

## CAREER RESOURCE CENTER INVENTORY LIST

9/3/01

### OCCUPATIONAL EXPLORATION (top shelf, yellow labels)

- |  |  |
|--|--|
| 1. Dictionary of Occupational Titles Rev. 4 <sup>th</sup> Ed. Vol 1    | JIST   |
| 2. Dictionary of Occupational Titles Rev. 4 <sup>th</sup> Ed. Vol. 2   | JIST   |
| 3. Occupational Outlook Handbook 1996/1997                             | JIST   |
| 4. The Enhanced Guide for Occupational Exploration                     | JIST   |
| 5. College Majors and Careers  | Paul Phifer                                  |
| 6. Major Decisions Guide to College Majors, 2 <sup>nd</sup> Ed.        | Richard Blumenthal                           |
| 7. Majoring in the rest of your life                                   | Carol Carter                                 |
| 8. From College to Career  | Donald Asher                                 |
| 9. I Can Manage My Life  | Dennis Hooker                                |
| 10. Nikkei Placement Guide International 1997                          |  |
| 11. Life Planning  | Kirk Farnsworth & Wendell Lawhead            |
| 12. I Am Already Successful  | Dennis Hooker                                |
| 13. The New Career Directory: Internships/Professional Opp. In Tech... | Barry Lasky                                  |
| 14. The Industry Finder 1995-1996                                      | NYS Research & Statistics                    |
| 14.1 Dictionary of Holland Occupational Codes 2 <sup>nd</sup> Ed.      |  |
| 14.2 Dictionary of Holland Occupational Codes 3 <sup>rd</sup> Ed.      |  |
| 15. The Complete Guide to Writing Fiction, Nonfiction & Pub.           | Patricia Kublis & Robert Howland             |
| 15.1 Do What You Love, the Money Will Follow                           | Marsha Sinetar                               |
| 16. Do What You Are  | Paul D. Tieger & Barbara Barron-Tieger       |
| 16.1 Network Participant's Guide                                       | Bugbee, Cousins & Hybels                     |
| 16.2 Following Jesus in the Real World                                 | Richard Lamb                                 |
| 17. The Career Guide for Unconventional People                         | Carol Eikleberry, Ph.D.                      |
| 18. Creating a Life Worth Living                                       | Carol Lloyd                                  |
| 19. The Three Boxes of Life  | Richard Bolles                               |
| 20. The Gifted Boss  | Dale Dauten                                  |
| 21. Great Jobs for Psychology Majors                                   | Julie Defalan & Stephen Lambert              |
| 22. Great Jobs for Psychology Majors                                   | Julie Defalan & Stephen Lambert              |
| 23. Great Jobs for History Majors                                      | Julie Defalan & Stephen Lambert              |
| 24. Great Jobs for Music Majors  | Jan Goldberg                                 |
| 25. Great Jobs for Math Majors   | Stephen Lambert & Ruth J. De Cotis           |
| 26. Great Jobs for Communication Majors                                | Blythe Camenson                              |
| 27. Great Jobs for Sociology Majors                                    | Stephen Lambert                              |
| 28. Great Jobs for Computer Science Majors                             | Jan Goldberg                                 |
| 29. Where the Jobs Are: 1200 Journals with Job...                      | Norman Feingold & Glenda Ann Hansard-Winkler |
| 30. The Job Hunting Handbook Job Outlook to 2005                       | Dahlstrom & Co.                              |
| 31. America's Top 300 Jobs   | JIST   |
| 32. America's 50 Fastest Growing Jobs                                  | Michael Farr                                 |
| 33. American Directory of Job & Labor Market Info.                     | Career Communication Inc.                    |
| 34. America's Top Jobs for College Graduates                           | JIST   |

### OCCUPATIONAL EXPLORATION (2<sup>nd</sup> shelf down, yellow labels)

- |   |                                   |
|---|-----------------------------------|
| 35. Peterson's Job Opportunities in Engineering & Technology 1997           | Peterson                          |
| 36. Directory of Public School Systems in the US 97-98 23 <sup>rd</sup> Ed. | Amer. Assoc. for Employers in Ed. |
| 37. Peterson's Job Opportunities for Engineering ...Majors 98               | Peterson                          |
| 38. Job Choices in Science & Engineering 98 41 <sup>st</sup> Ed.            | (magazine)                        |
| 39. Job Choices in Business 99 42 <sup>nd</sup> Ed.                         | (magazine)                        |
| 40. Peterson's Job Opportunity for Health & Science Majors 99               | Peterson                          |
| 41. Peterson's Job Opportunity for Health & Science Majors 98               | Peterson                          |
| 42. Peterson's Job Opportunity for Engineering ... Majors 99                | Peterson                          |

43. Peterson's Job Opportunity in Business 97	Peterson
44. Job Opportunities for Business Majors 99	Peterson
44.1 Career Opportunities in the Sports Industry	Shelly Field
45. Job Opportunities in Health Care 97	Peterson
45.1 Music Business Handbook & Career Guide	David Bakersville Ph. D.
46. Career Opportunities in Theater and Performing Arts	Shelly Field
46.1 Breaking Into Film	Peterson
46.2 Careers and the Study of Political Science	Amer. Political Science Assoc.
47. VGM Professional Career Services Careers in Advertising	S. William Pattis
48. VGM Professional Career Services Careers in Accounting	Gloria Gaylord & Glend Ried
49. VGM Professional Career Services Careers in Health Care	Barbara Swanson
50. VGM Professional Career Services Careers in Computers	Lila B. Stair
51. VGM Professional Career Services Careers in Education	Roy A Edelfelt, Ed. D
52. VGM Professional Career Services Careers in High Tech	Nick Basta
53. VGM Professional Career Services Careers in Medicine	Terence J. Sacks
54. VGM Professional Career Services Careers in Science	Thomas A. Easton
55. 150 Best Companies for Liberal Arts Graduates	Cheryl Woodruff & Greg Ptacek
56. For the Working Artist 2 <sup>nd</sup> Ed.	Judith Luther
57. Best Careers for Bilingual Latinos	Graciela Kenig
58. VGM Careers for You Services: Careers for Good Sam...	Marjorie Eberts & Margaret Gisler
59. VGM Careers for You Services: Careers for High-Energy...	Marjorie Eberts, Margaret & Maria Gisler
60. Media Companies 2000	Peterson
61. VGM Careers Services for You Services: Careers for Culture...	Marjorie Eberts & Margaret Gisler
61.1 50 Coolest Jobs in Sports	David Fischer
62. VGM Career Services for You Services: Careers for Sports...	Wm. Ray Heitzman
62.1 Environmental Careers in the 21 <sup>st</sup> Century	The Environmental Careers Organization
63. Jobs You Can Live With (working at the crossroads of sci...	Student Pugwash
64. Hidden Job Markets 2000	Peterson
65. Careers in Child and Family Policy: A Resource (3/93)	Chapin Hall Ctr. for Child. (U of Chicago)
66. Liberal Arts Jobs 3 <sup>rd</sup> Ed.	Peterson (Burt Nadler)
67. The Journalist's Road to Success	Dow Jones Newspaper Fund, Inc.

### **OCCUPATIONAL EXPLORATION (3<sup>rd</sup> shelf down, yellow labels)**

68. Who Knows What: The Essential Business Resource Book	Daniel Starer
69. Jobs and Careers with Nonprofit Organizations	Ron & Carryl Krannich, Ph. D.'s
70. Non-profits & Education Job Finder 1997-2000	Daniel Lauber
70.1 100 Best Non-profits to work for 2 <sup>nd</sup> Ed	Leslie Hamilton & Robert Tragert
71. Government Job Finder 3 <sup>rd</sup> Ed.	Daniel Lauber
72. Summer Jobs for Students 99	Peterson
73. Summer Jobs for Students 98	Peterson
74. Vacation Works: Working in Tourism	(Peterson) Vertie Reily Collins
74.1 Vacation Works: Overseas Summer Jobs 2001	Peterson
74.2 Vacation Works: Teaching English Abroad	Peterson
74.3 Vacation Works: Work Your Way Around the World	Peterson
75. The Job Bank Guide to: Computer Co. & High... 2 <sup>nd</sup> Ed.	Adams
76. Vacation Works: Directory of Jobs & Careers Abroad	Peterson (Elisabeth Roberts)
77. Careers in Retailing Jan. 2001 (magazine)	Discount Store News
77.1 Careers in Retailing Jan 2001 (magazine)	
78. 1999 NACE Directory	

### **OCCUPATIONAL EXPLORATION (4<sup>th</sup> shelf, yellow labels)**

- |   |                                    |
|---|------------------------------------|
| 79. National Teacher's Clearinghouse  |                                    |
| 80. NTC Directory of Religious School Districts                                   |                                    |
| 81. Teacher Testing Requirements  | Education Placement Consortium     |
| 82. Nuts & Bolts Building a Career: NYC Educator's Res. Guide 6 <sup>th</sup> Ed. | United Federation of Teachers      |
| 83. 2000 National Directory for Employment in Education, Inc.                     | Amer. Assoc. for Employment in Ed. |
| 84. National Directory for Employment in Education, Inc. 98                       | Amer. Assoc. for Employment in Ed. |
| 85. ACSI 1997 Directory   |                                    |

### **OCCUPATIONAL EXPLORATION (5<sup>th</sup> shelf, yellow labels)**

- |   |                                    |
|---|------------------------------------|
| 86. 1999 Executive Summary: Teacher Supply & Demand in the US   | Amer. Assoc. for Employment in Ed. |
| 87. 1998 Executive Summary: Teacher Supply & Demand in the US   | Amer. Assoc. for Employment in Ed. |
| 88. 2000 Job Search Handbook for Educators                      | Amer. Assoc. for Employment in Ed. |
| 89. 2000 Job Search Handbook for Educators                      | Amer. Assoc. for Employment in Ed. |
| 90. Employment Strategies for Prospective Teachers              | Richard Windsor & William Rowland  |
| 91. The Higher Education Job Search: A Guide for Prospective... | Amer. Assoc. for Employment in Ed. |
| 92. 2000 Guide to Services & Activities for Teacher Employment  | Amer. Assoc. for Employment in Ed. |

### **JOB SEARCHING (top shelf, red labels)**

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|---|--|
| 93. The Complete Resume & Job Search Book for College Students                | Bob Adams                              |
| 94. Planning Job Choices 43 <sup>rd</sup> Ed.                                 | National Assoc. of College & Employers |
| 95. Job Choices 2000 in Business 43 <sup>rd</sup> Ed.                         | National Assoc. of College & Employers |
| 96. Job Choices 2000 in Diversity 43 <sup>rd</sup> Ed.                        | National Assoc. of College & Employers |
| 97. Choices & Challenges: Job Search Strategies for Lib. Arts 3 <sup>rd</sup> | Indiana University                     |
| 98. Job Hunting for Dummies   | Max Messmer                            |
| 99. The Complete Job Search Handbook: Revised & Expanded                      | Howard Figler                          |
| 100. Knock 'Em Dead: The Ultimate Job Seeker's Handbook                       | Martin Yate                            |
| 101. The 110 Biggest Mistakes Job Hunter's Make (And How to..)                | Richard Herman & Linda P. Sutherland   |
| 102. The Very Quick Job Search: Get A Good Job in Less Time                   | J. Michael Farr                        |
| 103. Using the Internet in Your Job Search                                    | Fred E. Jandt & Mary B. Nemnich        |
| 104. Electronic Job Search Revolution 2 <sup>nd</sup> Ed.                     | Joyce Lain Kennedy                     |
| 105. The Minority Career Book   | Miquela Rivera, Ph. D.                 |
| 106. Job Strategies for People with Disabilities                              | Melanie Astaire Witt                   |
| 107. Job Hunting Tips for the So-Called Handicapped or People...              | Richard Nelson Bolles                  |
| 108. Careering & Re-Careering for the 90's 3 <sup>rd</sup> Ed.                | Dr. Ronald Krannich                    |
| 109. What Color is Your Parachute   | Richard Nelson Bolles                  |
| 110. The National Jobline Directory   | Robert Schmidt                         |
| 111. Guerilla Tactics in the New Job Market                                   | Tom Jackson                            |
| 112. ***  |  |
| 113. ***  |  |
| 114. 200 Letters for Job Hunters  | William S. Frank                       |
| 115. Dynamite Resumes:101 Great Examples & Tips... 2 <sup>nd</sup> Ed.        | Ronald Krannich & Rae Krannich Ph.D.   |
| 115.1 Gallery of Best Resumes: A Collection of Quality Resumes...             | David F. Noble                         |
| 116. The Adams Cover Letter Almanac   | Adams                                  |
| 117. The Adams Job Interview Almanac  | Adams                                  |
| 118. Sweaty Palms: The Neglected Art of Being Interviewed                     | Anthony Medley                         |
| 119. Job Savvy: how to be a success at work                                   | LaVerne Ludden, Ed. D.                 |

**JOB SEARCHING (2<sup>nd</sup> shelf down, red labels)**

120. World Chamber of Commerce Directory June 1998  
121. How to Get A Job in New York Metropolitan Area Thomas Camden & Joan Mark  
122. The Metropolitan Washington D.C. Job Bank 1997  
123. The Boston Job Bank 1997  
124. The Ohio Job Bank 10<sup>th</sup> Ed.  
125. The Connecticut Job Bank  
126. The New Jersey Job Bank  
127. The Florida Job Bank 2000  
128. The Philadelphia Job Bank 2000  
129. The Carolina Job Bank 6<sup>th</sup> Ed.  
130. The Washington D.C. Job Bank 2000  
131. The Boston Job Bank 2000  
132. The Northern New England Job Bank  
133. The New York Job Bank 2000  
134. The Upstate New York Job Bank  
135. The Job Hunting Handbook Job Outlook to 2006  
136. The Job Hunting Handbook Job Outlook to 2006  
136.1 Surviving a Layoff Downsizing R.I.F. Plant Closing Reengineering Dahlstorm & Co.

**JOB SEARCHING (3<sup>rd</sup> shelf down, red labels)**

137. National Directory of Arts Internships 93-94 5<sup>th</sup> Ed.  
138. Peterson's 2001 Internships  
139. Peterson's 2002 Internships  
140. The Leadership Institute's Broadcast Journalism Intern. 97... The Leadership Institute  
141. The Leadership Institute's Broadcast Journalism Intern 97... The Leadership Institute  
141.1 The National Directory of Internships 94-95 Ed. Nat'l Society of Experiential Education  
142. Why Should I Hire You? How to Do Well in Job Interviews... J. Michael Farr & Susan Christophersen  
143. Get The Job You Want and the Money You're Worth Marilyn Moats  
144. Salary Survey Summer 2000 Vol. 39 Issue 3 Nat'l Assoc. of Colleges & Employers  
144.1 Salary Survey Fall 2000 Vol. 39 Issue 4 Nat'l Assoc. of Colleges & Employers  
144.2 Salary Survey Winter 2000 Vol. 39 Issue 1 Nat'l Assoc. of Colleges & Employers  
145. Salary Survey Winter 2001 Vol. 40 Issue 1 Nat'l Assoc. of College & Employers

**JOB SEARCHING (4<sup>th</sup> shelf down, red labels)**

146. Peterson's Study Abroad 1999  
146.1 Peterson's Study Abroad 2001  
147. \*\*\*  
148. Registration for the Foreign Service Officer Exam 2001 U.S. Department of the State  
149. \*\*\*  
150. American Institute for Foreign Study: Academic Year & Semester Programs 1999-2000  
151. American Institute for Foreign Study : Summer Program 1999  
151.1 Australearn: Study Abroad Guide 2001  
152. Transitions Abroad (magazine) Sept./Oct. 2000  
153. Transitions Abroad (magazine) July/Aug. 2000  
153.1 People to People International 2000  
154. The 2000 Short Term Mission Resources & Opportunities  
154.1 The Short Term Mission Handbook Berry Publishing Services  
154.2 Into All the World 2001 Bill Berry Publisher

- 154.3 Short Term Mission Services COI  
 155. Transworld Education (magazine) catalog vol. 6 issue 2

**JOB SEARCHING (5<sup>th</sup> shelf, red labels)**

156. Peterson's 4 year colleges 29<sup>th</sup> Ed. 1999  
 157. U.S. News & World Report America's Best Colleges 1999  
 158. The College Board: College Costs & Financial Aid Handbook 1997  
 159. The College Board CLEP 1998 edition  
 159.1 The College Board CLEP 2001 Edition  
 160. Peterson's Graduate & Professional Programs: An Overview 1999 Book 1  
 161. Peterson's Graduate Programs in Humanities, Arts & Social Sciences 1999 Book 2  
 162. Peterson's Graduate Programs in Biological Sciences 1999 Book 3  
 163. Peterson's Graduate Programs in the Physical Sci., Math, Agric. Sci., Enviro. & Nat. Res. 99 Book 4  
 164. Peterson's Graduate Programs in Engineering and Applied Sciences 99 Book 7  
 165. Peterson's Graduate Programs in Business, Ed., Health, Info. Studies, Law & Soc. Work 99 Book 6

**GRADUATE SCHOOL (top shelf, blue labels)**

166. Peterson's Graduate & Professional Programs 1998 Book 1  
 167. Peterson's Graduate Programs in the Humanities, Arts & Soc. Sciences 98 Book 2  
 168. Peterson's Graduate Programs in Biological Sciences 1998 Book 3  
 169. Peterson's Graduate Programs in Phy. Sciences, Math, Agri. Sci., Enviro. & Nat. Res. 98 Bk 4  
 170. Graduate Programs in Engineering & Applied Sciences 98 Book 5  
 171. Graduate Programs in Business, Ed., Health, Info. Studies, Law & Social Work 98 Book 6

**GRADUATE SCHOOL (2<sup>nd</sup> shelf, blue labels)**

172. 1999 America's Best Colleges US News & World Report  
 173. Index of Majors & Grad Degrees 97 The College Board  
 174. The Gourman Report: A Rating of Graduate & Prof. Prog. 6<sup>th</sup> Ed. Dr. Jack Gourman  
 175. The Official Guide to MBA Programs 7<sup>th</sup> Ed. GMAC  
 175.1 Directory of Graduate Programs in Human Resource Management  
 176. Graduate School Guide 30<sup>th</sup> Ed.  
 177. Graduate School Guide 30<sup>th</sup> Ed.  
 178. Graduate School Jane Finkle  
 178.1 The Ultimate Grad School Survival Guide Lesli Mitchell  
 179. The Official Guide to Financing your MBA 2<sup>nd</sup> Ed. GMAC  
 180. Graduate Admission Essays – What Works & What Doesn't & Why Donald Asher  
 181. Peterson's Grants for Graduate Study 3<sup>rd</sup> Ed.  
 182. Financing Graduate School Peterson  
 183. Financing Graduate School Peterson  
 184. Free Money for Grad School Laurie Blum  
 184.1 GRE Powerprep software ETS  
 185. Barron's Key to Pass the GRE Barron  
 186. LSAT 2001 Peterson  
 187. GMAT 11<sup>th</sup> Ed. Barron  
 188. GMAT 2000 Peterson  
 189. GMAT 9<sup>th</sup> Ed. Barron  
 190. GRE 2000 Peterson  
 191. GRE Super Course ARCO

**GRADUATE SCHOOL (3<sup>rd</sup> shelf, blue labels)**

- 192. GRE bulletin
- 193. CLEP bulletin
- 194. GMAT bulletin
- 195. LSAT & LSDAS bulletin

**GRADUATE SCHOOL (4<sup>th</sup> shelf, blue labels)**

- 196. Graduate School Guide 2000
- 197. The 1997 Seminary & Graduate School Handbook 9<sup>th</sup> Ed. Berry Publishing Services Inc.

**VIDEOS (5<sup>th</sup> shelf down, blue labels)**

- 198. The Vice President's Summit on 21<sup>st</sup> Century Skills for the 21<sup>st</sup> Century Jobs
- 199. NYS Assembly Internship Program Video
- 200. EVN Career as a Teacher
- 201. Nyack College ADCP Admission
- 202. Camp Sonshine
- 201.1 Normandie Watersports
- 203. EVN Career as a Social Worker
- 204. Higher Education & the ADA: Job Search Strategies for Students with Disabilities
- 205. Regent University School of Law
- 204.1 212 Ways to be a soldier (US Army)
- 206. Answering the Challenge: Urban Promise (internships)
- 207. CCCU Student Programs
- 208. China at the Crossroads
- 207.1 China Teaching Fellowship
- 209. Power Team Promo
- 210. Advent Group Ministries "A New Hope"
- 211. Get in the Flow (the Master's College)
- 212. \*\*\*
- 213. Bell Atlantic Phone Book

**ROUND TABLE**

- 214. Entry Level Job Opportunities
- 215. Nonprofit Jobs in the U.S. (web)
- 216. Nonprofit Jobs Worldwide (web)
- 217. Current Jobs in Writing, Editing and Communication (The National Employ. Bulletin for Com.)
- 218. Current Jobs for Graduates in the Liberal Arts Professions
- 219. Current Jobs in Education for Education Professionals
- 218.1 Current Jobs International for Foreign Language Professions
- 220. Current Jobs in Management & Business

**UTILITY CART (blue labels)**

- 221. Whitworth Graduate School of International Management (CD)
- 220.1 Regent University CD

- 220.2 Wycliffe CD
- 222. UPS Interactive (CD)

**SHELF ON LEFT**

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|------|--|------|
| 223. | Job Choices 2001 in Business 44 <sup>th</sup> Ed.                          | NACE |
| 224. | Planning Job Choices 2001 44 <sup>th</sup> Ed.                             | NACE |
| 225. | Job Choices in Science, Engineering & Technology 2001 44 <sup>th</sup> Ed. | NACE |
| 226. | Job Choices Diversity Issue 2001 44 <sup>th</sup> Ed.                      | NACE |
| 227. | Writing Resumes & Cover Letters  |      |
| 228. | Job Search Guide   |      |
| 229. | Education Job Search Resources   |      |
| 230. | Job Search Sites   |      |
| 231. | The Black Collegian Sec. Sem. Issue 2000                                   |      |
| 232. | Preparing for a Job in the U.S. (An International Student Guide)           |      |
| 233. | Staffing Agencies  |      |
| 234. | Managing Your Career Spring/Summer 2000                                    |      |
| 235. | Careers in Retailing 2000  |      |
| 236. | Campus Journal   |      |
| 237. | Fund-Amentals Vol. 9 1999-2000   |      |
| 238. | Tomorrow's Christian Graduate  |      |

**SHELF ON RIGHT**

- 239. Undecided Majors
- 240. Salary Information
- 241. Careers in Music
- 242. Portfolios
- 243. Careers in History
- 244. Reference Now: Lower the Hurdles
- 245. Reference Now: Would You Like To...
- 246. Jobtrak.com brochure
- 247. Is Graduate School in your Plans?
- 248. Reference Now: Lower the Hurdles
- 247.1 Reference Now: Would you like to...
- 247.2 Jobtrak brochure
- 249. Graduate School Guide 30<sup>th</sup> Ed.
- 250. GMAT
- 251. GRE
- 252. LSAT/LSDAS
- 253. LSAT: Intensive Review
- 254. NRB 2000 February/March
- 255. NRB 2000 January 2000 Convention Preview
- 256. NRB April 2000
- 255.1 NRB 2000 September
- 255.2 NRB 2000 October

**DIVERSITY MAGAZINE RACK (yellow labels)**

- 257. National Black Digest Ed. & Employment & Annual 2000
- 258. Ryugak: USA Internship
- 259. Equal Opportunity

- 260. Hispanic Business
- 261. Diversity Monthly Career Opportunities & Insights
- 262. Diversity Career Opportunities & Insights
- 263. AAR/EEO Affirmative Action Register
- 264. Latin American Evangelist
- 265. Forbes
- 266. National Minority Update
- 267. Paoli Publishing 2000 10<sup>th</sup> Ed. Career Opportunity for Minority College Graduate
- 268. Nikkei Placement Guide
- 269. EEO (Equal Opportunity Career Journal)
- 270. Into All the World
- 271. Black Issues Book Review
- 272. Saludos Amigos
- 273. Hispanic Business
- 274. Good News
- 275. Rockland Review
- 276. Graduate School Guide
- 277. Fortune Career Diversity
- 278. The Black Perspective