

Community College	Program Name	Occupation Description <sup>2</sup>	Job Outlook <sup>1</sup>		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 <sup>3</sup>
Mott	ACHR	<u>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</u> Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. Illustrative Examples: Furnace Converter; Gas Furnace Installer; Oil Burner Repairer	8,248	158	\$21.23
	<b>Administrative Assistant</b>	<u>Executive Secretaries and Administrative Assistants</u> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide	39,448	694	\$18.08
		<u>Secretaries, Except Legal, Medical, and Executive</u> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Exclude legal, medical, or executive secretaries and administrative assistants (43-6011 through 43-6013). Illustrative Examples: Personal Secretary; Office Secretary; Receptionist Secretary	60,082	1,046	\$13.64

<b>Automotive Technology</b>	<u>Automotive Service Technicians and Mechanics</u> Diagnose, adjust, repair, or overhaul automotive vehicles. Exclude "Automotive Body and Related Repairers" (49-3021), "Bus and Truck Mechanics and Diesel Engine Specialists" (49-3031), and "Electronic Equipment Installers and Repairers, Motor Vehicles" (49-2096). Illustrative Examples: Auto Brake Mechanic; Fuel Injection Servicer; Auto Transmission Specialist	26,483	754	\$18.20
<b>Baking &amp; Patry Arts</b>	<u>Bakers</u> Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. Include pastry chefs in restaurants and hotels with "Chefs and Head Cooks" (35-1011). Illustrative Examples: Cake Maker; Head Baker; Pastry Finisher	4,794	123	\$10.01
<b>Basic Computer Security</b>	<u>Computer Systems Analysts</u> Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. Exclude persons working primarily as "Engineers" (17-2011 through 17-2199), "Mathematicians" (15-2021), or "Scientists" (19-1011 through 19-3099). May supervise computer programmers. Illustrative Examples: Health Systems Computer Analyst; Data Processing Systems Project Planner; Information Systems Consultant	16201	315	\$33.66
<b>Blue Print Reading for Building Trades</b>	<u>Engineering Technicians, Except Drafters, All Other</u> All engineering technicians, except drafters, not listed separately. Illustrative Examples: Laser Specialist; Metallurgical Technician; Material Stress Tester	9885	226 n/a	

<b>Building &amp; Construction Tech</b>	<u>Engineering Technicians, Except Drafters, All Other</u> All engineering technicians, except drafters, not listed separately. Illustrative Examples: Laser Specialist; Metallurgical Technician; Material Stress Tester	9885	226	n/a	
<b>Building License - Prep Course</b>	<u>Engineering Technicians, Except Drafters, All Other</u> All engineering technicians, except drafters, not listed separately. Illustrative Examples: Laser Specialist; Metallurgical Technician; Material Stress Tester	9885	226	n/a	
<b>Building Your Own Personal Computer</b>	<u>Numerical Tool and Process Control Programmers</u> Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems. Illustrative Examples: Tool Programmer; NC Programmer	1,134	18		\$21.04
<b>Business Management</b>	<u>Managers, All Other</u> All managers not listed separately. Illustrative Examples: City Clerk; Publisher; Communications Manager	27,094	829		\$42.15
<b>Commercial Wiring &amp; Ladder Diagrams</b>	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor development Technician; Instrumentation Technician	4,229	99		\$24.08

<b>Communications Technology</b>	<u>Media and Communication Workers, All Other</u> All media and communication workers not listed separately. Illustrative Examples: Graphologist; Stage Technician	2128	45	\$18.11
	<u>Broadcast Technicians</u> (Control Room Technician) Set up, operate, and maintain the electronic equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate radio transmitter to broadcast radio and television programs. Illustrative Example: Audio Engineer	1062	36	\$19.85
	<u>Sound Engineering Technicians</u> (Sound Editor) Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions. Illustrative Examples: Film Recordist; Sound Effects Person	214	10	\$18.85
	<u>Film and Video Editors</u> Edit motion picture soundtracks, film, and video. Illustrative Examples: Cue Selector; Video Tape Duplicator	500	20	\$26.40
<b>Computer Networking</b>	<u>Computer and Information Systems Managers</u> (Data Processing Manager) Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Exclude "Computer Specialists" (15-1011 through 15-1099). Illustrative Examples: Computer Programming Manager; Data Systems Manager	7795	198	\$44.50

	<u>Network and Computer Systems Administrators</u> (LAN/WAN Administrator) Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures. Exclude "Computer Support Specialists" (15-1041). Illustrative Examples: Network Control Operator; Network Security Administrator	6902	212	\$26.97
<b>Computer Software Applications</b>	<u>Data Entry Keyers</u> (Keypunch Operator) Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Exclude "Word Processors and Typists" (43-9022). Illustrative Example: Data Typist	6,377	153	\$12.26
<b>Cosmetology</b>	<u>Hairdressers, Hairstylists, and Cosmetologists</u> Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Illustrative Examples: Beautician; Wig Stylist; Electrologist  <u>Makeup Artists, Theatrical and Performance</u> Apply makeup to performers to reflect period, setting, and situation of their role.  <u>Manicurists and Pedicurists</u> Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative Example: Fingernail Sculptor	19328	701	\$9.75
		16	1 n/a	
		1281	54	\$8.71

	<u>Skin Care Specialists</u> (Esthetician) Provide skin care treatments to face and body to enhance an individual's appearance.	1129	48	\$9.28
<b>Criminal Justice</b>	<u>Bailiffs</u> Maintain order in courts of law. Illustrative Examples: Court Officer; Sergeant at Arms	915	21	\$15.04
	<u>Detectives and Criminal Investigators</u> Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes. Exclude "Private Detectives and Investigators" (33-9021). Illustrative Examples: Police Inspector; Deputy United States Marshal; Narcotics Agent	2,334	69	\$28.79
	<u>Police and Sheriff's Patrol Officers</u> Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. Illustrative Examples: Border Guard; Campus Police; City Constable	19,306	569	\$23.55
	<u>Private Detectives and Investigators</u> Detect occurrences of unlawful acts or infractions of rules in private establishment, or seek, examine, and compile information for client. Illustrative Example: House Detective	1,196	36	\$16.59
<b>Dental Assisting</b>	<u>Dental Assistants</u> Assist dentist, set up patient and equipment, and keep records.	10057	418	\$14.94

<b>Design Engineering Tech</b>	<u>Architectural and Civil Drafters</u> Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings. Illustrative Example: Structural Drafter	2,842	78	\$18.28
	<u>Drafters, All Other</u> All drafters not listed separately. Illustrative Examples: Geological Drafter; Hull Drafter.	799	18	\$16.69
<b>Early Childhood Education</b>	<u>Child Care Workers</u> (Bus Monitor) Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Exclude "Preschool Teachers" (25-2011) and "Teacher Assistants" (25-9041). Illustrative Examples: Baby Sitter; Governess; Nanny	36,511	1,501	\$9.09
<b>Electrical Code</b>	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician	4,229	99	\$24.08

<b>Keyboarding</b>	<u>Computer and Information Systems Managers</u> (Data Processing Manager) Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. Exclude "Computer Specialists" (15-1011 through 15-1099). Illustrative Examples: Computer Programming Manager; Data Systems Manager	7795	198	\$44.50
<b>Marketing Management</b>	<u>Advertising and Promotions Managers</u> (Media Director) Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis. Illustrative Examples: Campaign Director; Circulation Director	1,108	23	\$42.43
	<u>Marketing Managers</u> Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. Illustrative Examples: Fashion Coordinator; Marketing Director	3,004	75	\$39.61
	<u>Sales Managers</u> (Customer Service Manager) Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers. Illustrative Examples: Director of Sales; Export Manager; Regional Sales Manager	12,040	296	\$40.37

**Medical Secretary**

Medical Assistants

(Morgue Attendant, Physician's Aide) Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants" (29-1071). Illustrative Example: Ophthalmic Aide

14,681

647

\$12.48

Executive Secretaries and Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretaries" (43-6012 through 43-6014). Illustrative Example: Administrative Aide

39,448

694

\$18.08

Medical Secretaries

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

14,229

248

\$13.52

<b>Medical Transcription</b>	<u>Medical Transcriptionists</u> Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction. Illustrative Example: Medical Stenographer	3,308	107	\$14.83
<b>Nail Technician</b>	<u>Manicurists and Pedicurists</u> Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative Example: Fingernail Sculptor	1281	54	\$8.71
<b>National Electrical Code License Renewal</b>	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician	4229	99	\$24.08
<b>Nurse Aide Preparation</b>	<u>Nursing Aides, Orderlies, and Attendants</u> (Hospital Aide) Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens. Exclude "Home Health Aides" (31-1011) and "Psychiatric Aides" (31-1013). Illustrative Examples: Certified Nursing Assistant; Infirmary Attendant	50,949	1,074	\$11.30

<b>Outlook Module I</b>	<u>No related SOC</u>	----	----	----
<b>Outlook Module II</b>	<u>No related SOC</u>	----	----	----
<b>Photographic Technology</b>	<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
<b>Practical Nursing</b>	<u>Licensed Practical and Licensed Vocational Nurses</u>  (Maternity Nurse) Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. Illustrative Example: Licensed Attendant	17,405	401	\$18.17
<b>Quality Assurance</b>	<u>Inspectors, Testers, Sorters, Samplers, and Weighers</u>  (Quality Checker) Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment. Illustrative Examples: Bearing Inspector; Testing and Regulating Technician	28607	622	\$16.59

<b>Quality Assurance</b>	<u>Industrial Engineering Technicians</u> Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May study and record time, motion, method, and speed involved in performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency. Illustrative Examples: Methods Study Analyst; Quality Control Technician; Time Study Analyst	5,860	113	\$21.70
<b>Residential Wiring Electrician I</b>	<u>Electrical and Electronic Engineering Technicians</u> Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions. Exclude "Broadcast Technicians" (27-4012). Illustrative Examples: Calibration Laboratory Technician; Semiconductor Development Technician; Instrumentation Technician	4,229	99	\$24.08
<b>Selling on EBay</b>	<u>First-Line Supervisors/Managers of Retail Sales Workers</u> Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. Illustrative Examples: Department Manager; Flower Shop Manager; Supervisor of Cashiers	46765	992	\$16.63

	<u>First-Line Supervisors/Managers of Non-Retail Sales Workers</u> Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties. Illustrative Examples: District Sales Manager; Dry Cleaning Manager; Blood-Donor Recruiter Supervisor	16170	411	\$30.85
	<u>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</u> Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold. Illustrative Examples: Diamond Broker; Oil Distributor; Wool Merchant	46330	1500	\$23.67
	<u>Sales and Related Workers, All Other</u> All sales and related workers not listed separately. Illustrative Examples: Bridal Consultant; Fund Raiser; Auctioneer	9235	250	\$15.99
<b>Word I</b>	<u>Word Processors and Typists</u> (Composing Data Keyer) Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned. Include composing data keyers. Exclude "Data Entry Keyers" (43-9021), "Secretaries and Administrative Assistants" (43-6011 through 43-6014), "Court Reporters" (23-2091), and "Medical Transcriptionists" (31-9094). Illustrative Examples: Clerk Typist; Dictaphone Typist	6872	149	\$15.17

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 counseling, please contact the community college's Admissions Office or Student Services Office.*