

# Business & Economics

Where do you start? This pathfinder will lead you to selected reference books, circulating books, databases, and web sites as starting points. For additional assistance, consult Library faculty at Reference Desks.



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## Reference Books

Find these books on the shelves in our Reference section (near the Reference Desk).

### General Business

*Encyclopedia of Business* (HF1001 .E466 1995)

*Business: The Ultimate Resource* (HD38.15 .B878 2002)

*The Portable MBA Desk Reference* (HD38.15 .P67 1998)

### Economics

*Oxford Encyclopedia of Economic History* (HC15 .O94 2003)

*Worldmark Encyclopedia of National Economies* (HC15 .W675 2002)

*Economic Indicators Handbook* (HC103 .E26)

*Washington State Almanac* (HC107 .W2 W38)

### Statistics

*Business Statistics of the United States* (HC101 .A131222)

*Washington State Almanac* (HC107 .W2 W38)

*Economic Indicators Handbook* (HC103 .E26)

*U.S. Industrial Outlook* (HC106.5 .A17)

### Management

*Encyclopedia of Management* (HD30.15 .E49 2000)

*Blackwell Encyclopedia of Management* (HD30.15 .B463 1997) Special Features: 12 volumes, each focusing on specific topics like *Dictionary of Accounting*, *Dictionary of Managerial Economics*, *Dictionary of Business Ethics*, *Dictionary of Human Resource Management*.

### Business Communication

*Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries* (HF5389 .M67 1994)

### Companies

*International Directory of Company Histories* (HD2721 .I63) Special Features: histories & current facts about thousands of the world's leading companies. Each company entry is 3-5 pages and includes information on topics like founders; expansions & losses; labor/management actions; principal subsidiaries, divisions, & operating units; principle competitors; and significant milestones.

*Hoover's Global 250: The Stories Behind the Most Powerful Companies on the Planet* (HG4057 .A2868)

*Hoover's Handbook of American Business: Profiles of over 500 Major U. S. Companies* (HG4057 .A28617) This is also available on the web at <<http://www.hoovers.com/>>.

*The Almanac of American Employers* (HF 5382.75 .U6 A45) Special Features: 7 keys for job seekers; outlook by industry and occupation; annual sales and profits; index of companies for specific types of job seekers; industry codes; list of companies by region.

*Encyclopedia of American industries* (HC102 .E53 1994)

*RMA Annual Statement Studies* (HF5681 .B2 R6)

*Washington Business Directory* (HF5065 .W2 W23) Special Features: lists businesses by city; yellow page category; major employers; and SIC code.

## Circulating Books

Find these books on the shelves of books that circulate (that you can take home).

### General Business

*Webster's Pocket Business Dictionary* (HF1001 .N49 1998)

*Entrepreneurial Parent* (HD62.38 .E386 2002)

*Doing Business Internationally: The Guide to Cross-Cultural Success* (HD31 .B7235 2003)

### Economics

*Current Developments in Economics* (HB171.5 .M934 1996)

*Basic Economic Principles* (HB71 .O26 2000)

### Statistics

*Statistics for Business: Data Analysis and Modeling* (HD30.215 .C79)

*Statistics for Dummies* (HA29 .R84 2003)

*Basic Business Statistics* (HF1017 .B38 1996)

### Business Communication

*101 Ways to Improve your Communication Skills Instantly* (HF5718 .C66 1999)

*101 Ways to Captivate a Business Audience* (HF5718 .G38 1997)

*Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries* (HF5389 .M67 1994)

*Secretary's Secret Weapon: Arm Yourself for Success with Seven Essential Communication Skills*  
(HF5547.5 .L564 1996)

### Management

*100 Methods for Total Quality Management* (HD62.15 .K363 1996)

*Project Leadership* (HD57.7 .L476 2003)

*Lessons from the Top: The Search for America's Best Business Leaders* (HD57.7 .N44 1999)

*The Essential Drucker: Selections from the Management Works of Peter F. Drucker* (HD31 .D7672 2001)

Chapters include: Dimensions of management; Management's new paradigms; Information executives need today; Management by objectives and self-control; Picking people; Effective decisions; Functioning communications; and Leadership as work.

*Cracking the Corporate Code: The Revealing Success Stories of 32 African-American Executives*  
(HD38.25 .U6 C63 2003)

## Databases

**ProQuest (available to current Pierce College students, staff, and faculty from any internet connection)** Special Features: limit searches to the "ABI/Inform database" for exclusively business-related trade, professional, and scholarly journals.

## Videos

*Introduction to Business Communications* (HF5718 .I58 2000) Special Features: 12 lessons include topics like Communication is Power; Planned Communication; Presentations & Speeches; Teamwork; Meetings, meetings, meetings; Diversity; Business writing; and Winning Negotiation.

## Web Sites

*Business/Management Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching;" then "Subject Starting Points." Under "Social Sciences" you'll see "Business/Management."

*Economics Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching," then "Subject Starting Points." Under "Social Sciences" you'll see "Economics."

Faculty at Pierce College Libraries Reference Desks are here to help with your research in person or by phone at 964-6555 (Fort Steilacoom) or 840-8302 (Puyallup). Stop by our web site <<http://www.pierce.ctc.edu/Library/>> for more information about our library or to use our library catalog and periodical indexes.

3/11/2004, kkells