



# Library Services Course Guide ~ Business

## About our Course Guides:

Each page is dedicated to the areas covered by the courses offered here at RPCC. Each page lists various types of resources, including printable guides and handouts, suggested databases for research, selected e-books and books in our collection, and links to relevant online resources.

## For more information on course offerings, visit the following web pages:

Catalogs: <http://www.rpcc.edu/catalogs.cfm>

Technical Programs: <http://www.rpcc.edu/technicalPrograms.cfm>

## Suggested Databases:

Click on any **Databases** link on the Library website to access these. Please note that access from off-campus will require your Library User ID (or Alt ID) & PIN, or, for some resources, a different User ID & Password. See our page on [Using Online Library Resources From Home](#).

- **Business Source Complete**
- **JSTOR - The Scholarly Journal Archive**
- **LexisNexis**
- **Oxford Reference Online**
- **Regional Business News**

## Selected E-Books:

The **eBook Collection** from EBSCOhost is our largest provider of e-books (electronic copies of printed books PDF format), available 24 hours a day, 7 days a week. **eBook Collection** has an easy-to-use search interface. You will be prompted to login with your 12-digit Library User ID to access these e-books from off-campus. Please see our Tutorials on eBook Collection from EBSCOhost for more information.

- *The Blackwell Encyclopedic Dictionary of International Management*, 1997. O'Connell, John.
- *The Blackwell Encyclopedic Dictionary of Marketing*, 1999, 1997. Lewis, Barbara R.
- *Dictionary of International Business Terms*, 2000. Capela, John.
- *Ernst & Young's Personal Financial Planning Guide*, 5<sup>th</sup> Edition, 2004. Nissenbaum, Martin.
- *The Law (in Plain English) for Small Businesses*, 2004. Duboff, Leonard D.
- *Legal Forms for Starting & Running a Small Business*, 2006. Steingold, Fred.
- *Managerial Ethics: Moral Management of People and Processes*, 1998. Schminke, Marshall.

Visit our eBook Collections, <http://library.rpcc.edu/ebooks.html>, for links to eBook Collection from EBSCOhost and other e-book collections. Please note that books that are still protected by copyright may not be available online in full-text from the free sources.

## Locations of Business Resources in the Library:

Business-related topics can be found in resources located in these Library of Congress call number ranges:

- **HF5001 to HF6182** - Business
  - **HF5387 to HF5387.5** - Business ethics
  - **HF5410 to HF5417.5** - Marketing. Distribution of products
  - **HF5546 to HF5548.6** - Office management
  - **HF5549 to HF5549.5** - Personnel management. Employment management
  - **HF5601 to HF5689** - Accounting. Bookkeeping
  - **HF5691 to HF5716** - Business mathematics. Commercial arithmetic
  - **HF5717 to HF5734.7** - Business communication including business report writing, business correspondence
  - **HF5735 to HF5746** - Business records management
  - **HF5801 to HF6182** - Advertising
- **HG1 to HG9999** - Finance
  - **HG178** - Liquidity
  - **HG179** - Personal finance
  - **HG201 to HG1496** - Money
  - **HG1501 to HG3550** - Banking
  - **HG3691 to HG3769** - Credit. Debt. Loans
  - **HG4001 to HG4285** - Finance management. Business finance. Corporate finance
- **KF** - Law of the United States (Federal)
  - **KF801 to KF1241** - Contracts, including Commercial law, Banking
  - **KF1355 to KF1480** - Associations, including Business associations, Partnerships and Corporations
  - **KF1600 to KF2940** - Regulation of industry, trade and commerce, including Advertising, Small business
  - **KF2971 to KF 3193** - Intellectual property, including Design protection and Patent law and trademarks

## Selected Books in the Library:

- *Encyclopedia of Business*, 2<sup>nd</sup> Edition, 2000.  
Call number: **HF 1001 .E466 2000 REF**, in 2 volumes.
- *Encyclopedia of Business and Finance*, 2001.  
Call number: **HF 1001 .E466 2001 REF**, in 2 volumes.
- *The Entrepreneur's Guide to Business Law*, 2<sup>nd</sup> Edition, 2003.  
Call number: **KF 390 .B84 B34 2003**.
- *Financial Planning Demystified*, 2007.  
Call number: **HG 179 .L497 2007**
- *Personal Financial Planning*, 7<sup>th</sup> Edition, 2001.  
Call number: **HG 179 .H24 2003**. Also available online as an e-book from NetLibrary!
- *Reuters Financial Glossary*, 2000.  
Call number: **HF 1001 .R48 2000**
- *The Small Business Legal Toolkit*, 2007. Includes a CD-ROM containing various sample documents, etc.

Call number: **KF 1659 .N68 2007**

- *The Successful Marketing Plan: A Disciplined and Comprehensive Approach*, 3<sup>rd</sup> Edition, 2003.

Call number: **HF 5415.13 .H523 2003**

### **Selected Journals, Magazines & Newspapers:**

Print periodicals are located in C-119 (LRC)

- *Bloomberg Businessweek*
- *Newsweek*
- *Time*
- *U. S. News & World Report*
- *Wall Street Journal*

### **Online Resources:**

The following resources have been reviewed and selected in collaboration with relevant faculty. Please note that websites outside of RPCC are beyond our control. We strive to ensure that the sites that we recommend are reliable and valid sources of high-quality information. Please let us know if you find any consistently dead links.

- **All About Marketing**

[www.managementhelp.org/mrktng/mrktng.htm](http://www.managementhelp.org/mrktng/mrktng.htm)

From the **Free Management Library**

- **BusinessDictionary.com**

[www.businessdictionary.com](http://www.businessdictionary.com)

“Features over 20,000 definitions and over 115,000 links between related terms providing a clear and concise description of any and all business terms.”

- **Glossary of Financial and Business Terms**

[www.nytimes.com/library/financial/glossary/bfglosa.htm](http://www.nytimes.com/library/financial/glossary/bfglosa.htm)

From the **New York Times on the Web**.

- **Glossary of Human Resources Terms**

[www.shrm.org/hrresources/hrglossary\\_published](http://www.shrm.org/hrresources/hrglossary_published)

from the **SHRM: Society for Human Resource Management**, <http://www.shrm.org/>; while many of the resources here are available only to members, others, including the Glossary, are free to access.

- **SBA.GOV**

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

From the U. S. Small Business Administration, this site includes information and resources for small businesses.

- **Test Your Money Smarts**

[www.sec.gov/investor/tools/quiz.htm](http://www.sec.gov/investor/tools/quiz.htm)

From the U. S. Securities and Exchange Commission, [www.sec.gov](http://www.sec.gov)

- **U. S. Department of Labor, Bureau of Labor Statistics**

[www.bls.gov](http://www.bls.gov)