

General Management Resources in CCOL and Web

This handout covers resources for general courses for all our School of Management degree programs.

This handout does not include information in our other School of Management handouts. See links to handouts for each of the SOM degree programs in the School of Management section of http://www.cambridgecollege.edu/library/ccol_research.cfm

Business Resources in CCOL and Web
Health Care Informatics Resources in CCOL and Web
Health Care Management Resources in CCOL and Web
Leadership in Human & Organizational Dynamics Resources in CCOL and Web
Negotiation and Conflict Resolution Resources in CCOL and Web
Nonprofit and Public Organization Management Resources in CCOL and Web
Small Business Development Resources in CCOL and Web
Technology Management Resources in CCOL and Web

For writing help, please also see the Writing and Reading Skills Help on http://www.cambridgecollege.edu/library/writing_help.cfm

Only use the Internet Explorer or Safari browsers. Other browsers may not work in CCOL.

Journal, document, book, and periodicals in CCOL

On the CCOL HOME page, the *Search for Management* search box will search these databases:

- Academic Search Premier
- Wilson OmniFile Select Full Text Edition
- Business Source Premier
- Greenfile
- Newspaper Source
- Regional Business News
- Research Starters – Business
- SocIndex with Full Text
- Ebrary

The thousands of journals in full-text in these databases include 2300 specifically for business and management, as well as hundreds of US and international newspapers.

Research Starters in Business

“Research Starters are study and research guides...They consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts.” Use the Research Starters to explore topics and get your research started.

- On the CCOL HOME page, click *Direct to Databases*

- Click *EBSCOHost*
- Click *Databases A-Z*
- Scroll down and click on the title *Research Starters in Business*
- Put a term in the search box and click Search. For example:
 - There are 164 articles on “management”
 - There are 59 articles on “negotiation”
 - There are 97 articles on “small business”
 - 147 articles on “teams”
 - 34 articles on “quantitative analysis”
 - 79 articles on “politics”

Ebrary Electronic Books in CCOL

To search for management and business books in the Ebrary Electronic Books collection:

- From the CCOL HOME page, click Direct to Databases
- Click Ebrary Electronic Books
- Click Advanced (to the right of the “Search Ebrary” box)
- Use the drop-down menu of the “Search in” box to search by subject (or title, author, etc.)
- For example, there are
 - 1515 books with “management” in the *TITLE*
 - 3577 books with “management” as the *SUBJECT*
 - 1916 books with “business” as the *SUBJECT*
 - 1172 books with “business” in the *TITLE*
 - 40 books with “business writing” as the *SUBJECT*
 - 46 books with “work environment” as the *SUBJECT*
 - 49 books with “executive ability” as the *SUBJECT*
 - 123 books with “organizational effectiveness” as the *SUBJECT*
 - 24 books with “quantitative analysis” as the *TITLE*

Research Guides in CCOL

The E-Global Research Guides will help you develop a search strategy and then find your way among the best books, periodicals, associations, government resources, and Internet sites on your topic. To see the Research Guides:

- Click *Research Starters by Subject* from the CCOL HOME page
- Click *e-global Research Guides*
- Click Business

There are guides for

- Accounting
- Benchmarking
- Business Communications
- Business Ethics
- Business Information Systems
- Business Management
- Company Information

Competitive Intelligence
e-commerce
Economics
Event Planning
Finance
Global Management
Health Economics
Health Information Systems
Health Management
Human Resource Management
International Business – Canada, China, Japan, and Mexico
International Trade
Law
Marketing
Marketing Research
Negotiation and Conflict Management
Project Management
Quality Assurance
Small Business Law
Small Business Management

There are relevant Research Guides in other subject areas:

- Click “Social Sciences” for Research Guides in *Communication, Peace & Conflict Studies, Psychology, International Relations* and *Sociology*
- Click “Humanities” for Research Guides in *Graphic Design* and *Mass Media*
- Click “Science and Technology” for Research Guides in *Web Design, Health Sciences,* and *Computer Science*

E-Global Program Resources

The e-Global Program Resources will help you develop a search strategy and then find your way among the best books, periodicals, associations, government resources, and Internet sites on your topic. To see the Research Guides:

- Click *Research By Subject Area Help* from the CCOL HOME page
- Click *e-global Program Resources*
 - Click “Business & Law” for *Telecommunications*
 - Click “Industrial” for *HVAC* and *Trucking*

Tutorials on how to do business research

Basic Business Research Methods at <http://managementhelp.org/businessresearch/index.htm>

Conducting Business Research

<http://www.lib.utexas.edu/services/instruction/learningmodules/businessresearch/>

Beginner’s Guide to Business Research <http://www.baruch.cuny.edu/tutorials/zicklin/research/>

International Business Research Tutorial

<http://businesslibrary.uflib.ufl.edu/internationalbusinessresearch>

Accounting Research Tutorial <http://businesslibrary.uflib.ufl.edu/accountingresearch>

Market Research Tutorials

<http://www.powerdecisions.com/tutorials.shtml>

<http://www.knowthis.com/principles-of-marketing-tutorials/marketing-research/>

Planning Your Business Research <http://managementhelp.org/businessresearch/planning.htm>

Websites

Although not from scholarly journals, useful information can be found on the web. Most of these sites come highly recommended from a national survey of reference librarians.

Note: websites can change and disappear at any time! If the URL doesn't work, try putting the name of the site into Google.

Self-Diagnosis & Goal Setting

<http://managementhelp.org/interpersonal/index.htm>

<http://managementhelp.org/personalwellness/self-motivation.htm>

<http://managementhelp.org/personalwellness/work-life-balance.htm>

<http://www.merlot.org/merlot/viewMaterial.htm?id=87772>

Continuous Improvement, Lifelong Learning & Enhanced Employability

<http://managementhelp.org/leadingpeople/index.htm>

<http://managementhelp.org/careers/finding-jobs.htm>

http://www.mindtools.com/pages/main/newMN_ISS.htm

<http://managementhelp.org/personaldevelopment/index.htm>

<http://managementhelp.org/personalproductivity/index.htm>

<http://managementhelp.org/personalwellness/index.htm>

<http://managementhelp.org/personalproductivity/time-stress-management.htm>

<http://www.businessballs.com/personal-development.htm>

Current Issues in Management

<http://www.merlot.org/merlot/materials.htm?materialType=&keywords=current+issues&category=2202&newsearchbutton0.x=14&newsearchbutton0.y=13&newsearchbutton0=search>

Foundations of Management

<http://managementhelp.org/>

<http://managementhelp.org/management/index.htm>

<http://brass.libguides.com/management>

<http://www.businessballs.com/leadership-management.htm>

http://www.mindtools.com/pages/main/newMN_STR.htm

Organizational Environment

<http://www.businessballs.com/lifestyle-environment.htm>

Computer Applications for Business

<http://managementhelp.org/computers/index.htm>

Quantitative Analysis for Managers

<http://www.paulgerhardt.com/homework/TOOLBOXFORQUANTITATIVEANALYSIS.pdf>

Analysis & Communication for Managers

<http://managementhelp.org/communicationsskills/index.htm>

<http://managementhelp.org/businesswriting/index.htm>

<http://managementhelp.org/organizationalcommunications/index.htm>

<http://managementhelp.org/businesswriting/index.htm>

<http://www.merlot.org/merlot/materials.htm?materialType=&keywords=communication&category=2248&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search>

<http://www.businessballs.com/writing-communicating.htm>

http://www.mindtools.com/pages/main/newMN_STR.htm

Political, Social & Economic Aspects of Business

<http://brass.libguides.com/economics>

Dictionaries and Glossaries

MBA Dictionary http://www.12manage.com/management_dictionary.html

Acronyms & Abbreviations for Business & Finance

<http://business.acronymfinder.com>

Definitions of economic terms

<http://www.amosweb.com/gls> searchable database of 2000 economic terms and concepts

<http://www.businessdictionary.com>

Legal and ethical information

US SBA Business Law and Regulation <http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/business-law-regulations/>

Management Ethics <http://managementhelp.org/businessethics/ethics-guide.htm>

Online Encyclopedia for Legal Researchers. The focus is on corporate law.

<http://law.lexisnexis.com/infopro/zimmermans/>

Statistics and Demographics

U.S. Census Bureau/American Factfinder

http://factfinder.census.gov/servlet/SAFFEconFacts?_submenuId=business_0&_sse=on

Bureau of Labor Statistics www.bls.gov

US Securities and Exchange Commission <http://www.sec.gov/>

US SEC/EDGAR Filings for all domestic and foreign companies.
<http://www.sec.gov/edgar.shtml>

Current and cumulative U.S. export and import data for over 18,000 export commodities and 24,000 import commodities. Free trial but then costs money. <http://www.usatradeonline.gov/>

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
www.census.gov/naics

Are You Planning a Questionnaire, Survey, Interview, or Focus Group?

Instructions for doing interviews, questionnaires, surveys, focus groups, and case studies; and for analyzing results. <http://www.managementhelp.org/research/research.htm>

34 management forums by area <http://www.managementlogs.com/>

Also try the trade association for your product. See below:

Associations

American Management Association <http://www.amanet.org/Default.aspx>

National Association for the Self-Employed <http://www.nase.org/Home.aspx>

Search engines for some associations are listed on the internet, but no free site finds them all. These have some:

To check out the competition for your product, find periodicals, identify conferences, talk to a librarian or expert on the product and more, try a trade association. Go to almost any library and **look in the *Encyclopedia of Associations*** for a thorough search of all associations, not just those that have websites.

http://www.google.com/Top/Business/Associations/By_Industry/

<http://www.ipl.org/IPLBrowse/GetSubject?vid=13&cid=7&tid=0&parent=0>

http://dir.yahoo.com/business_and_economy/organizations/trade_associations/

http://en.wikipedia.org/wiki/List_of_industry_trade_groups_in_the_United_States

<http://www.rileyguide.com/union.html>

Video and Audio Podcasts

Hundreds of videos by management subject

<http://www.learnerstv.com/Free-Management-video-lecture-courses.htm>

<http://freevideolectures.com/Subject/Business-Management>

TED Talks <http://www.ted.com/search?q=business>

Youtube Education

http://www.youtube.com/results?search_type=edu&rental=0&uni=3&movies_browse=1&search_query=management&aq=f

Do You Need Books to Expand Your Research?

Google Books at <http://books.google.com> is amazing!

- Be sure to search it for your subject area!
- Click “Advanced Book Search” and check “Full View Only” to limit the search to full-text results
- “PartialView” can also provide plenty of full-text

<http://www.amazon.com> or <http://www.bn.com> Use these easy search engine to get lists of books on your topic and to read excerpts, but try to get the books from your local library or buy from your local independent bookstore. Or, buy a less expensive used copy from an online independent bookstore at <http://www.bookfinder.com>

If you can't find what you need or you need more, ask yourself:

Who would care about this topic?

Where would they publish what they know?