

# San Diego Miramar College Library / LRC

## CAREER INFORMATION

### ***Reference (Library Use Only)***

#### **Dictionary of Occupational Titles**

**REF HB 2595 .D53 1991**

U.S. Department of Labor's classification system of occupations which defines specific jobs and their duties, and groups them with other related jobs.

#### **Encyclopedia of Careers and Vocational Guidance**

**REF HB 5381 .E52 2000**

A four-volume set. For each career listed, this resource provides a definition, history, nature of work, requirements, related occupations, earnings, advancement, employment outlook and other information.

#### **Jobs Rated Almanac**

**REF HB 5382.5 .U5 K72 1999**

Two hundred fifty of the best and worst job ranked by such factors as salary, stress, benefits, future outlook, physical demands, security, travel opportunities, perks, and amenities.

#### **Occupational Outlook Handbook**

**Located at the Reference Desk**

Annual U.S. Department of Labor publication which contains a description, training needed, earnings and employment outlook for each career listed.

#### **The O\*NET Dictionary of Occupational Titles**

**REF HB 2595.016 1998**

Designed to update and replace the Dictionary of Occupational Titles. The O\*NET (Occupational Information Network) includes information on earnings, education, tasks, skills, and related jobs.

#### **Professional Careers Sourcebook**

**REF HF 5362.5 .U5 P76 1997**

Lists sources of information for all types of careers. Under each career heading are: job descriptions, career guides, professional associations, standards/certification agencies, test guides, scholarships and more.

#### **The Quick Internet Guide to Career and Education Information**

**REF HF 5382.75 .U6 W65 1999**

Over 350 of the best sites for information on career descriptions, job openings, military career opportunities, labor market statistics, etc.

#### **Vocational Careers Sourcebook**

**REF HF 5382.5 .U5 v. 62 1997**

Profiles 134 vocational occupations and categorizes the information by job description, career guides, educational directories and programs, and associations, etc. for help planning careers in skilled, trade, and nontechnical vocations.

## ***Circulating Books***

**Applying for Federal Jobs**

**HF 5382.75 .U5 W66 1995**

**Internet Jobs!**

**HD 9696.8 .U62 K336 2000**

**Job Hunting Made Easy**

**HF 5382.75 .U6 S59 1997**

**Job Hunting on the Internet**

**HF 5382.75 .U6 B65 1999**

**What Color is Your Parachute?**

**HF 5383.B56 1999**

## ***Internet Sites***

For career information and job search sites try these examples:

**[www.acinet.org](http://www.acinet.org)**

**[www.careerbuilder.com](http://www.careerbuilder.com)**

**[www.job-search-engine.com](http://www.job-search-engine.com)**

**[www.jobsmart.org/](http://www.jobsmart.org/)**

## ***Specific Careers Resources***

For books on specific careers, you can find them listed on the library's online catalog by using one of the following methods:

- 1) For specific career books, use the **Subject Keyword** search option of the catalog.

Type the subject area of the career (such as "medicine" or "business") followed by the word "vocational".

Press the **Search** key and the computer will display your selection (**Medicine – Vocational**) and corresponding number of items available. Click "**Show Details.**"

Miramar College holdings will be displayed in **BOLD** print. The remaining titles are owned either by Mesa or City College libraries, which can be made available through interlibrary loan.

- 2) For specific books in the "**Opportunities in....**" series, do a **Title Keyword** search of the catalog. Type the phrase "**Opportunities in**", press the **Search** option, and the computer will display an extensive list (hundreds of titles) of the various career books available.

Selected "**Opportunities in**" books can also be found in the Career/Transfer Center, B-304.