

HOW TO BEGIN RESEARCH

- **Compile a list of subject key words.** You will use them when researching
- **Think of synonyms** (words that mean the same thing)
- **Check the spelling.** Searching in the library catalog or databases won't correct your spelling.
- **Start small.** Find between 5-10 resources that match your subject. Analyze these sources for your paper before gathering more.
- **Create a rough outline.** Based on the information you have already collected, write down a summary of what you want to cover in your paper.

WHERE TO LOOK FOR INFORMATION

When should I use books?

- For in-depth overviews or historical background on a subject.
- Look for books using the Catalog on the Library website.

When should I use a database?

- For scholarly research articles that give specific case data or recent developments in an area.
- Access databases from the **Useful Links** bar in the Catalog.

When should I use the Web?

- For demographic statistics or VERY current information that has not yet been published academically

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BUSINESS AND INFORMATION TECHNOLOGY WRITING HELP

Buying and Selling a Small Business

HD 1393.25 .H66 2007

How to Write it: a complete guide to everything you'll ever write

HF 5720 .L36 1998

The Student Writer: editor and critic

PE 1408 .C537 2010

A Troubleshooting Guide for Writers: strategies and process

PE 1408 .C5378 2010

The McGraw Hill Handbook

PE 1408 ..M3365 2010

Text and Thought: an integrated approach to college reading and writing

PE 1413 .R38 2000

Grant Writing for Dummies

REF HG 177.5 .U6 B76 2011

Medicine Spring Library

338-5441 x2701

<http://library.bfcc.edu>

Blackfeet Community College

517 SE Boundary St.

PO Box 819

Browning, MT 59417

BUSINESS AND INFORMATION TECHNOLOGY



Research at:

Medicine

Spring

Library

Books

The following are Library of Congress Call Numbers for possible books on Business and Information Technology.

Business

HD Industries

- HD 30.28 Business Planning
- HD 31 Business Management
- HD 51.7 Leadership
- HD 62.5 Business Plans/Strategic Planning
- HD 66 Team Building

HF Commerce

- HF 5383 Resumes/Cover Letters
- HF 5415 Marketing
- HF 5549.5 Human Resources
- HF 5691 Business Math
- HF 5718-5825 Business Writing

HG Finance

HJ Public Finance

Information Technology

- QA 75.5-76.93 Computer Science
- TK 5101 Telecommunications, Computer based
- TK 7800-8360 Computer Engineering

Databases

EBSCO Host

- Provides online access to several business and information technology research publications.

Regional Business News

Business Source Elite

Academic Search Elite

Masterfile Premier

Credo Reference

- Encyclopedic entries on Information Technology, Computers, and Business. A good place to start when you are beginning a new topic.

Print Journals

Consumer Reports

TX 335 .A1 C6

Journal of Applied Rehabilitation Counseling

HD 7255.5 .J6

Office Pro

HF 5547 .A2 S395

PC World

QA 76.8 .I2595 P3

Time

AP 2 .T37

Websites

Business Resources

- Business USA
<http://business.usa.gov>
- U.S. Small Business Administration
<http://www.sba.gov>
- Minority Business Development Agency
<http://www.mbda.gov/>
- Internal Revenue Service
<http://www.irs.gov>
- Federal Trade Commission
<http://www.ftc.gov>
- U.S. Department of Commerce
<http://www.commerce.gov>
- Montana State Department of Business
<https://www.mt.gov/business/default.aspx>

Market Statistics

- US Census Bureau—North American Industry Classification (NAICS)
<http://www.census.gov/eos/www/naics/>
- Montana Center & Economic Information
<http://ceic.mt.gov/dashboard.aspx>
- Bureau of Labor Statistics
<http://www.bls.gov>

Information Technology

- Occupational Outlook
<http://www.bls.gov/ooh/computer-and-information-technology/home.htm>
- Science Daily—IT
http://www.sciencedaily.com/news/computers_math/information_technology/
- Forbes-Technology
<http://www.forbes.com/technology/>