



# Library Services Course Guide ~ Management

## 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**
- **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 AMA Guide to Management Development*, 2008, by Daniel R. Tobin & Margaret S. Pettingell.
- *AMA Management Handbook*, 1994, by John J. Hampton.
- *A Better Place to Work: A New Sense of Motivation Leading to High Productivity*, 1997, by Adolf Haasen & Gordon F. Shae.
- *First-time Manager's Guide to Team Building*, 2007, by Gary S. Topchik.
- *Manager's Guide to Improving Workplace Performance*, 2007, by Roger Chevalier.

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 Management Resources in the Library:

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

- **HD28 to HD70** - Management.

- **HD58.7 to HD58.95** - Organizational behavior, change and effectiveness. Corporate culture
- **HD59 to HD59.6** - Public relations
- **HD60 to HD60.5** - Social responsibility of business.
- **HD66 to HD66.2** - Work groups. Team work in industry. Quality circles.

### **Selected Books in the Library:**

- *The 75 Greatest Management Decisions Ever Made ...and 21 of the Worst*, 1999.  
Call number: **HD 30.23 .C73 1999**
- *Essential Challenges of Strategic Management*, 2001.  
Call number: **HD 30.28 .R6744 2001**
- *The Frontiers of Management*, 1999.  
Call number: **HD 31 .D7713 1999**
- *Handbook of Organizational Learning & Knowledge*, 2001.  
Call number: **HD 58.82 .H36 2001**
- *The Leadership Investment*, 2001.  
Call number: **HD 30.4 .F84 2001**
- *Management Challenges for the 21st Century*, 2001.  
Call number: **HD 30.27 .D78 2001**
- *Managing Strategic Relationships*, 2001.  
Call number: **HD 69 .S8 G74 2001**

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

Print periodicals are located in C-119 (LRC)

- *Bloomberg Businessweek*
- *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.

- **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."
- **Free Management Library**  
<http://www.managementhelp.org/>  
Provides resources on management and leadership, ranging from simple topics to more complex concepts; also includes communities and blogs that users may join based on topics.
- **Management**,  
<http://management.about.com/>  
From About.com, offers management basics, tips, glossary, and more.