

Community College	Program Name	Occupation Description ²	Job Outlook ¹		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 ³
Macomb	Floral Designer	<u>Florist Shop, Floral Designer</u> (Florist) Design, cut, and arrange live, dried, or artificial flowers and foliage. Illustrative Examples: Corsage Maker; Flower Arranger	2263	27	\$9.96
	Photographer	<u>Photographers</u> Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints. Include scientific photographers, aerial photographers, and photojournalists. Illustrative Example: Camera Operator	3290	108	\$14.74
	Jewelry Repair	N/A	N/A	N/A	N/A
	Culinary Arts - Prep Cook	<u>Cooks, Institution and Cafeteria</u> Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias. Illustrative Examples: Camp Cook; Mess Cook; Galley Cook	10493	417	\$11.18
	Culinary Arts - Assistant Baker	<u>Cooks, Institution and Cafeteria</u> Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias. Illustrative Examples: Camp Cook; Mess Cook; Galley Cook	10493	417	\$11.18
	Health Unit Coordinator	<u>Receptionists and Information Clerks</u> Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization. Exclude "Switchboard Operators, Including Answering Service" (43-2011). Illustrative Examples: Appointment Clerk; Front Desk Clerk; Referral and Information Aide	36434	1200	\$11.10

Medical Billing and Coding Certificate

	<p><u>Medical Records and Health Information Technicians</u> (Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian</p>	5363	139	\$13.47
	<p><u>Billing and Posting Clerks and Machine Operators</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk</p>	18486	290	\$14.21
	<p><u>Medical Secretaries</u> Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Illustrative Examples: Psychiatric Secretary; Dental Secretary</p>	14229	248	\$13.52
<p>Pharmacy Technician</p>	<p><u>Pharmacy Technicians</u> Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.</p> <p><u>Pharmacy Aides</u> Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling. Illustrative Examples: Dispensary Attendant; Prescription Clerk</p>	8818	247	\$12.03
<p>Paramedic Academy</p>	<p><u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.</p>	5909	114	\$12.97

	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
Basic Emergency Medical Technician Academy	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97
	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
Eldercare Specialist	N/A	N/A	N/A	N/A
Personal Fitness Trainer	<u>Fitness Trainers and Aerobics Instructors</u> (Personal Trainer) Instruct or coach groups or individuals in exercise activities and the fundamentals of sports. Demonstrate techniques and methods of participation. Observe participants and inform them of corrective measures necessary to improve their skills. Those required to hold teaching degrees should be reported in the appropriate teaching category. Exclude "Athletic Trainers" (29-9091). Illustrative Examples: Exercise Teacher; Yoga Teacher	493	18	N/A
	<u>Recreation Workers</u> (Camp Counselor) Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. Illustrative Examples: Playground Director; Activities Director	10266	325	\$9.42

Phlebotomy	<u>Health Diagnosing and Treating Practitioners, All Other</u> All health diagnosing and treating practitioners not listed separately. Illustrative Examples: Acupuncturist; Homeopathic Doctor; Hypnotherapist	3230	113	\$28.57
	<u>Lab Technician</u> Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Illustrative Examples: Blood Bank Technician; Cytotechnician; Serology Technician	4334	161	\$13.18
	<u>Healthcare Support Workers, All Other</u> All healthcare support workers not listed separately. Illustrative Examples: Phlebotomist; Reducing Salon Attendant	8464	238	\$12.98
Business Management - New Supervisor	<u>Manager, All Others</u> Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Illustrative Examples: Logistics Engineer; Logistics Analyst; Logistics Planner	27094	829	\$42.15
Entrepreneurship	<u>Manager, All Others</u> Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Illustrative Examples: Logistics Engineer; Logistics Analyst; Logistics Planner	27094	829	\$42.15
Customer Relationship & Database Marketing Certificate	<u>N/A</u>	N/A	N/A	N/A
Software Application Programs	<u>N/A</u>	N/A	N/A	N/A

Database Programming	<u>Computer Support Specialists</u> (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist	14208	264	\$19.15
Web Programming - Unix	<u>Computer Support Specialists</u> (Help Desk Representative) Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Exclude "Network and Computer Systems Administrators" (15-1071). Illustrative Examples: Customer Support Analyst; Help Desk Technician; Work Station Support Specialist	14208	264	\$19.15
Accounting	<u>Entry Level Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant <u>Accounting Clerk</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	35215	897	\$25.03
		60748	1071	\$14.59

<u>General Ledger Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Accounting Associate</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Accountants and Auditors</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Billing Clerk</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Bank Reconciliation Clerk</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Accounting Manager</u> (City Controller, Controller, County Treasurer) Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Illustrative Examples: Bank Director; Comptroller; Budget Director	12960	222	\$40.50

<u>Product Billing Associate</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Credit & Collections Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Accounting/Bookkeeper</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Property Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Financial Analyst</u> Conduct quantitative analyses of information affecting investment programs of public or private institutions. Illustrative Examples: Bond Analyst; Investment Analyst; Securities Consultant	5291	88	\$30.45
<u>Federal Tax Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03

	<u>Accounts Receivable/Payable Administrator</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60748	1071	\$14.59
Real Estate Fundamentals	<u>Appraisers and Assessors of Real Estate</u> Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules. Illustrative Examples: Building Appraiser; County Assessor; Property Evaluator	3102	100	\$23.92
	<u>Real Estate Brokers</u> Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans.	1582	50	\$25.70
	<u>Real Estate Sales Agents</u> (Buyer Broker) Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Include agents who represent buyer.	8666	274	\$16.22
Truck Driver CDL-A	<u>Bus Drivers, Transit and Intercity</u> Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets. Illustrative Examples: Motor Coach Operator; Jitney Driver	5866	108	\$13.44
	<u>Bus Drivers, School</u> Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	17486	386	\$14.70

	<u>Truck Drivers, Heavy and Tractor-Trailer</u> Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license. Illustrative Examples: Auto Carrier Driver; Cement Truck Driver; Moving Van Driver	52062	1641	\$17.67
	<u>Truck Drivers, Light or Delivery Services</u> Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck. Exclude "Couriers and Messengers" (43-5021). Illustrative Example: Parcel Post Truck Driver	33672	600	\$13.06
	<u>Taxi Drivers and Chauffeurs</u> (Hearse Driver) Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Include hearse drivers. Exclude "Ambulance Drivers and Attendants, Except Emergency Medical Technicians" (53-3011) and "Bus Drivers" (53-3021 through 53-3022). Illustrative Examples: Cab Driver; Limousine Driver	3949	73	\$9.29
Automotive Art Certificate	<u>N/A</u>	N/A	N/A	N/A
Industrial Art Certificate	<u>Graphic Designers</u> (Graphic Artist) Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Illustrative Examples: Catalogue Illustrator; Layout Artist	6662	126	20.22
	<u>Commercial and Industrial Designers</u> Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design. Illustrative Examples: Body Stylist; Color Consultant; Jewelry Designer	6615	109	33.32

	<u>Artists and Related Workers, All Other</u> All artists and related workers not listed separately. Illustrative Examples: Art Appraiser; Calligrapher; Inker and Opaquer	491	16	14.53
Home Inspection	<u>Appraisers and Assessors of Real Estate</u> Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules. Illustrative Examples: Building Appraiser; County Assessor; Property Evaluator	3102	100	23.92
Commercial Design Certificate	<u>Graphic Designers</u> (Graphic Artist) Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. Illustrative Examples: Catalogue Illustrator; Layout Artist	6662	126	20.22
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Wedding Planner	<u>N/A</u>	N/A	N/A	N/A

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

For information on admittance or career guidance, please contact the community college's Admissions Office or Student Services Office.