

Resources in CCOL and Web for General Requirements for All Undergraduate Studies Degree Programs

This handout covers the skills in the required courses for all the degree programs for Undergraduate Studies: writing, critical thinking, quantitative thinking, computer applications, research, and presentation.

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 ALL Subjects* search box will search these databases:

Academic Search Premier, Wilson OmniFile Full Text, Select Edition, Business Source Premier, CINAHL with Full Text, Education Research Complete, ERIC, GreenFILE, Health Source: Nursing/Academic Edition, Humanities International Complete, Lexi-PALS Drug Guide, Library, Information Science & Technology Abstracts, MEDLINE with Full Text, National Criminal Justice Reference Service Abstracts, Newspaper Source, PsycARTICLES, PsycBOOKS, PsycEXTRA, PsycINFO, Regional Business News, Research Starters - Business, Research Starters - Education, SocINDEX with Full Text, Ebrary Electronic Books

These databases provide the full-text content from more than 70,000 books; thousands of journals; hundreds of US and international newspapers; and other documents, maps, and images.

Ebrary Electronic Books in CCOL

To search for 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

Writing books in Ebrary such as

- McGraw-Hill's Concise Guide to Writing Research Papers
- Schaum's Quick Guide to Great Business Writing
- Chicago Guides to Writing, Editing, and Publishing : Craft of Scientific Communication
- Sin Boldly! : Dr. Dave's Guide to Writing the College Paper
- Webster's New World Student Writing Handbook (5th Edition)

- Business Writing for Results : How to Create a Sense of Urgency and Increase Response to All of Your Business Communications

Critical Thinking books in Ebrary such as

- Study Skills Strategies : Your Guide to Critical Thinking
- Critical Thinking for Addiction Professionals
- Critical Thinking and Learning
- Critical Thinking in Health and Social Care
- Critical Thinking Across the Curriculum : Developing critical thinking skills, literacy and philosophy in the primary classroom
- Teaching Critical Thinking in Psychology : A Handbook of Best Practices

Quantitative Thinking books in Ebrary such as

- Physiology by Numbers: An Encouragement to Quantitative Thinking
- 13 books on “Business Mathematics” as the SUBJECT
- 28 books on “Mathematics AND Problems, Exercises, Etc.” as the SUBJECTS including
 - Basic Math and Pre-Algebra for the Clueless
 - Ace Your Midterms & Finals: Fundamentals of Mathematics
 - Everyday Math Demystified

Computer Applications books in Ebrary such as

- Word 2010 All-in-One For Dummies
- Microsoft Office Word 2007 : QuickSteps
- Microsoft Office Word 2003 QuickSteps
- Learn Excel from Mr. Excel : 277 Excel Mysteries Solved
- Excel for Teachers
- Excel for Marketing Managers
- Mastering Microsoft Office 2003 for Business Professionals
- Picture Yourself Learning Microsoft Office 2007
- Microsoft Office Live Small Business : Build and Customize your Small-Business Web Site
- Microsoft Word 2007 Bible
- Word 2010 Bible

Books on how to do research in Ebrary such as

- How to Research
- Becoming a Researcher
- Research Methodology: Methods and Techniques
- Successful Writing for Qualitative Researchers
- Researcher’s Toolkit: The Complete Guide to Practical Research

Books on presentation skills in Ebrary such as

- Complete Guide to Public Speaking
- Power Presenter: Technique, Style, and Strategy from America's Top Speaking Coach
- Presentation Skills for Managers
- Presentation Skills For Quivering Wrecks (yes, this is a real book!)

Generate and Use Knowledge Across the Disciplines books in Ebrary such as

- Speaking Across the Curriculum : Practical Ideas for Incorporating Listening and Speaking into the Classroom
- Academic Voices Across Language and Disciplines

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 in these general areas to find more specific guides
 - **Humanities:** The humanities disciplines are those that have at their core the individual interpretation and expression of the human experience, including, for example, painting, literature, and music.
 - **Social Sciences:** The social sciences are devoted to the study of human social behavior, especially the study of the origins, organizations, institutions, and development of human society.
 - **Science & Technology:** The study of the physical world, both living and nonliving, and its processes and systems. Also, the study of those individuals and events that have contributed to the forward progress of science and technology.
 - **Business:** The study of the practice of business, its processes and systems. Also, the many different disciplines of business, such as accounting, management, and marketing.

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 on these general areas, then click on a more specific topic

- Allied Health
- Arts
- Business and Law
- Industrial
- Science and Technology
- Social Sciences

Tutorials and websites on undergraduate skills

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.

College-level writing

See "Writing and Reading Help" for many tutorials and helpful sites
http://www.cambridgecollege.edu/library/writing_help.cfm

Extended essay

http://www.tuition.com.hk/ib/#Extended_Essay_Resources

Critical thinking

<http://www.sjsu.edu/depts/itl/index.html>

<http://www.humboldt.edu/act/HTML/>

http://allwebhunt.com/dir-wiki.cfm/Top/Science/Science_in_Society/Skeptical_Inquiry/Critical_Thinking

Quantitative thinking

"Math you need, when you need it" tutorial
<http://serc.carleton.edu/mathyouneed/index.html>

"Data Counts! Exploring Society by the Numbers" tutorial
http://serc.carleton.edu/sp/ssdan/browse_activities.html

Quantitative writing tutorial http://serc.carleton.edu/sp/carl_ltc/quantitative_writing/index.html

Mathematics and statistical models tutorial
<http://serc.carleton.edu/introgeo/mathstatmodels/index.html>

Making and testing conjectures tutorial
<http://serc.carleton.edu/sp/cause/conjecture/index.html>

Computer applications

Basic Online Skills for computer, email, wordprocessing, and web
<http://www.ctdlc.org/remediation/>

<http://www.basic-computerskills.com/>

Research

See “Research Skills Help” for many tutorials and helpful sites on
http://www.cambridgecollege.edu/library/research_help.cfm

Presentation skills

http://serc.carleton.edu/serc/site_guides/visuals.html

http://apps.carleton.edu/campus/viz/teaching_resources/useful_links/

<http://theunquietlibrary.libguides.com/content.php?pid=83101&sid=616654>

Decision-making

<http://www.businessballs.com/problemsolving.htm>

<http://managementhelp.org/personalproductivity/problem-solving.htm>

Recognize, respect, and appreciate diversity

<http://www.slideshare.net/occsmbre/workplace-diversity8>

[http://www.merlot.org/merlot/materials.htm?materialType=&keywords=diversity&category=2248
&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search](http://www.merlot.org/merlot/materials.htm?materialType=&keywords=diversity&category=2248&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search)

<http://guides.library.cornell.edu/content.php?pid=120570&sid=1165435>

<http://www.diversitycentral.com/index.php>

Function effectively in a variety of organizations

<http://worklife.emory.edu/workplaceflexibility/index.html>

Understand local and global issues in the contemporary world.

Critically analyzing information sources tutorial

<http://olinuris.library.cornell.edu/ref/research/skill26.htm>

Search these supersites for specific topics:

Multimedia Resources for Learning and Teaching

<http://www.merlot.org/merlot/materials.htm?category=2202&sort.property=overallRating>

<http://www.merlot.org/merlot/materials.htm;jsessionid=B3E861061F164802A5553B1CF2FBB97A?category=2248&&sort.property=overallRating>

Business balls has hundreds of skills links

<http://www.businessballs.com/businessballs-site-map.htm>

Mind Tools toolkit contains more than 600 management, career and thinking skills

<http://www.mindtools.com/>

Glossaries

<http://www.merriam-webster.com/>

<http://www.businessballs.com/glossaries-terminology.htm>

<http://dictionary.reference.com/>

Legal information

<http://www.law.cornell.edu/>

<http://www.findlaw.com/>

Statistics and Demographics

U.S. Census Bureau/American Factfinder

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

“Data Counts! Exploring Society by the Numbers” tutorial

http://serc.carleton.edu/sp/ssdan/browse_activities.html

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>

To find a specific discussion forum, try googling:

- [“your topic” discussions]
- [“your topic” forum]

Associations

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.

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

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

Google video search <http://video.google.com/>

Educational video sites http://www.refseek.com/directory/educational_videos.html

Teacher Tube videos for teaching <http://www.teachertube.com/>

RSS Explained (to keep current with news in any field)

<http://science4you.wordpress.com/page/6/>

TED Talks: brief entertaining videos by fascinating people on many topics
<http://www.ted.com/search?q=business>

Youtube Education is a filtered Youtube site <http://www.youtube.com/education>

Itunes Podcasts: free video and audio on almost any topic. You can listen on your computer, you do not need an Ipod or other MP3 player. <http://www.apple.com/itunes/podcasts/>

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?