



Library Services Course Guide ~ College & Career Success Skills

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](#).

- **Academic Search Complete**
- **ERIC**
- **LearningExpress Library**
- **Oxford Reference Online**

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.

General Reference

- *College Majors Handbook with Real Career Paths and Payoffs*, 2004, by Neeta Fogg. Also available in print - see below.
- *You Can Do It! A Guide for the Adult Learner and Anyone Going Back to School Mid-career*, 1997, by Harry G. Turner.

General Study Skills and Resources

- *Critical Thinking for Students: How to Assess Arguments and Effectively Present Your Own*, 1999, by Roy van Den Brink-Budgen.
- *How to Study: And Other Skills for Success in College*, 2003, by Allan Mundsack.
- *The Secrets of Getting Better Grades: Work Smarter, Not Harder*, 2002, by Brain Marshall.
- *Test Taking Strategies and Study Skills for the Utterly Confused*, 2003, by Lauri Rozakis.

Time Management

- *Get Organized*, 2000, by Ronald W. Fry.
- *The Great Big Book of Personal Productivity*, 1999, by Ronald W. Fry. Includes chapters on improving reading, memory and writing.
- *Organization Skills*, 2nd Edition, 2004, by Richard Worth.

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 College & Career Success Skills Resources in the Library:

College & Career Success related topics can be found in resources located in these Library of Congress call number ranges:

- **HF5381 to HF5386** - Vocational guidance. Career development.
- **LB2300 to LB2430** - Higher education
 - **LB2337.2 to LB2340.8** - Student financial aid
 - **LB2343** - Student guidance and counseling, including College orientation, College student development programs, and College placement services.
 - **LB2350.5 to LB2359** - Choice of college, Admission and entrance requirements. Examinations, test handbooks and study guides.
 - **LB2395 to LB2396** - Methods of study, including Note-taking, Reading skills, Thinking skills.

Selected Books in the Library:

General Reference

- *Adults in College: A Survival Guide for Nontraditional Students*, Revised Edition, 2002.
Call number: **LB 2343.32 .S33 2002**
- *College Majors Handbook: With Real Career Paths and Payoffs*, 2nd Edition, 2004.
Call number: **HF 5382.5 .U5 F644 2004**
- *New Beginnings: A Guide for Adult Learners and Returning Students*, 1999.
Call number: **LB 2343.32 .S576 1999**
- *What's Your Type of Career?*, 2001.
Call number: **HF 5381 .D88 2001**

General Study Skills and Resources

- *Becoming a Critical Thinker: A User Friendly Manual*, 2nd Edition, 1998.
Call number: **LB 2395.35 .D54 1998**
- *How to Study and Other Skills for Success in College*, 5th Edition, 2003.
Call number: **LB 2395 .M595 2003**
- *Integrating College Study Skills, 6th Edition*, 2002.
Call number: **LB 2395 .S597 2002**
- *Success in College: From C's in High School to A's in College*, 2006.
Call number: **LB 2343.32 .B87 2006**

Time Management

- *It's Hard to Make a Difference When You Can't Find Your Keys: The Seven-step Path to Becoming Truly Organized*, 2003.
Call number: **TX 147 .P38 2003**
- *Orientation to College Learning*, 2nd Edition, 1999. Includes chapters on setting goals and time management.
Call number: **LB 2343.3 .V36 1999**

Browse our **Online Catalog**, <http://rpcc.louislibraries.org/uhtbin/webcat>, for books (print & electronic) covering topics from general advice to finding jobs in specific fields, like education, law enforcement, government & military, finding a career based on personality types, and more.

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.

General Study Skills and Resources

- **Study Skills Self Help Information.**

<http://www.ucc.vt.edu/stdyhelp.html>

From Virginia Tech's Division of Student Affairs, Cook Counseling Center. This site has a wealth of resources to help students with study skills and time management.

- **The Study Skills Guide for Students,**

<http://www.educationatlas.com/study-skills.html>

From EducationAtlas.com.

- **Study Guides and Strategies,**

<http://www.studygs.net/>

"Authored, developed and maintained by Joe Landsberger as a learner-centric educational public service."

Learning Styles

- **Index of learning Styles Questionnaire**

<http://www.engr.ncsu.edu/learningstyles/ilsweb.html>

From NC State University; this will give you results with a link to another page with an explanation.

- **Learning Style Inventory**

<http://www.personal.psu.edu/bxb11/LSI/LSI.htm>

A quick, interactive inventory that gives you results without entering ANY identifying information.

- **Learning Styles**

<http://www.chaminade.org/inspire/learnstl.htm>

A quick and concise chart.

Time Management

- **Time Scheduling and Time Management**

<http://www.dyslexia-college.com/schedule.html>

Time management help for students with dyslexia.

- **Managing Time for Success in College**

<http://www.uwgb.edu/tutoring/resources/managing.asp>

From Tutoring Services of University of Wisconsin-Green Bay.