ProQuest Career and Technical Education: Business

Library Guide

WHAT IS PROQUEST CAREER AND TECHNICAL EDUCATION: BUSINESS?

ProQuest Career and Technical Education: Business focuses on careers and vocations in business, as well as trade and industry, technical resources, and job searching.

WHEN SHOULD I USE PROQUEST CAREER AND TECHNICAL EDUCATION: BUSINESS?

When you have to:

- write a research paper on business careers
- gather specific information about business vocations

HOW DO I CONNECT TO PROQUEST CAREER AND TECHNICAL EDUCATION: BUSINESS?

2. Click Online Databases
3. Click Business References
4. Click ProQuest Career and Technical Education: Business
5. The following page should appear:
WHAT DO I DO NEXT?

1. Click the box marked Full text.
2. Enter search term(s) (default is a Keyword Search).
3. A list of results will appear related to your search terms. By default these are listed in order of publication. Your search will also include links to Related searches at the top of the screen, which may help you narrow your search terms.

NARROWING RESULTS

On the results page, your results can be narrowed by clicking on the options on the right side of the screen. These include:

- Source type
- Publication title
- Document type
- Subject
- Company/organization
- Location
- Publication date

SEARCHING TIPS

If you find too many articles:

- Use at least two or three search terms (use the word AND to connect the terms) e.g., enron AND scandal AND lawsuit
- Be specific
- Limit (shorten) the date range

If you find too few articles:

- Search different forms of the word (use an asterisk “*”) e.g., industry* finds industry, industries, industrial, industrious
- Use plurals (use the word OR to connect the terms) e.g., scandal or scandals or scandalous
- Find synonyms of your search term. (use the word OR to connect the terms) e.g., charge or allege
- Lengthen the date range

Recent searches
- Displays previously searched articles

Select items
- To save a document for use in your research session, click the Add to selected items box at the top left of the document. It can be found again by clicking the Selected items link at the top right of the screen.

*Click on Help (top right of screen) for more tips and more detailed explanations

HOW DO I PRINT COPIES?

1. To print, click the printer icon at the top right of the article. Choose what you want to be printed (article text, citation information, results list) and which citation form you would like. Click Continue. On the resulting page, go to your internet browser’s menu and select Print.
2. To email, click the envelope icon at the top right of the article. Choose your citation form, type in your email address, and click Continue.

HOW DO I CITE ARTICLES?

To get citation information, click the page icon at the top right of the article. Choose your Citation style and click Change. Copy and paste it into your document.

SAMPLE SEARCH

I need to do research about careers in marketing

1. Click Full text.
2. Type careers AND marketing into the search box.
3. Click Search.
4. View search results.