



Researching Colleges & Careers

Using the Online Catalog

Career/job search books can be located by doing a KEYWORD search in the online catalog. Below are some useful keywords:

college success	vocational interests	job hunting
vocational guidance	career changes	study skills
professions	college student orientation	occupations
academic achievement	careers	resumes

Reference Books

Encyclopedia of Career Development

Ref HF5381 .E5165 2006 v.1 and 2

Examines career-related issues from psychological, sociological, educational, counseling, organizational behavior, and human resource management perspectives.

Enhanced Occupational Outlook Handbook

Ref HF5382 .F368 2005

Includes all job descriptions from the Occupational Outlook Handbook plus nearly 7,500 more from the O*NET and Dictionary of Occupational Titles.

Occupational Outlook Handbook

E-book available through the Catalog

Describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. Also available online at <<http://www.bls.gov/oco/>>.

Career Information Center

Ref HF5382.5.U5 C32 2002

Organized by occupational interest area. Jobs that have something in common are grouped together. Use the index in v.13 to locate specific occupations.

Top Careers in Two Years

Ref HF5382.5.U5 T677 2007 v.1 - 10

Ten volume set provides career profiles for a variety of careers available through two-year programs.

America's Top Jobs for People Re-entering the Workforce

Ref HD5724 .K735 2005

Examines career-related issues from psychological, sociological, educational, counseling, organizational behavior, and human resource management perspectives.

College Majors and Careers

Ref HF5382.5.U5 F644 2004

E-résumés : A Guide to Successful Online Job Hunting

HF5383 .C744 2005

Full Text Electronic Resources and Internet Sites:

Access databases on campus, off campus or through campus' wireless network at:

<http://www.westvalley.edu/library/databases/>

You will need your **name** and **student ID** number to log in.



To find magazine, newspaper or scholarly articles regarding specific careers, search **ProQuest**, the Library's web based periodical index. This database contains articles going back to 1986.

To find articles on a specific career, enter the name of the career AND the word "career." For example, enter either of the following searches:

accounting AND career
account* AND career*

The asterisk (*) is used as a truncation mark. In the second example, you would find all words beginning with the word stems, "account" and "career". The AND requires that both terms be found in the article. Place quotation marks around words in a phrase as in "interior design."

Use the **Advanced** search for additional search options.

Trade Journals for Specific Careers

Using **ProQuest**, click on the **Publications** tab at the top of the screen and enter a word or word stem such as **architecture or architect*** to get a listing of the publication titles that include your career word.



Do an Advanced search to search for colleges by specific criteria. Also search the Resources tab at the top of the screen to find links to other college and career resources.

Internet Sites

America's Career InfoNet	http://www.acinet.org
Bay Area Jobs	www.bajobs.com
Career Journal	www.careerjournal.com
College Board	www.collegeboard.com
Job Hunters Bible	www.jobhuntersbible.com
Jobseekers Advice	www.jobseekersadvice.com
JobWeb	www.jobweb.com
National Center for Education Statistics- College Navigator	http://nces.ed.gov/collegenavigator