

Introduction to Computers

LIBRARY CATALOGS

Bowling Green Technical College Library: <http://opac.kctcs.edu> (Limit search to **Bowling Green TC**)
Bowling Green Public Library: <http://catalog.bgpl.org/>
Western Kentucky University Libraries TOPCAT: <http://topcat2000.wku.edu/>

Materials can be borrowed from WKU Libraries and delivered to the BGTC Library.
Submit the [BGTC/WKU Library Book Service Form](#) on the library's website to staff at the Help Desk.

LIBRARY OF CONGRESS (LC) CALL NUMBERS

Look for the call numbers listed below on the library shelves to find print and audio-visual materials on the following subjects:

SOCIAL SCIENCES: H

HF Office Management

Library of Congress Classification System is available at: <http://www.loc.gov/catdir/cpsolcco/>

SCIENCE: Q

QA Mathematics. Computers.

SUBJECT HEADINGS

Use the subject headings listed below when searching a library catalog for materials:

- Computer networks
- Computer security
- Computers
- Database management
- Electronic spreadsheets
- Internet
- Microcomputers
- Microsoft Office
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Windows
- Microsoft Word
- Operating systems
- Word processing

REFERENCE AND CIRCULATING RESOURCES

It is important to get an overview of a topic so you have a general understanding of the issue. Background information may include: the history of a subject, facts, statistics, key terms, and the names of significant people in the field. Sources for background information include: encyclopedias, dictionaries, almanacs and other materials shelved in the Reference Collection or available online.

See Library Catalog for complete listing <http://opac.kctcs.edu>

- Computer Concepts (New Perspectives) QA 76 P37 2008
- Do-It-Yourself Laptop Projects QA 76.5J25 2007
- Googlepedia: The Ultimate Google Resource TK 5105.885 G66M55 2007
- Go With Microsoft Office 2003 HF 5548 4M525G613 2007REF
- How the Internet Works TK 5105.875I57G72423 2007
- Information Trapping: Real-Time Research on the Web TK 5105.888.C34 2007
- Introduction to Computers (Peter Norton's) QA 76.5 N6818 2006
- Microsoft Office 2007 (Intro Concepts/Vista) HF 5548.4 M525S534 2008
- Newton's Telecom Dictionary TK 5102 N49 2006 REF
- Van Nostrand's Scientific Encyclopedia (3 vol.) Q 121 V3 2008 REF
- Windows Home Server for Dummies QA 76.76O63L4716 2008
- Windows Vista for Dummies QA 76.76 O63R384 2007

PERIODICALS

- Computer World
- PC Magazine
- PC World
- Smart Computing
- Visual Studio

DATABASES (use these to find indexed, full-text journals and magazine articles)

CREDO reference

<http://www.credoreference.com>

Features content from hundreds of popular reference books on a broad range of subjects. The following computer reference guides are available: Collins Dictionary of Computing, Computer Graphics Companion, Wiley Dictionary of Communications Technology: Terms, Definitions and Abbreviations, Dictionary of Multimedia and Internet Applications: A Guide for Developers and Users, Dictionary of Personal Computing and the Internet, Encyclopedia of Computer Science, Focal Dictionary of Telecommunications, Hargrave's Communications Dictionary, High Definition: A-Z Guide to Personal Technology, Newnes Dictionary of Electronics, Webster's New World™ Computer Dictionary. Provides **APA** and **MLA** citation style formats.

Gale

<http://find.galegroup.com/menu/commonmenu.do?userGroupName=kctcsbgtc>
(Off Campus use <https://216.69.39.58/login>)

Databases: **Academic OneFile**, **Health Reference Center Academic**, **Expanded Academic ASAP**, **Opposing Viewpoints Resource Center**, **Health and Wellness Resource Center**.

Provides extensive coverage of peer-reviewed, full-text articles from journals, magazines, newspapers, reference materials and multimedia sources. Provides citation information in **APA** and **MLA** styles.

Kentucky Virtual Library (KYVL)

<http://www.kyvl.org>

(Available Off Campus—**Contact library for current Username & Password**)

Resources: **EBSCOhost**, **Grolier Encyclopedias** (Encyclopedia Americana), **ProQuest**, **Kentuckiana Digital Library** and **Kentucky Statistics**.

Click on the link, [Find Books, Articles, and More](#), to connect directly to a database. The **ProQuest** database focuses on computer technology and science.

NetLibrary (Electronic Books)

<http://www.netlibrary.com>

(Available Off Campus—**Must create a free account on campus first.**)

These ebooks are listed in the BGTC Library Catalog and are indicated by the words, [electronic resource], following the book's title in the catalog listing. There are a large number of ebook titles on Microsoft Word, Excel, Access, PowerPoint and Publisher. Many of the "...for Dummies" computer guide books are included.

WEBSITE RESOURCES

- **Certiport (IC3):** <http://www.certiport.com>
The Internet and Computing Core Certification (IC3) program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC3 ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet.
- **Consumer Reports:** <http://www.consumerreports.org/>
Consumer Reports features ratings and recommendations on thousands of products and services in categories including electronics and computers. Provides free access to helpful advice; safety alerts; recalls; and information sites; and much more.
- **HowStuffWorks:** <http://computer.howstuffworks.com/>
This site offers easy-to-understand explanations of how stuff actually works. In addition to comprehensive articles, the site includes helpful graphics and informative videos.
- **Microsoft Office:** <http://office.microsoft.com/en-us/training/FX100565001033.aspx>
Microsoft's training home page which provides links to tutorials on MS applications
- **PC Magazine:** <http://www.pcmag.com/>

Provides comparative reviews of computing and Internet products.

- **Smart Computing:** <http://www.smartcomputing.com/>
Website for this monthly magazine which includes a *Q&A* section; *PC Operating Instructions*, which focuses on the fundamental skills of using various operating systems; and *Quick Studies*, which contains how-to articles explaining a single feature of major applications such as Microsoft Word, Microsoft Excel, WordPerfect, and Quicken.
- **World Wide Web Consortium (W3C):** <http://www.w3.org/>
This is an international consortium where member organizations, staff, and the public work together to develop Web standards. W3C's mission is: "To lead the World Wide Web to its full potential by developing protocols and guidelines that ensure long-term growth for the Web."

EVALUATION & CITATION

The Kentucky Virtual Library (KYVL) has tutorials on how to do research at <http://www.kyvl.org/html/tutorial/research/>.

Provides assistance with *Evaluating Information*, *Searching the Web* and *Citing Sources*.

Evaluate all information carefully. Websites present additional challenges. Use the evaluation criteria below to determine the quality of information sources.

- | | |
|-----------------|------------------------------|
| #1: Authority | (who's responsible?) |
| #2: Accuracy | (is this for real?) |
| #3: Objectivity | (what's the bottom line?) |
| #4: Currency | (how timely is this?) |
| #5: Coverage | (what's included? Excluded?) |

A good researcher uses a standard citation format to identify the information used and give credit to its creator. Consistency is crucial.

Revised March 2009