

## PDV 110: CAREER DECISION MAKING

### Reference Sources

Reference Sources can focus your topic by giving you a concise overview, background information, facts and statistics, definitions and correct spellings. Reference Sources are located in the print Reference Collection and in databases accessible from the [MCC Library homepage](#) under the link Reference Databases.

Call Number	Title
REF AS22.E5	Encyclopedia of Associations
REF HC102.D8	Million Dollar Directory
REF HD8051.A62O33	Occupational Outlook Handbook
REF HF5381.E52	Encyclopedia of Careers and Vocational Guidance
REF HF5381.15.F37	Best Jobs for the 21st Century
REF HF5382.E95	Exploring Tech Careers
REF HF5382.5.U5.B54	The Big Book of Jobs
REF HF5382.5.U5.C32	Career Information Center
REF HF5382.5.U5.F375	Top 100 Careers Without a Four-Year Degree
REF HF5382.5.U5.F37	New Guide for Occupational Exploration
REF HF5382.5.U5.P445	College Majors & Careers
REF HF5382.75.U6.J63	Job Hunter's Sourcebook
REF HC107.I3.I62	Illinois Services Directory
REF HD9727.I4.I44	Illinois Manufacturers Directory
REF R690.E97	Exploring Health Care Careers
REF L901.R84	Rugg's Recommendations on the Colleges

### Reference Databases

Access at the MCC homepage [www.mchenry.edu/library](http://www.mchenry.edu/library) under "Reference Databases"

Testing and Education Reference Center	your resource for test preparation, college search, financial aid, career planning and scholarships.
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### Article Databases

Periodicals consist of popular magazines, newspapers, trade and scholarly journals. To learn about the differences in periodicals refer to the Researching Periodicals on the General Handouts page. All of these resources can be located from the [MCC Library homepage](#) under Article Databases. For remote access, click on the [Off Campus Access Menu](#).

Article Database Name	Description
Academic Search Premier	multi-disciplinary database provides full text for more than 4,500 journals
Article First	multi-disciplinary database

This guide has been prepared by the MCC reference librarians to assist you with research for your class. If you need further assistance, please consult with a librarian. <http://mchenry.edu/library>

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Business Source Elite	business database provides full text for nearly 1,100 business publications
Chicago Tribune	full-text of the newspaper, 1985 to present
Newspaper Source	provides cover-to-cover full text for 35 national & international newspapers
ProQuest	multi-disciplinary full-text database
Regional Business News	provides comprehensive full text coverage for regional business publications
Wilson Select Plus	full text articles in science, humanities, education and business

### Sample Searches

#### Keyword Searches

- ✓ Careers
- ✓ Resume
- ✓ “cover letters”

#### Subject Searches

- ✓ vocational guidance AND (for example, vocational guidance and nursing)
- ✓ health occupations

#### Series

- ✓ “career opportunities in”
- ✓ “VGM opportunities series”
- ✓ “Great Jobs”
- ✓ “McGraw Hill’s careers for you series”

### Internet Sources

Remember to carefully evaluate information found on the Internet. Unlike most traditional print sources, Internet sources may not go through any review process before the information is made available to the public. See [www.mchenry.edu/library](http://www.mchenry.edu/library) under Subject Guides for more web links.

Web Site	Address
Illinois Worknet - Career Listings	<a href="http://www.illinoisworknet.com/vos_portal/residents/en/Jobs/Prepare/Careers">www.illinoisworknet.com/vos_portal/residents/en/Jobs/Prepare/Careers</a>
Illinois Career Resource Network	<a href="http://www.ilworkinfo.com/icrn.htm">www.ilworkinfo.com/icrn.htm</a>
Career Voyages	<a href="http://www.careervoyages.gov/">www.careervoyages.gov/</a>
Guide for Specific Careers - Job Star	<a href="http://www.jobstar.org/tools/career/spec-car.php">www.jobstar.org/tools/career/spec-car.php</a>
McHenry County Business Directory	<a href="http://www.mchenryonline.com/businessdirectory.htm">www.mchenryonline.com/businessdirectory.htm</a>
O*Net Online	<a href="http://online.onetcenter.org/">online.onetcenter.org/</a>
Occupational Outlook Handbook	<a href="http://www.bls.gov/oco/">www.bls.gov/oco/</a>
The Riley Guide	<a href="http://www.rileyguide.com">www.rileyguide.com</a>

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