

Asnuntuck Community College
LEARNING RESOURCE CENTER

GRADUATION AND BEYOND

JUNE - SEPTEMBER 2008

CIRCULATING BOOKS

The A's and B's of Academic Scholarship
LB2338 .L43 1992/93

Advancing Women in Business—the Catalyst Guide : best principles from the corporate leaders
HD6053 .A38 1998

America's Untapped Resource : low-income students in higher education
LC4823 .A54 2004

Back to School : a college guide for adults / LaVerne L. Ludden
LC5251 .L84 1996

Balancing Act : motherhood, marriage, and employment among American Women / Daphne Spain, Suzanne M. Bianchi
HQ1421 .S675 1996

Becoming a Master Student : tools, techniques, hints, ideas, illustrations, examples, methods, procedures, processes, skills, resources, and suggestions for success / Dave Ellis
LB2343.3 .E442 1997

Best Jobs for the 21st Century
HF5381.15 .F37 2004

Best Resumes for College Students and New Grads : jump-start your career / Louise M. Kursmark
HF5383 .K87 2003

The Career Guide : Dun's employment opportunities directory
HF5382.5 .U5 D86 2001

Career Development : a 21st century job search handbook / Monica E. Breidenbach
HF5549.5 .C35 B74 1998

Career Planning & Development for College Students & Recent Graduates / John Steele, Marilyn Morgan
HF5381 .S742 1990

Career Power! / Richard Koonce
HF5381 .K634 1994

Career Starter / Jack O'Brien
HF5382.7 .O27 1993

Careers in Education / Roy Edelfelt, Alan Reiman
LB1775.2 .E37 2004

Careers in Focus : Arts & Entertainment
NX163 .C37 1999

Careers in Focus : Broadcasting
HE8689.4 .C37 2003

Careers in Focus : Geriatric Care
RC952.5 .C34 2002

Careers in Focus : Sports
GV734 .C36 1998

Careers in health care / Barbara Swanson
R697 .A4 S93 2000

Careers in social and rehabilitation services / Geraldine Garner
HV10.5 .G39 2001

CLEP Success
LB2353.68 .C59 2001

College Applications and Essays : a how-to handbook / Susan D. Van Raalte
LB2351.52 .U6 V37 1993

Coming Alive From Nine to Five / Betty Neville Michelozzi
HF5381 .M46 1996

The Complete Guide to International Jobs and Careers / Ronald L. Krannich, Caryl Rae Krannich
HF5549.5 .E45 K73 1990

Cover Letters that Knock 'em Dead [includes e-mail cover letters] / Martin Yate
HF5383 .Y378 2003

Do What You Are : discover the perfect career for you through the secrets of personality type / Paul D. Tieger, Barbara Barron-Tieger
BF698.9 .O3 T54 1995

Doing Well by Doing Good : the first complete guide to careers in the nonprofit sector / Terry W. McAdam
HF5381 .M12 1988

Employment Skills for Office Careers / Grady Kimbrell, Charles Francis Barrett
HF5547.5 .K478 1995

Expert Resumes for People Returning to Work / Wendy S. Enelow, Louise M. Kursmark
HF5383 .E454 2003

50 Best Jobs for Your Personality / Michael Farr, Laurence Shatkin
HF5381.15 .F3618 2005

Finding a Job in The United States / Joan E. Friedenbergl & Curtis H. Bradley
HF5382.75 .U6 F75 1992

From Campus to Corporation / Dr. Stephen Strasser and Dr. John Sena
HF5382.5 .U5 S75 1990

The Future of Work : the promise of the new digital work society / Charles Grantham
HD4901 .G754 2000

Futuristic Exercises : a workbook for emerging lifestyles and careers in the 21st century and beyond : S. Norman Feingold
CB161 .F383 1989

Get Your Degree Online / Matthew Helm and April Helm
L901 .H44 2000

Giants Among Us : first-generation college graduates [with social disabilities] who lead activist lives / Sandria Rodriguez
LC4069.6 .R63 2001

Great Careers in 2 Years : the associate degree option : high-skill and high-wage jobs available through two-year programs / Paul Phifer
HF5382.5 .U5 P447 2003

Great Jobs for Liberal Arts Majors / Blythe Camenson
HF5382.5 .U5 C252 1997

Guide to Internet Job Searching / Margaret Riley Dike, Frances E. Roehm
HF5382.7 .G85 2002/03

Hand-Me-Down Dreams : how families influence our career paths and how we can reclaim them / Mary H. Jacobsen
HF5381 .J42 1999

Health-Care Careers for the 21st Century / Saul Wischnitzer
R690 .W565 2000

Health Careers Today
R690 .G47 2007

Help! My Job Interview is Tomorrow / Mary Ellen Templeton
HF5381 .T26 1991

How to Get a Good Job and Keep It / Deborah Perlmutter Bloch
HF5382.7 .B588 1993

How To Go To College Almost For Free : the secrets of winning scholarship money / Ben Kaplan
LB2338 .K36 2002

How to Make the Right Career Moves / Deborah Perlmutter Bloch
HF5381 .B465 1990

How To Market Your College Degree / Dorothy Rogers, Craig Bettinson
HF5382.7 .R626 1992

How to Move From College into a Secure Job / Mary Dehner
HF5381 .D437 1994

How to Write Your College Application Essay / Kenneth A. Nourse
LB2351.52 .U6 N68 1994

How to Succeed in College / Barbara Mayer
LB2343.32 .M39 1993

The Job Hunting Guide : transitioning from college to career / Ron and Caryl Krannich
HF5382.7 .K73 2003

Job Interviewing for College Students / John D. Shingleton
HF5549.5 .I6 S368 1996

Job Strategies for People with Disabilities : enable yourself for today's job market / Melanie Astaire Witt
HV1568.5 .W58 1992

Jobs for English Majors and other Smart People / John L. Munschauer
HF5382.7 .M86 1991

Journalism : a VGM career planner / Donald L. Ferguson, Jim Patten
PN4797 .F47 1990

Maintaining Professional Competence : approaches to career enhancement, vitality, and success throughout a work life
HF5549.5 .C35 W55 1990

Manage Your Time / Ron Fry
LB2395.4 .F79 1991

Minority Career Guide : what African Americans, Hispanics, and Asian Americans must know to succeed in corporate America / Michael Kastre, Nydia Rodriguez Kastre, Alfred Edwards
HF5382.5 .U5 K37 1993

Moving into town - and moving on : the community college in the lives of traditional-age students / Clifford Adelman
LB2328 .A34 2005

101 Best Resumes for Grads / Jay A. Block, Michael Betru
HF5383 .B5342 2003

Opportunities in Eye Care Careers / Kathleen M. Ahrens
RE72 .A37 1991

Opportunities in Federal Government Careers / Neale Baxter
JK716 .B38 1992

Opportunities in Forestry Careers / Christopher M. Wille
SD387 .F6 W55 1992

Peterson's CLEP Success / Elaine Bender ... [et al.]
LB2353.68 .C59 2001

Peterson's Paying Less for College
LB2337.2 .C65 1996

Resumes For The 50+ Job Hunter With Sample Cover Letters
HF5383 .R453 1995

Resumes That Mean Business / David R. Eyler
HF 5383 .E95 1990

The Scholarship Scouting Report : an insider's guide to America's best scholarships / Ben Kaplan
LB2338 .K365 2003

Smart Woman's Guide to Career Success / Janet Hauter
HF5382.6 .H38 1993

Smart Woman's Guide to Interviewing and Salary Negotiation / Julie Adair King
HF5382.6 .K56 1993

Staying the Course : the emotional and social lives of men who do well at work / Robert S. Weiss
HQ1090.3 .A11 W45 1990

SuperSelf : doubling your personal effectiveness / Charles J. Givens
HF5381 .G554 1993

This Book is Not Required : an emotional survival manual for students / Inge Bell, Bernard McGrane, John Gunderson
LA229 .B386 2005

300 Best Jobs Without a Four-Year Degree / Michael Farr, LaVerne L. Ludden
HF5381 .F4562 2003

The Time Bind : when work becomes home and home becomes work / Arlis Russell
Hochschild
HQ536 .H633 1997

200 Best Jobs for College Graduates
HF5381 .F4563 2006

Two Hundred Letters for Job Hunters / William S. Frank
HF5382.7 .F72 1990

250 Best Jobs Through Apprenticeships / Michael Farr, Laurence Shatkin
HD4885 .U5 F37 2005

The Ultimate Job Hunter's Guidebook / Susan D. Greene, Melanie C.L. Martel
HF5383 .G724 2004

Unlocking Potential : college and other choices for learning disabled people : a step-by-step guide / Barbara Scheiber, Jeanne Talpers
LC4815 .S33 1987

Using the Internet and the World Wide Web in Your Job Search / Fred E. Jandt, Mary B. Nennich
HF5382.7 .J36 1997

Very Quick Job Search / J. Michael Farr
HF5382.75 .U6 F37 1991

What Color is Your Parachute? : a practical manual for job-hunters & career-changers / Richard Nelson Bolles
HF5382.7 .B64 2004

Where Do I Go From Here? / Esther Drill, Heather McDonald, Rebecca Odes
LB1695 .D75 2004

Who's Going to Run General Motors? : what college students need to learn today to become the business leaders of tomorrow / Kenneth C. Green, Daniel T. Seymour
HF1131 .G725 1991

Your First Interview : everything you need to know to “ace” the interview process and get your first job / Ron Fry
HF5549.5 .I6 F79 1991x

REFERENCE

America’s Fastest Growing Jobs / J. Michael Farr
REF HD5723 .A73 2001

Apple book for ... : undergraduate and graduate degree programs at New England public colleges and universities available with an out-of-state tuition break to eligible residents of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
REF LB2351.3 A665 C6 2004/05 = Connecticut
REF LB2351.3 A665 M3 2004/05 = Maine
REF LB2351.3 A665 M35 2004/05 = Massachusetts
REF LB2351.3 A665 R5 2004/05 = Rhode Island
REF LB2351.3 A665 V4 2004/05 = Vermont

The College Blue Book
REF L901 .C645 2002 (6 volumes)

College Money Handbook
REF LB2337.2 .C65 2005

Degrees in Science and Mathematics : national trends and state-by-state data / Irene Harwarth
REF LB2390 .H37 1993

Dictionary of Occupational Titles
REF HB2595 .D53 1991 (2 volumes)

Dollars for Colleges
REF LB2337.4 .D64 1997 (12 volumes)

Encyclopedia of Careers and Vocational Guidance
REF HF5381 .E52 2008 (5 volumes)

Exploring Tech Careers : real people tell you what you need to know
REF T65.3 .E95 2001b (2 volumes)

Ferguson’s Guide to Apprenticeship Programs
REF HD4885 .U5 F47 1994 (2 volumes)

Four-Year Colleges
REF L901 .P447 2005

Graduate Schools in the U.S.
REF L901 .P454 2005

Higher Education Directory
REF L901 .H46 2002

Independent Study Catalog
REF LC5951 .N34a 1998

K & W Guide to Colleges for the Learning Disabled : a resource book for students, parents, and professionals / Marybeth Kravets, Imy F. Wax
REF L901 .K73 1991

National Directory of Scholarships, Internships, and Fellowships for Latino Youths
REF LB2338 .C65 2002

150 Great Tech Prep Careers
REF LC1045 .A16 2001

Peterson's Scholarships, Grants & Prizes
REF LB2337.4 P475 2001

2 Year Colleges
REF L901 .P448 2005

VIDEOCASSETTES

Career Encounters : podiatric medicine
VTV 618 (1 videocassette, 28 min.)

You've Graduated, What Now?
VTV 621 (1 videocassette, 40 min.)

PERIODICALS

Careers & the Disabled
The Chronicle of Higher Education
Occupational Outlook Quarterly

ELECTRONIC BOOKS (e-books – Available on the LRC Web Site's Online Catalog)

America's Top 300 Jobs : a complete career handbook

Business Week Guide to the Best Business Schools / Betsy Gruber, Margaret Littman, Jennifer Merritt

Careers for Environmental Types & Others Who Respect the Earth / Michael Fasulo, Jane Kinney

Changing Forms of Employment : organizations, skills, and gender

Directory of Financial Aids for Women, 2001-2003 : a list of scholarships, fellowships, loans, grants, awards, and internships designed primarily for women / Gail Ann Schlater

Ethics and Community in the Health Care Professions

Financial Aid for African Americans, 2001-2003 : a list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to African Americans / Gail Ann Schlater, R. David Weber

Financial Aid for Hispanic Americans, 2001-2003 : a list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to Hispanic Americans / Gail Ann Schlater, R. David Weber

Financial Aid for Native Americans, 2001-2003 / Gail Ann Schlater, R. David Weber

How the Japanese Learn to Work / Ronald Dore, Mari Sako

How to Pay for your Degree in Agriculture & Related Fields, 2002-2004 / Gail Ann Schlater, R. David Weber

How to Pay for your Degree in Business & related Fields, 2002-2004 / Gail Ann Schlater, R. David Weber

How to Pay for your Degree in Education & related Fields, 2002-2004 / Gail Ann Schlater, R. David Weber

How to Pay for your Degree in Journalism & related Fields, 2002-2004 / Gail Ann Schlater, R. David Weber

Informal Learning in the Workplace : unmasking human resource development / John Garrick

Introducing Accreditation of Prior Experiential Learning (APEL) [in Great Britain] / Maggie Challis

Money for Graduate Students in the Biological & Health Sciences, 2001-2003 / Gail Ann Schlater, R. David Weber

Money for Graduate Students in the Humanities, 2001-2003 / Gail Ann Schlater, R. David Weber

Money for Graduate Students in the Physical & Earth Sciences, 2001-2003 / Gail Ann Schlater, R. David Weber

Money for Graduate Students in the Social & Behavioral Sciences, 2001-2003 / Gail Ann Schlater, R. David Weber

Nothing Personal, Just Business : a guided journey into organizational darkness / Howard F. Stein

Occupational Outlook Handbook / U.S. Department of Labor, Bureau of Labor Statistics

*O*NET Dictionary of Occupational Titles*

Psychological Testing at Work : how to use, interpret, and get the most out of the newest tests in personality, learning style, aptitudes, interests, and more! / Edward Hoffman

Quick Guide to College Majors and Careers / Laurence Shatkin

RSP Funding for Engineering Students, 2002-2004 / Gail Ann Schlater, R. David Weber

RSP Funding for Nursing Students and Nurses, 2002-2004 / Gail Ann Schlater, R. David Weber

Succeeding in an Academic Career : a guide for faculty of color

201 Best Questions to Ask on your Interview / John Kador

Working Families : the transformation of the American home

INTERNET SITES

CAREER INFORMATION

<http://www.acc.commnet.edu/LRC/CareerInformation.htm>

America's Job Bank

<http://www.ajb.dni.us>

From the government CareerOneStep portal – Posts thousands of new jobs daily

Bureau of Labor Statistics - Wages

<http://www.bls.gov/bls/wages.htm>

Career Development eManual

<http://www.cdm.uwaterloo.ca/index2.asp>

(University of Waterloo)

Designed to guide you through the necessary steps to find and get the job you want

CareerBuilder: Jobs

<http://www.careerbuilder.com/>

"The Nation's largest employment network"

CareerJournal

<http://www.careerjournal.com>

Articles and resources from the Wall Street Journal

Career Magazine

<http://www.careermag.com>

Careers, job searching, and resume posting online

CareerOneStep

<http://www.acinet.org/acinet/default.asp>

A government career portal – Includes wages & employment trends, occupational requirements, state-by-state labor market conditions, employer contacts nationwide, and an extensive online career resource library

Career Voyages

<http://www.careervoyages.gov>

A result of a collaboration between the U.S. Department of Labor and the U.S. Department of Education – designed to provide information on high growth, high demand occupations along with the skills and education needed to attain those jobs

EDUCATION RESOURCES

<http://www.acc.commnet.edu/LRC/Education.htm>

Campus Tours

<http://www.ecampustours.com>

Virtual tours of many colleges and universities throughout the United States

Chronicle of Higher Education

<http://chronicle.com/jobs>

College Board

<http://www.collegeboard.com/splash>

General information on colleges and careers, as well as financial aid and test dates for SAT, PSAT/NMSQT, CLEP and AP

CollegeBroadband.com

<http://www.collegebroadband.com/Scholarships>

For students, parents, and educators

CollegeNET

<http://www.collegenet.com/>

Includes over 1500 Internet admissions applications built for college and university programs – when applying to more than one program you save redundant typing since common data automatically travels from form to form

Colleges and Universities in the US

<http://www.50states.com/college>

CollegeView

<http://www.collegeview.com>

For career, college, and financial aid solutions

Community Colleges in the US

<http://www.50states.com/cc>

Connecticut Department of Higher Education

<http://www.ctdhe.org>

CAREER INFORMATION (cont'd)

Careers.org

<http://www.careers.org>

Over 7,000 links to jobs, job search preparation, education, personal business and more, sorted by topic and region

Chronicle of Higher Education

<http://chronicle.com/jobs>

Connecticut Department of Labor

<http://www.ctdol.state.ct.us>

Connecticut JOBcentral

<http://www.jobcentral.org/ct/>

Government Jobs

http://www.firstgov.gov/Citizen/Topics/Work_for_the_Government.shtml

More Government Jobs

<http://pse-net.com>

<http://www.usajobs.gov/>

HotJobs.com

<http://hotjobs.yahoo.com>

A Yahoo! Site offering a one-stop resource for jobs and career tools

IMDiversity.com

<http://www.imdiversity.com>

Posts jobs from employers who actively promote diversity – divided into “villages” for African Americans, Asian Americans, Hispanic Americans, Native Americans, and women, as well as for the “global village”

Interbiznet

<http://interbiznet.com/hunt>

“1st step in the Hunt”

Monster.com

<http://www.monster.com>

Great source for job searching

New York Times Job Market

<http://jobmarket.nytimes.com/pages/jobs>

Business news, classified ads, resume posting, and career tools

EDUCATION RESOURCES (cont'd)

Education Testing Services

<http://www.ets.org>

Links to standardized tests: SAT, GRE, TOEFL, and more

GMAT

<http://www.mba.com/mba/default.htm>

From the Graduate Management Admission Council – first step towards your MBA!

GoCollege – the Collegiate Website

<http://www.gocollege.com>

Information on finding colleges, financial aid, scholarships, distance learning, and more

Graduate Records Examination (GRE)

<http://www.gre.org>

LSAT

<http://www.lsat.org>

From the Law School Admission Council

Mapping Your Future

<http://www.mapping-your-future.org/>

One-stop site for students and parents with information on financial strategies, career options, and college planning

National Center for Education Statistics

<http://nces.ed.gov/globallocator>

Search for schools, colleges, and libraries

Peterson's Guides

<http://petersons.com>

Information about colleges, universities, career schools, graduate programs, distance learning, executive training, private secondary schools, summer opportunities, study abroad, financial aid, test preparation, and career exploration

The Praxis Series

<http://www.ets.org/praxis>

Professional assessments for beginning teachers

Princeton Review

<http://princetonreview.com/college/research/rankings/rankings.asp>

“357 best college rankings”

CAREER INFORMATION (cont'd)

Occupational Outlook Handbook, 2008-09

<http://www.bls.gov/oco/>

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

Overseas Jobs

<http://www.overseasjobs.com>

International employment opportunities and resources

Police Employment

<http://policeemployment.com>

Federal, State, and Local Law Enforcement

Retail Jobs

<http://www.allretailjobs.com>

The Riley Guide

<http://rileyguide.com>

Employment opportunities and job resources – includes links to other sites

Seniors Job Bank

<http://www.seniorsjobbank.com/index.php>

TrueCareers

<http://www.truecareers.com>

From Sallie Mae, the student loan company – a comprehensive job hunting site geared toward college graduates

U.S. Department of Labor

<http://www.dol.gov>

What Color is Your Parachute?

<http://www.jobhuntersbible.com>

The "Job Hunter's bible" – Richard N. Bolles

EDUCATION RESOURCES (cont'd)

SAT

<http://www.princetonreview.com/college/testprep/testprep.asp?tpage=19&TYPE=NEW-SAT-TOOLS>

Practice tools for the new SAT

Scholarship Coach

<http://www.scholarshipcoach.com/>

TOEFL

<http://www.ets.org/toefl>

The Test of English as a Foreign Language

United Negro College Fund

<http://www.uncf.org/>

U.S. Department of Education

<http://www.ed.gov/index.jhtml>

US News: America's Best Graduate Schools

http://www.usnews.com/usnews/edu/grad/rankings/rankindex_brief.php

US News "Education"

<http://www.usnews.com/usnews/edu/eduhome.htm>

US News E-Learning Guide

<http://www.usnews.com/usnews/edu/elearning/elhome.htm>

Universities and Colleges (U.S.)

<http://www.utexas.edu/world/univ/state>