



# ERC Quick Guide: Career or Transfer School Research

## Books

The ERC has many print resources to help students research possible career paths. The main call number areas for these items on the shelves are the **331's** (career guidance) and the **650's** (resume help). Try a **keyword** search in the [Library Catalogs](http://www.csc.edu/library) (www.csc.edu/library) on the area of interest to you (i.e. employment, cover letters, four-year colleges, etc.)

## Online Resources

[CollegeSource](http://www.csc.edu/library) (http://www.csc.edu/library > Research Databases > Quick Reference > CollegeSource)

- Use this database to look up specifics on any U.S. or international 2- or 4-year degree program. Connect directly to college and university web sites, their catalogs, and their degree listings. Select **Advanced Search** to locate colleges by criteria of **your choosing** (i.e. create a list of all 4-year schools offering degrees in Nursing, Entomology, Film Studies, etc.)

[Occupational Outlook Handbook](http://www.csc.edu/library) (http://www.csc.edu/library > Internet Resources > Subject Guides > Careers > Occu. Outlook Handbook)

- Learn the training and education needed for hundreds of professions. Find out **salary information**, working conditions, and expected job prospects for every state in the U.S.

[O\\*Net OnLine](http://www.csc.edu/library) (http://www.csc.edu/library > Internet Resources > Subject Guides > Careers > O\*Net OnLine)

- Search professions by keyword, or browse by skills needed, job family, or industry. Learn the attributes necessary to succeed in a profession and find out employment prospects by state. Take a **skills assessment** questionnaire to determine jobs for which you are best suited.

[Job Search Engines](http://www.csc.edu/library) (http://www.csc.edu/library > Internet Resources > Subject Guides > Careers)

- Connect to a variety of online search engines for jobs, such as America's Job Bank, CareerBuilder, HotJobs, Monster.com, and State of Ohio Job Search.

## Questions? Ask a Librarian!

The Educational Resources Center (ERC) at Columbus State  
Columbus Hall

Reference Desk: 614.287.2460      Circulation Desk: 614.287.2464

<http://www.csc.edu/library>