

# PBCC LLRC TIPSHEET

Career Resources

Palm Beach Community College ♦ Library Learning Resource Center  
<http://www.pbcc.edu/llrc>

If you are not sure what you want to do in life, there are many resources which can help you explore different careers.

## Books

The Library has many reference books which give overviews and short descriptions of careers. They are useful for comparing different careers and finding basic information such as working conditions, required training, average wages and job outlook. Most reference books also list professional organizations and other sources of further information for each career. The two below are **ON RESERVE**. Ask for them at the Circulation Desk in **SC 161**.

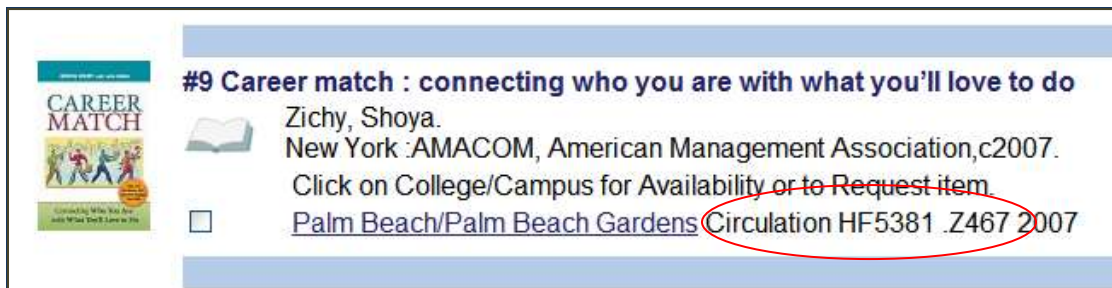
- The Occupational Outlook Handbook
- Encyclopedia of Careers and Vocational Guidance

There are also many books about resume writing and job interviewing skills.

## To Find a Book

1. Go to our website at <http://www.pbcc.edu/x32.xml>, then click on **Books and Library Catalogs**.
2. Select the campus you'd like to explore (Lake Worth, Palm Beach Gardens, Belle Glade, etc.)
3. You can now search by **subject, author, title or keyword**.  
Once you find an item in the catalog that interests you, you will need to write down the **call number** for that item to find it on the shelves.

**Example:** This book was found by doing a **subject** search for “careers.”



**#9 Career match : connecting who you are with what you'll love to do**  
Zichy, Shoya.  
New York :AMACOM, American Management Association,c2007.  
Click on College/Campus for Availability or to Request item  
 [Palm Beach/Palm Beach Gardens](#) **Circulation HF5381 .Z467 2007**

You can find this book by looking on the shelves in Room SC 161. Its call number (address) in the library is **HF 5381. Z467**.

## Articles

Use periodical articles to find information about careers, vocational guidance, employment trends, companies, industries, and related topics. While the library subscribes to about 120 magazines and journals in print, most of our periodicals are now stored and accessed through our **online subscription databases**.

### To Find an Article

1. Go to the library's homepage at <http://www.pbcc.edu/library>
2. Click on **Articles & Databases**
3. A new window will open with all of our databases listed. Scroll down until you come to the database of your choice. Click on "**Off Campus**" beside the database name.
4. A new window will open with a login screen.
  - As the **Borrower ID**, enter your 14 digit library card number from the back of your Panther Card. (the number starts with 24901)
  - Your **PIN** will be 4 digits long. It will either be the last 4 digits of your social security number, or 2 digits for your birth month and two for your birth year--MMYY. Example: If you were born on March 5, 1986, your PIN would be 0386.
5. Click on Logon. Another window will open with the message "You are about to leave LINCCWeb and connect to a vendor provided web site." Click Connect to Database.

### Hint for Searching Databases for Articles on Careers:

In the search box, type the name of the career you've chosen, the word "and" and the word "occupation" Example: This is a citation for an article in the Academic Search Complete database. It was found by doing a keyword search for "emt and occupation" To see the full text version of the article, click on HTML Full Text.

. [A Day in the Life of an EMT.](#) 

By: Vaccaro, Monika G.. Career World, Feb/Mar2003, Vol. 31 Issue 5, p18, 3p, 1 bw; (AN 9046483)

 [HTML Full Text](#)

### Credible Web Sites for Career Information:

- Occupational Outlook Handbook – [www.bls.gov/oco](http://www.bls.gov/oco)  
A nationally recognized source of career information provided by the U.S. Government.
- CareerOneStop -- <http://www.careeronestop.org>  
Sections of website include: Explore Careers, Salary & Benefits, Education & Training, Job Search, Resumes & Interviews.
- Career Overview -- <http://www.careeroverview.com>  
A non-commercial website dedicated to providing relevant, reliable and up-to-date career and job information.
- CareerZone -- <http://www.nycareerzone.org>  
CareerZone is a free, career exploration and planning system.
- PBCC Career Center: Career Profiles -- <http://www.pbcc.edu/x6023.xml>