate.asp

Wideman Comparative Glossary of Project Management Terms

Wikipedia
http://en.wikipedia.org/wiki/Project_management


Business Analysis

International Institute of Business Analysis
   http://www.iiba.com/default.cfm

iRise (Business Analyst Resources)
   http://www.irise.com/resources/ba_resources.shtml#rm

BUSINESS MANAGEMENT—CORPORATE/GENERAL MANAGEMENT

American Management Association
   http://www.amanet.org/index.htm

Association of Professionals in Business Management
   http://www.apbm.org/pages.aspx/cabmcontent


BUSINESS MANAGEMENT—HUMAN RESOURCES MANAGEMENT

American Payroll Association
   www.americanpayroll.org/contents.html

American Society for Healthcare Human Resources Administration
   www.ashhra.org

American Society for Training and Development
   www.astd.org

HR Magazine
   www.shrm.org/hrmagazine

The International Association for Human Resource Information Management
   www.ihrim.org

International Foundation of Employee Benefit Plans
   www.ifebp.org/default.asp
Monster.com: Human Resources Careers Message Board

Personnel Today
www.personneltoday.com

Society for Human Relations Management
www.shrm.org

WetFeet: Human Resources
www.wetfeet.com/Content?Careers/Human%20Resources.aspx

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