CAREER & EMPLOYMENT RESOURCES
VALLE VERDE LIBRARY

Reference – Library Lower Level – Career Special Collection

REF HF 5382.5 U5 2018-19
Occupational Outlook Handbook – Row 14
Nature of work, education required, job experience required, salaries, future outlook

REF HF 5381 .E52 2018
Encyclopedia of Careers and Vocational Guidance – Row 14
Career fields, choosing a career, assessment tests, world of work, future outlook, job training, salaries and job searching on the internet

REF HF 5381 .E52 2018
College Blue Book – Row 7
1. Use the “Degrees Offered by College and Subject” volume to look up your major to find a list of colleges/universities that offer that major.  
2. Use the “Narrative Descriptions” volume to find brief descriptions of each college/university including statistics about the student body, lists of special services, entrance requirements, cost, college and community environment.

Online Catalog – Find Books

Keyword Search
Combine words using a capitalized AND. The * symbol is called a truncator. It acts as a wild card. It tells the computer to look for the words biology, biological, biologist or biologists and the words career or careers.

Examples: biolog* AND career*
          nurs* AND career*

Subject Search
Type the name of your career followed by “vocational guidance.”

Examples: accounting vocational guidance
          teaching vocational guidance

Caty Valtierra- Piñón November 1, 2018
Online Databases - Find newspaper, magazine, and journal articles

(click on “Off-campus access” if you are not at EPCC)

Database Collections Tab

1. Ebsco Databases
   A comprehensive scholarly multi-disciplinary, full-text database with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals.
   - Click on “EBSCOhost Web – All databases.”
   - Click on “Select All.”
   - Click on “Continue.”

2. Galenet/InfoTrac Collections Menu
   - Click on “Select All.”
   - Click on “Continue.”
   - Click on “Subject Guide Search.”
Type in your profession, i.e., nurse. Is there a + sign under the subject term? Click on the + sign to see subtopics such as “compensation and benefits,” “education,” and “training.”

Career & Testing Tab

1. Vocational & Career Collection
   Provides vocational and career full-text information from more than 350 trade and industry-related periodicals.

2. Salem Press Online – eBook Collection
   Provides searchable full-text for EPCC owned career books from Salem Press. Some examples of eBooks on careers are: criminal justice, emergency services, business, communications and media, healthcare, hospitality and tourism, information technology, etc.

Helpful Internet Websites – Open Web

Career & Employment Tab/Links


2. O*NET – Provides great detail about skills, abilities, knowledge, work activities associated with occupations.

3. CareerOneStop – U.S. Department of Labor sponsored Web site that offers career resources and workforce information as well as information about state and national occupational trends.

Open Web Tips

Websites with addresses ending in .edu or .gov usually have facts. Some .org sites may have good information, but be aware that they may also have a STRONG point of view.

Google Searches – Type a word followed by site:.edu, site:.gov, or site:.org to limit your results to those domains.

Example: architecture universities site:.edu

Texas Genuine Web Site – Provides information for career and technical education, programs, colleges and online career assessment tests. Search online @ http://texasgenuine.org.