

# CAREER RESOURCES: SUBJECT SCOPE NOTES

RCL: Career Resources (CR) is the essential list of core resources for vocation, technical, and career education programs at two and four-year undergraduate institutions. It includes over 4,500 titles in 64 program areas across 11 career clusters. Check out the general RCL selection policy and find subject scope notes below.

1. **Allied Health**
2. **Building and Construction Trades**
3. **Business**
4. **Communication**
5. **Computer and Information Technology**
6. **Criminal Justice and Law**
7. **Education**
8. **Engineering and Technology**
9. **Graphic and Apparel Arts**
10. **Human Services**
11. **Sciences**

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## ALLIED HEALTH

Allied Health makes recommendations for those allied health programs most commonly offered within the two-year college curricula: Dental Auxiliary Careers; Diagnostic Technologies; Dietetics and Nutrition; Emergency Medical Services; Health Information Technology; Medical Auxiliary Careers; Medical Laboratory Technology; Nursing; Occupational Safety and Health; Occupational Therapy Assisting; Physical Therapist Assisting; and Respiratory Therapy Assisting.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Of necessity, some of the works selected here are intended primarily for more advanced medical studies, but will be of use to students in two-year programs as well. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## BUILDING AND CONSTRUCTION TRADES

Building and Construction Trades makes recommendations for those building and construction programs most commonly offered within the two-year college curricula: Carpentry; Construction Technology; Electrical Technology; Heating, Ventilation, and Air Conditioning; Masonry; Plumbing Technology; and Welding.

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## **BUSINESS**

Business makes recommendations for those business programs most commonly offered within the two-year college curricula: Accounting; Business Administration and Management; Culinary and Pastry Arts; Food Service and Hospitality Management; Office Technologies; Real Estate; Small Business and Entrepreneurship; and Travel, Tourism, and Event Planning.

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## **COMMUNICATION**

Communication makes recommendations for those professions most commonly taught within the two-year college curricula: Journalism; Public Relations; and Radio and Television Production Technologies.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## **COMPUTER AND INFORMATION TECHNOLOGY**

The Computer and Information Technology section makes recommendations for most commonly offered two-year college curricula in Computer Science and IT programs, including: Computer Programming; Computer Simulation, Human-Computer Interaction, and Game Development; Databases; Hardware and Software Support; Information Technology Applications; Mobile Computing; Systems Security; and Web Development.

The works represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each sub-field. Of necessity, some of the works selected here are intended primarily for more advanced students or those preparing for a baccalaureate degree, but will also be useful to students in two-year programs. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## CRIMINAL JUSTICE AND LAW

Criminal Justice and Law makes recommendations for those legal programs most commonly offered within the two-year college curricula: Court Reporting; Law Enforcement and Criminal Justice; and Paralegal Studies.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Of necessity, some of the works selected here are intended primarily for more advanced legal studies or preparation for a baccalaureate degree, but will be of use to students in career-oriented programs as well. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material. Although it is not practical to list all of the individual state/regional legal resources a core paralegal library collection should also include the following resources for the institution's state and/or region: state code; state or regional reporter covering at least the preceding 25 years; current state or regional digest; "local and state bar journals, newspapers, and periodicals devoted to the paralegal profession" (American Bar Association [ABA], 2008, p. 29-30). State and regional publications can be obtained from major legal publishers, or in some states, from the official state government website.

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## EDUCATION

Education makes recommendations for those professions most commonly taught within the two-year college curricula: Library Technology and Early Childhood Education.

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## ENGINEERING AND TECHNOLOGY

The Engineering and Technology section makes recommendations for the engineering, technology, and machinery programs most commonly offered within the two-year college curricula, including: Aircraft Technologies and Aviation; Automotive Technologies; Diesel Mechanics and Heavy Equipment Operation; Environmental Technologies; Industrial and Mechanical Design; Laser and Electrophysics Technology; and Surveying.

The works represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Of necessity, some of the works selected here are intended primarily for more advanced students or those preparing for a baccalaureate degree, but will also be useful to students in two-year programs. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## GRAPHIC AND APPAREL ARTS

The Graphic and Apparel Arts section makes recommendations for the career-oriented arts programs most commonly offered within the two-year college curricula, including: Desktop Publishing and Printing Technologies; Fashion Design and Apparel Arts; Fashion Merchandising; Interior Design; Photography; and Visual Communication and Graphic Design.

The resources here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## HUMAN SERVICES

The Human Services section of Resources for College Libraries: Career Resources makes recommendations for those human services programs most commonly offered at the two-year (i.e., community/junior) college level. These areas include: Funeral Services, Social and Human Services; and Substance Abuse and Addiction Counseling.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and select web resources. Selections cover the most important and commonly taught aspects of each subfield, according to the 2-year college curricula. Every attempt has been made to feature the newest and/or most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

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## SCIENCES

The Sciences section includes selected works related to career-oriented scientific disciplines most commonly taught within the two-year college curricula, including: Agricultural Science and Agronomy; Fire Services; Forestry; Landscape Horticulture Technologies; and Veterinary Technology.

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**[For more information, visit the RCL homepage](#)**