

Northeast Lakeview College LRC

Resource Guide – Employment & Careers

www.alamo.edu/nlc/library

GETTING STARTED USING THE ONLINE CATALOG – Books & More!

<http://library.alamo.edu/search/X>

Use the Online Catalog to find materials owned by NLC, SAC, PAC, SPC, and NWV. You can identify e-books, physical books, periodical titles, media items, and government documents.

By doing an **ADVANCED KEYWORD** search, you can specify a specific college, a specific type of material, or a combination of criteria by using **BOOLEAN** connectors *AND*, *OR*, and *AND NOT*.

The screenshot shows the online catalog search interface for Alamo Community Colleges. At the top, it lists the colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, and San Antonio College. The search form is titled 'Advanced Keyword Search' and includes a 'Submit' button and a 'Clear Form' button. Below the form, there are dropdown menus for 'Subject' (set to 'vocational guidance'), 'Any Field', and 'College' (set to 'Northeast Lakeview College'). To the right of the form, there are sections for 'Other Searches' (Basic Keyword Search, Form/Genre Search, Author and Title Search, Government Documents, Course reserves, ISBN/ISSN), 'My Record' (Featured item lists, Search, Help), and 'Search Tips' (Keyword and Phrase search instructions).

Use **Subject:** to search within the **subject** field only. For career information, try **Subject: occupations** or **Subject: vocational guidance**. This will generally help to narrow your search results by producing fewer matches, for example:

occupations limited to Northeast Lakeview College – 49 results

Subject: occupations limited to Northeast Lakeview College – 36 results

Use **AND** to narrow your search, for example:

Subject: vocational guidance – 2295 results

Subject: vocational guidance **AND** health – 165 results

Use asterisk to indicate truncation for 1-5 characters and expand your search, for example: **educat*** will find educate, education, etc.

Subject: vocational guidance **AND** educat* - 439 results

Multiple words not in quotes are searched first as a **phrase**. Results are shown with any phrase matches and then with the words searched individually but “**ANDed**” together. To narrow your search to only a specific phrase, enclose it in quotation marks, for example: *accounting careers* is a different search than “*accounting careers*”

RECOMMENDED BOOKS

The following books in the NLC Reference section may be particularly helpful for researching employment/career information:

Occupational Outlook Handbook: REF HD8051 .A62 2006-07

Career Discovery Encyclopedia: REF HF5381.2 .C37 2003

Career Assessments and Their Meanings: REF LB1027.8 .S26 2003

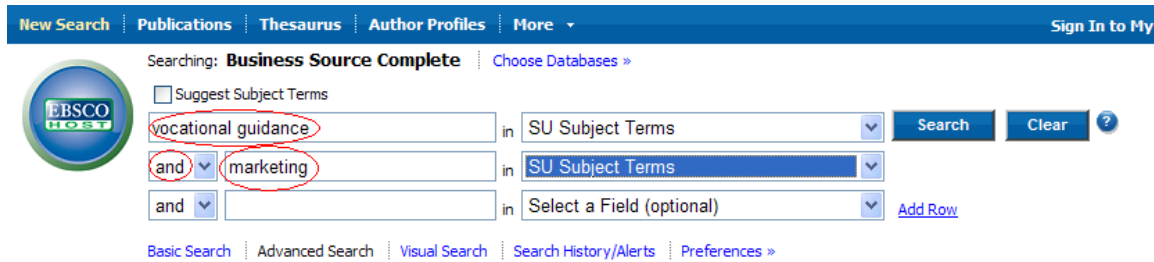
GETTING STARTED USING ELECTRONIC DATABASES – Articles & More!

http://www.alamo.edu/nlc/library/t_Electronic%20Databases.htm

Use the databases that are most appropriate for your subject. Some databases are broad and cross field disciplines, whereas others are more focused on a particular subject area. Click on the [Business/Economics/Employment](#) to take you to the list of databases that are most appropriate for employment-related topics.

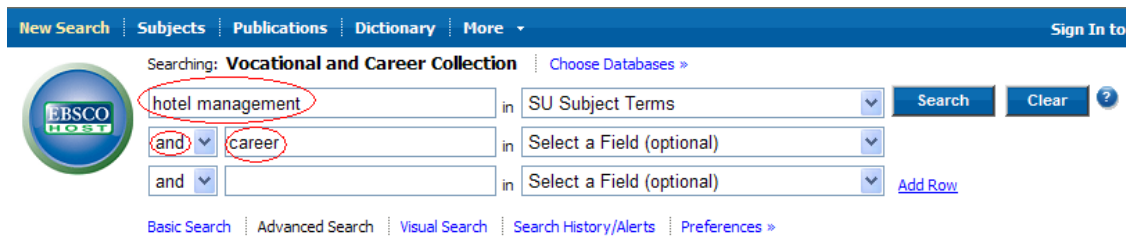
[Business Source Complete](#) (or try [Enhanced Business Search Interface](#) for an alternative search interface)

Business Source Complete includes content such as fulltext journal articles, financial data, reference works, case studies, industry reports, country reports, SWOT analyses, and more. A search for **vocational guidance** in SU Subject Terms plus other appropriate subjects or keywords should retrieve relevant results.



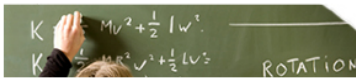


[Vocational & Career Collection](#)

This database provides coverage of vocational and technical issues, including fulltext coverage for numerous trade and industry related periodicals.



Testing and Education Reference Center

This resource, powered by Peterson's, allows you to search for colleges, graduate programs, career programs, test preparation materials, and more.

High School Tools	College Prep Tools	Career Tools	
 <p>Test Prep</p> <ul style="list-style-type: none"> • GED prep - including GED Spanish. • AP exams prep • ASVAB prep - prepare for the military. • Academic Skills Question Banks - build your skills with practice tests for math, reading, science, and writing. • High School Placement Test (HSPT) • California High School Exit Exam (CAHSEE) • Specialized High Schools Admission Test (SHSAT) • Independent School Entrance Exam (ISEE) • Secondary School Admission Test (SSAT) • Cooperative Entrance Examination (COOP) <p>Other</p> <ul style="list-style-type: none"> • Resume for college application 	 <p>Test Prep</p> <ul style="list-style-type: none"> • CLEP prep - earn college credit (includes 29 tests). • DSST prep - get college credit for what you know! • TAKS • FCAT • ACT • SAT • SAT Subject Tests • PSAT <p>Other</p> <ul style="list-style-type: none"> • Find and pay for college • Resume for college application 	 <p>Test Prep</p> <ul style="list-style-type: none"> • NCLEX - your gateway to a career in nursing. • ASVAB prep - prepare for the military. • PRAXIS - your gateway to a career in teaching. • Civil service and licensure exams - including the Postal, Firefighter, and Police Officer exams. • Air Force Officer Qualifying Test prep (AFOQT) • Military Flight Aptitude prep • Officer Candidate prep <p>Other</p> <ul style="list-style-type: none"> • Online Resume Builder • Career colleges search • Professional development programs search 	
Graduate School Tools	International	Online Books	Family College Planning Center
<ul style="list-style-type: none"> • GRE prep • GMAT prep • LSAT • MCAT • MAT • Graduate school search 	<ul style="list-style-type: none"> • TOEFL prep • TOEIC prep • U.S. Citizenship 	<p>Quick access to all online books</p> <p>Go</p>	<p>The Family College Planning Center is your resource for test preparation, college search, financial aid, career planning and scholarships.</p> <p>Go</p>

FINDING FULLTEXT USING A TO Z ONLINE JOURNAL LOCATOR

If fulltext is not available for a particular article, use the A to Z Journal Locator to find out if it is fulltext in another database.

<https://proxy.nlc.alamo.edu:4443/login?url=http://atoz.ebsco.com/Search.asp?id=8525>

ONLINE RESOURCES

A wealth of employment and career information is available online, but be sure to evaluate the quality of any online source before using it. Check out our list of selected helpful free websites at:

http://www.alamo.edu/nlc/library/t_links.html#businessandemployment

These websites include:

- **Occupational Outlook Handbook:** <http://stats.bls.gov/oco> - (Also a reference book; see above) Provides information about hundreds of different types of jobs, including training and education needed, earnings, expected job prospects, and working conditions.
- **Texas Workforce and Labor Information:** <http://www.twc.state.tx.us/customers/rpm/rpmsub3.html> - Provides information about the Texas Labor Market, and other occupational and labor-related data.
- **Job-Finding Sites:**
 - After College: <http://www.aftercollege.com>
 - Monster: <http://www.monster.com>
 - San Antonio Express Jobs: <http://hotjobs.mysanantonio.com/>
 - Student Jobs in the Federal Government: <http://www.studentjobs.gov>
 - Yahoo HotJobs!: <http://hotjobs.yahoo.com/>