



Finding Information on **Business Administration** Including Accounting and Hotel Administration

If you need assistance at any point in your research, please contact the Reference Librarian at nhtireference@ccsnh.edu or by phone at 603-271-7186.

Books, CDs, DVDs, and more...

The **Library Catalog** can be accessed via the Library homepage:

<http://www.nhti.edu/library>

Select
On-Line Public Access Catalogue

(The catalog can also be accessed directly at:
<http://64.72.28.109>)

Search tips: Start with a keyword search. When you find an interesting book, look at the subject headings in the record. By selecting any one of those links, you can refine your search to include all books with that particular subject heading.

Examples of keywords: Accounting: Auditing, Managerial Accounting; Business: Leadership, Management, Industrial Management, Commerce, Competition; Hotel Management: Hospitality

Browsing: You can also browse the shelves at the Library. The books in the library are organized by the Library of Congress Classification system, which uses letters and numbers as a code for a subject. This code is referred to the call number. The following LC classes will be helpful to you: **HF – for Commerce, HG – for Finance**

Select **NEW BOOKS** available in our collection:

Stirring it up : how to make money and save the world by Gary Hirshberg HD9283.7 .U64 S76 2008

Andrew Carnegie and the Rise of Big Business by Livesay HD9520 .C3 L58 2007

Starbucked : a double tall tale of caffeine, commerce, and culture by Taylor Clark HD9199 .U54 S733 2007

Start your own business : the only start-up book you'll ever need by Rieva Lesonsky HD62.5 .E559 2007

Micromessaging by Young HD30.3 Y68 2007

Work from home handbook by Diana Fitzpatrick & Stephen Fishman HD2333 .F59 2008

Select **REFERENCE BOOKS** available in our collection:

Directory of Business Information Resources REF HF54.52 .U5 D567 2005

Encyclopedia of Business and Finance edited by Kaliski REF HF 1001 .E466 2007 (2 vol.)

Encyclopedia of Small Business edited by Darney and Magee REF HD62.7 .H55 2007 (2 vol.)

Hoover's Handbook of World Business REF HG4009 .H66 2006

Reserved Books

The following are some books related to Business Administration available on Reserve at the Circulation Desk:

Business in Action 2nd edition
Microtrends
Supervision Today 5th edition

Magazines

Below are some of the Business Administration related journals we have available for browsing at the Library. These cannot be taken out of the building, but a photocopy machine is available for use.

Business N H
Business Week
Economist
Fortune
INC
Meetings and Conventions
Money
New Hampshire Magazine
NH Economic Conditions – shelved with Newsletters
Sales Marketing Management
University Business
Wall Street Journal

A **list of all the magazines** (a.k.a. journals, periodicals, serials) is available at the Library homepage:
<http://www.nhti.edu/library>

Select:
[Union List of Periodicals](#)

Ebooks

On the Library homepage select **E-books** or go directly to
<http://www.netlibrary.com>

You must set up an account at the Library ahead of time, but can access these resources off campus once you have an account. The following is a selection of Ebooks available at NetLibrary:

BusinessWeek Guide to the Best Business Schools by Merritt & Gruber

The Entrepreneur Starter Kit: Expert Insights Into Small Business Success! by Christian

Harvard Business Review On Business and the Environment

The Invisible Powers: The Language of Business by Clancy

EReference

Encyclopedia of Business and Finance, 2nd ed.
Encyclopedia of Major Marketing Campaigns.
Encyclopedia of Small Business. 3rd ed. 2 vols.

Gale Virtual Reference can be accessed via the Library homepage:
<http://www.nhti.edu/library>
> Under Research Databases menu
> Select Gale Virtual Reference

On Campus – conc90075
Off Campus Password – conc90075

Web Based Article Databases

The NHTI Library subscribes to three comprehensive article databases: EBSCOHost, ProQuest, and JSTOR. All three are accessible via the Library homepage. The following titles are available in full text.

EBSCOHost

Business Week
Women in Business
Forbes
CPA Journal
Journal of Marketing
Fortune
Inc.
Journal of Advertising
Hotel & Motel Management
Hospitality Design
Lodging Hospitality
Hotels
Premier Hotels & Resorts

EBSCOHost can be accessed via the Library homepage:

<http://www.nhti.edu/library>
> Under Research Databases
> Select EBSCOHost

On Campus – no password needed
Off Campus Password – 24662
followed by your 9 digit student
number (example: 24662123456789)

Also, be sure to check out the **Regional Business News Database**: This database provides comprehensive full text coverage for regional business publications. It incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States and is updated daily.

JSTOR

Selected titles in the JSTOR database:

The Journal of Business
The Journal of Finance
The Academy of Management Journal
The Accounting Review
The Journal of Human Resources
Journal of Policy Analysis and Administration
Management Science
Public Performance & Management Review
Strategic Management Journal

JSTOR can be accessed via the Library homepage:

<http://www.nhti.edu/library>
> Under the Research Databases
> Select JSTOR

****ON CAMPUS ACCESS ONLY****

ProQuest

Selected titles in the ProQuest database:

Business Week
Journal of Business and Management
Harvard Business Review
Journal of Business and Economic Statistics

ProQuest can be accessed via the Library homepage:

<http://www.nhti.edu/library>
> Under the Research Databases
> Select Proquest

Internet Resources

Bplans.com <http://bplans.com>

This website includes a searchable database of over 500 sample business plans over 100 of them are free.

Center for Business Planning <http://www.businessplans.org/>

The Center for Business Planning provides information on every area of planning a business including: acquire venture capital, define new products, market analysis, competitive analysis, production management, tax problems, legal issues, prepare financial statements, write a business plan and much more.

Hospitality Index <http://www.hospitality-index.com>

This is a searchable directory of vendors who serve the hospitality industry.

Hotel Resource <http://www.hotelresource.com>

This search engine and directory of web resources for the hotel and hospitality industry includes industry news, job listings, discussion areas, and a newsletter.

Learning Express <http://www.nhti.edu/library> Access is through the NHTI library home page. Select Research Databases and then select Learning Express. Online tutorials in all NHTI skill-areas. Includes assessment, skill-building, and test preparation. Learning Express provides professional hand scoring of writing and provides targeted direction for further study. Offers test preparation for GED, AP, SAT, ACT, GRE, GMAT, MCAT, civil service, and a full range of professional licensing exams. Available 24/7 from anywhere. Easy free account setup using your library account number.

Managerwise <http://www.managerwise.com/>

This site offers resources related to the theory and practice of business management and provides links to business schools worldwide.

NEWSBANK <http://infoweb.newsbank.com/> This site provides access to world, national, regional and local newspapers and includes full-text content and electronic image editions with photos and graphics. Special reports featured on topics of international interest (e.g. business, environment, indigenous cultures, education, politics, etc.) ON-CAMPUS—No password required. OFF-CAMPUS—Username: ra-50470 / Password: ra-50470.

Tax and Accounting Directory <http://www.taxsites.com>

Includes links to resources about state, federal, and international taxes along with general information about the field of accounting.

Texas Advertising <http://advertising.utexas.edu/world>

The Ultimate Marketing Communications Directory supported by the University of Texas at Austin.

United States Small Business Administration <http://www.sbaonline.sba.gov>

Online Career Library

The **Vault Career Library** features Industry Career Guides, Career Profiles, Job Application and Interview Advice and much more.

The **Vault Career Library** can be access from the Library homepage:
<http://www.nhti.edu/library>

Under Research Databases

> Select Career Library

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Industry Career Guides

From the Career Library homepage, click on “Download Guides”, Scroll down to Industry Career Guides,
See: Vault Career Guide to Accounting, Vault Career Guide to Advertising, Vault Career Guide to Human Resources Careers, and Vault Career Guide to Marketing and Brand Management.

Career Profiles

From the Career Library homepage, scroll down to “Career Profiles”,
See: [Account Executive](#), [Accountant](#), [Hotel & Hospitality](#), [Human Resources Assistant](#), [Management Consultant](#), and [Marketing Manager](#).