Crown Financial Ministries, a merger of Crown Ministries and Christian Financial Concepts, has been focused on teaching biblical principles of handling money since 1976. Financial stewardship is a key ingredient in the life of a Christian; and at Crown we expand that emphasis on stewardship to include managing time, talents, unique gifts, abilities, and personal styles of work.

Based on the biblical concept that God has a unique purpose for each individual, Crown seeks to reaffirm this Christian perspective by revealing how work is really an integral and important part of God’s purpose for every person.

Crown Financial Ministries wants to help individuals discover their talents and career direction by providing education, testing, and feedback. Tens of thousands of individuals, from teenagers to retirees, have received career guidance through Crown’s helpful resources.
Guide to COLLEGE Majors And Career Choices

LEE ELLIS AND MICHAEL MCNEILLY

CROWN FINANCIAL MINISTRIES
Contents

Introduction ................................................................. 3

Section 1  
MAKING CAREER DECISIONS

Foundational Principles for Career Planning .................................................. 5  
Keys to Successful Employment in the 21st Century ........................................... 6  
How People Make BAD Career Decisions ....................................................... 10  
How You Can Make GOOD Career Decisions ............................................... 11  
How To Understand Your Pattern .................................................................. 12

Section 2  
MAKING EDUCATIONAL DECISIONS

How To Evaluate Types of School .................................................................. 14  
How To Choose the Right School for You ..................................................... 16  
How To Combine Education and Work-Related Training .............................. 17  
How You Are Considered: The College Admissions Process ............................ 19  
How To Pay for Your Education: Financial Aid ............................................. 20

Section 3  
COLLEGE MAJORS and TECHNICAL EDUCATION OPTIONS

How To Use the College Major Guide ............................................................... 23  
How To Choose a Major .............................................................................. 25  
How To Stay on Schedule: Your Educational Checklist .................................. 27  
How To Succeed While in College .................................................................. 28

CROSS-REFERENCE SYSTEM ................................................................... 29

CATEGORY 1: Christian Related Majors ............................................................ 31

CATEGORY 2: Two-Year and Four-Year College Majors .................................... 42

CATEGORY 3: Vocational and Technical School Majors ...................................... 147

INDEX:  
Index of Major Fields .................................................................................. 176  
Index of Majors .......................................................................................... 177  
Occupational Index ..................................................................................... 179

ADDENDUM A: Steps of an Effective Job Search ............................................ 185  
How To Write a Résumé ............................................................................. 186  
How To Land the Job You Want .................................................................. 190

REFERENCES ......................................................................................... 193

RESOURCES FOR EDUCATIONAL AND CAREER PLANNING ..................... 194

CROWN CAREER RESOURCES ................................................................ 195
While on staff at the University of Georgia, I spent much of my time counseling college students on their academic progress. I discovered that the students who had chosen a major based on their interests and talents generally were more successful in their courses. I also saw students go from being on academic probation to being excellent students, just by changing their majors to fields that matched their unique talents.

As a general rule, the earlier you choose a major the more you will gain from your education and the less you and your family will have to spend on tuition and books.

Clearly, the choice of a college major is an important decision, yet the typical student enters college with very limited information on how to make this decision. With that in mind, we at Crown Financial Ministries developed this reference book to help you make good decisions.

Section I was designed to provide a brief review of the principles that will give you a solid foundation for decision making. Section II, which makes up most of the book, is designed to be a reference guide on almost any academic major you would like to know more about.

You also can cross reference specific occupations you may be considering with related academic majors. Check out the Occupational Index at the end of the book for an extensive listing of more than 700 occupations.

I encourage you to choose your major based on your unique talents and interests. To do otherwise is a denial of God’s creation in you, which virtually guarantees that you will experience the friction of working against the grain. Most of the adults who come to Crown for career help would tell you not to listen to the sirens of our culture who try to lure you toward today’s “hot jobs” and the promise of tomorrow’s “big bucks.” Trust in your Creator and be a good developer/manager of the talents He has given you.

In His service,

Lee Ellis
Coauthor
Section 1

Making Career Decisions
YOU ARE UNIQUELY DESIGNED BY GOD.
(Psalm 139: 13-14)

You are a unique creation.
God made you for a special purpose.

YOU HAVE BEEN GIVEN UNIQUE TALENTS FOR A PURPOSE.
(Romans 12:6-8)

God gave each of us unique talents to use, not waste.
God has designed each of us with talents and
gifts for His service.

YOU MUST DEVELOP THOSE TALENTS FOR EXCELLENCE.
(Proverbs 22:29)

Develop your talents to the finest
and you will stand out from the crowd.
You should do your work as if
you are actually working for the Lord.
Using your talents in work is a form of worship to Him.

WORK IS A STAGE FOR YOUR HIGHER CALLING.
(Matthew 5:16)

Let your light shine, so that others will see your good
deeds and they will praise your Father in heaven.
Work is an excellent place to be a witness.
10 CAREER TRENDS

1. A Global Workforce
   The workforces of industrialized and Third World nations are competing in a global market. It is a widely recognized fact that the 350 million workers in industrialized nations, whose pay averages $18 to $31 an hour, are suddenly competing with the 1.2 billion workers in the Third World nations whose wages average less than $2 an hour. In this global market, workers who are trained at using high tech communications will be in demand. Also, those who are able to speak a second and third language will hold the advantage in many job markets. Furthermore, companies will need to grow in knowledge and sensitivity to once remote cultures.

2. Further Corporate Downsizing
   No, downsizing doesn’t mean ordering a small Coke instead of a large! Though defined many ways, downsizing is the dreaded but popular word that means to be laid-off, fired, “canned,” or phased out. Downsizing occurs in companies for many reasons. Many times workers are downsized when organizations merge or desire to cut costs to remain competitive in this global market. Often the growing and efficient use of technology will permanently replace workers. Any way you say it, downsizing is a reality that can happen in any size company. Expect it and be prepared to market your talents to new employers.

3. More Work for Fewer Workers
   As downsizing continues, fewer laid-off workers will be replaced. Instead, remaining staff often will be required to take up the slack, resulting in heavier workloads. The employees and contractors of today and in the future will have to work faster, harder, and become more productive than ever. Companies today are concerned about two things: exceeding production goals of the past and the bottom line. We will continue to see a lean, mean working machine as fewer people carry out greater responsibilities. Increased employee productivity is one way U.S. companies can keep pace with lower global wage rates.

4. Talent Becomes Focus for Job Security
   Job security, as we knew it in the mid-20th century, is a thing of the past. In ages past, job security came with the company. After witnessing the trend of downsizing in large, corporate organizations, we know that this is no longer true. Job security in the future belongs to the worker who develops a track
5. Rapid Increases in Technology

More and more people are using computers and other forms of advanced technology in their work. We are truly living in a complex and competitive technological age. The creation of the “Information Super Highway,” through the use of the Internet, has transformed businesses and workers alike. The use and understanding of computers is not only a need but a necessity for survival in today’s business world. Workers who will be successful and in demand in the future will be those who have education and specific skills for using computer data systems, telecommunications, and the advanced technologies that will continue to emerge.

6. Home-Based Businesses Grow in Popularity

Have you ever considered opening your own pet grooming service? Ever thought about starting your own screen printing business? How about data processing at home? More and more people are turning to home-based businesses for their working careers. For some people, working at home has many advantages, such as being able to stay with their children, saving time and money without the hassle of a commute to the office, and becoming their own bosses. Nearly 20 percent of workers who are laid off choose to start their own businesses. Although it might not be for everyone, home-based businesses are growing at an enormous rate.

7. Telecommuting from Home

As we see continued technological advances, we will witness more and more people turning to telecommuting from their homes, instead of working at the office. Roughly one-third of America’s workforce, some 43 million people, are working at least part time from home. Although this trend is successful for some, others need the social interaction and support of working in an office environment. Only if you learn about your own unique “pattern” will you be able to determine the best environment in which you can flourish.

8. Preparation for Work Is Essential

Have you ever heard the saying, “Stay in school”? U.S. Department of Labor statistics tell the story of how important education is for future earnings.

**MEDIAN U.S. SALARIES IN 2000**

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Median Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school graduate</td>
<td>$28,800</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>$32,400</td>
</tr>
<tr>
<td>Associate/Technical degree</td>
<td>$35,400</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>$46,300</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>$55,300</td>
</tr>
<tr>
<td>Doctorate degree</td>
<td>$70,500</td>
</tr>
<tr>
<td>Professional degree</td>
<td>$80,200</td>
</tr>
</tbody>
</table>

New types of jobs are being created every day. In such rapidly changing work conditions, job security lies in a worker’s ability to understand his or her God-given talents and market them to appropriate areas of work.
A college degree is no guarantee of a good job. However, statistics show that with more education there is usually a substantially higher earning potential. There are always exceptions to this statement. Statistics show that many entrepreneurs and skilled workers (those who learned a trade in vocational or technical school) can be exceptions to the above salary ranges. However, unless you are a highly driven entrepreneur, planning to learn a skilled trade or to become an expert at what you do, securing a college degree is desirable.

As an alternative to traditional college, today’s technical education is more popular than ever before. Technical education is different from a typical college experience in several ways. First, technical education is more pragmatic—your course of study is directly related to your career area. Secondly, technical education provides a quick path to the workforce. Most students complete their program in less than two years. Third, technical education prepares you for a specific occupation after graduation.

At most technical institutes, students are able to complete formal training programs at the certificate, diploma, and two-year associate degree level.

Areas of study in technical education include programs in business sciences, health sciences, and industrial technologies. Average starting salaries have risen dramatically over the years. Graduates of many technical institutes typically earn annual starting salaries of over $30,000 per year.

9. Temporary and Part-Time Employees Increase

One of the fastest growing industries is the staffing or temporary employment industry. Once regarded as second-class job opportunities, temporary and part-time openings can be effective career steps for willing workers. As employment costs continue to rise, businesses are depending on temporary agencies to fill employment needs. Surveys indicate that as many as 39 percent of temporary employees have worked their way into a permanent position from their temp assignments. By being willing to start as temps, people not only get a foot in the door, they have the opportunity to demonstrate their skills and attitudes to the key decision makers.

10. Lifelong Education and Upgrading of Skills

Many young people breathe a sigh of relief when they graduate from high school or college and vow never to “hit the books” again. But this is a sure way to plateau their careers and their earning power—early!

Successful workers in this century are those who are constantly learning new skills and improving their existing talents. With the constant upgrading of computers and computer software, even the most talented workers will need to be ready to learn more.

The attitude of coasting in your job compares favorably to a pit stop during the Indianapolis 500 race. While you’re parked in pit row, the rest of the field is racing by, leaving you in a constant “catch-up” mode.

In Matthew 25:14-30, Jesus taught the parable of the talents. Even though He was speaking of money, the principle of stewardship applies to the use of our natural talents from God. Jesus said, “For everyone who has shall more be given, and he shall have an abundance; but from the one who does not have, even what he does have shall be taken away” (Matthew 25:29).

Another way of stating this principle is “use it or lose it,” meaning invest your talents or they will lose their value. Successful workers in the future will invest their talents and time in improving their God-given skills for work.
Successful people are usually involved in work that easily allows them to use their natural talents and
skills. For you to successfully do this will require a thorough knowledge of your unique talents too!
(The *Career Direct* assessment is a powerful tool that can provide you with information essential to
making sound career decisions.)

Twenty-first century employers are looking for workers whose talents naturally fit their jobs. One key
element for successful job seekers is the ability to match the work they choose to the natural strengths
and talents that God has uniquely provided them. Employees should be trying to avoid becoming a
“square peg in the round hole.”

Furthermore, employees should be developing methods of marketing their skills to employers for job
positions that clearly parallel their strongest skills. Proper interview practice and preparation as well as
concentrated work on résumé writing will help strengthen their ability to effectively market their skills
and match them to job openings.

One thing is sure: Workers who do not understand their God-given talents and abilities for work will
flounder; focused and versatile workers will be able to keep pace with the changing work scene.
Choose the first/easiest job you can get.
- This ignores your natural talents for work.
- People who do this normally experience job burnout.

Choose a job based on the amount of money it pays.
- Money does not bring contentment.
- You should work in a career because you enjoy the work and you have a talent for it.
- Most people who work in an area that matches their unique talents and interests will make more money in the long run.

Choose a job just because it sounds like a good title or a good company.
- It’s more important to enjoy what you are doing than to have an important sounding title.
- Companies constantly change and restructure.

Choose a job because your friends are working in that job.
- Just because you like your friends doesn’t mean you are going to like your friends’ jobs.
- You should focus on your strengths for a particular job.

Choose a job because your parents are working in that job.
- A workplace that is a good fit for your parents may not match your talents at all.
- Focus on your individual talents for work.

Choose a job to fulfill your parents’ unfulfilled dreams.
- Parents can cause stress for their children when they manipulate or even force them toward particular careers or jobs.
- Explain kindly to your parents that you must be a good steward of your unique talents.

Choose a job because you have the minimum ability to do it.
- Just because you can do the job doesn’t mean it’s the right career for you.
- Your goal is to be excellent in your work, which will require the use of your best natural talents and desires of the heart. Choose something you really have a passion about.

Choose a job strictly on the basis of a school counselor’s suggestion.
- You need to first identify your God-given talents and interests.
HOW YOU CAN MAKE

Good CAREER DECISIONS

✓ First decide on your purpose in life.
  - Ask yourself, “Why am I here?”
  - Your work should contribute to achieving your life purposes.
  - Follow what God’s Word says about work.

✓ Learn about your natural “pattern.”
  - Includes your abilities, interests, personality, and your work priorities and values.
  - These are the key areas that give you a unique orientation for work.
  - Your pattern is discussed in more detail on page 12.

✓ Investigate several occupations that fit your “pattern.”
  - Concentrate on jobs that are a good fit with your pattern.
    (Remember, you’re trying to avoid the problem of being a “round peg in a square hole.”)
  - Research, interview people, and visit work sites in order to explore occupations that interest you.
  - It may take time and hard work to find the right match.
  - Try to get part-time or summer work or an internship in the career field while you are still in school.

✓ Seek God’s confirmation.
  - Pray for God’s direction as you explore various occupations and careers.
  - Ask Christians who know you well for counsel and advice.

✓ Develop a plan to get to a desired career destination.
  - Investigate educational or training choices.
  - Plan financially for your specific destination.
  - Develop educational and career goals.

✓ Become a lifelong learner, always gathering new ideas about your work and its related fields.
  - Never quit learning new ideas or concepts. This is easy when you’re doing something you love.
  - Read, learn new skills, and take training courses.
  - With increasing knowledge and skills, you will be better equipped to compete in a constantly changing job market.

✓ Refine your career as you go along.
  - Prepare to move into new areas of work that are an even benefit for your unique talents.
  - Be flexible and adapt to change as you work in your career.
  - Keep informed about the job market and emerging career opportunities.

See Addendum A for Steps of an Effective Job Search.
Have you ever thought about how remarkably unique you are? Consider this: When we entered the 21st century, more than six billion people were living on our planet. Yet, isn’t it amazing that no two people are exactly alike? God has made everyone distinctly unique. He created us with different interests, desires, talents, and personalities, not to mention our physical differences, such as appearance. That’s why you are considered a unique creation of God. You come complete with your own special design and distinctions that make you you! Just as an artist paints an original oil painting, you too were “painted” uniquely by an almighty Creator.

“For Thou didst form my inward parts; Thou didst weave me in my mother’s womb. I will give thanks to Thee, for I am fearfully and wonderfully made” (Psalm 139:13-14).

To avoid making poor educational or career decisions, you should base your decisions on your unique “pattern.” A person's pattern or individual design is comprised of his or her talents and desires. These can be expressed in four major elements, which fit together like pieces of a puzzle.

These elements collectively form your individual pattern. Basing your career decisions on one element, such as what interests you, will not give you a full picture of your individual potential. (Just because you love to play tennis doesn’t mean you should do it as a career.) You should look at your pattern of personality, skills, interests, and values to get an accurate idea of the type of careers that would suit you best.

This pattern is God-given and unique to you. If you follow your pattern in career decision making, it will effectively direct you in choosing an educational major, a college, and an occupation.

The Crown Career Direct guidance system is designed to help individuals find their own unique patterns.
Section 2

MAKING EDUCATIONAL DECISIONS
Choosing a college is as important as choosing the right major to pursue. Available programs of study will vary with every college. To get an idea of the programs of study offered at the college of your choice, ask for a college catalog that outlines the courses offered or visit the college’s Web site. Deciding which program to choose depends mainly on the individual. Factors to take into consideration are career direction, financial restraints, educational goals and interests, curriculum related work, and other personal/individual considerations.

**CHRISTIAN COLLEGES AND UNIVERSITIES**

One type of college to consider is a four-year Christian college. There are many desirable aspects offered at Christian colleges. We encourage every family to look first at a Christian college as an educational option. A genuinely Christ-centered Christian college not only will help prepare any student with a quality education, it also will help to instill God’s spiritual truths that often are lacking in the lives of students today.

- Information is presented from a Christian worldview.
- Christian colleges have specific Christian related fields of study, such as theology, music ministries, foreign missions, and many others.
- Christian education also can prepare a student for nonprofit organization employment.
- Many Christian colleges offer students a wide range of courses that are typical of most secular four-year colleges.
- Educational scholarships are often available for students who are affiliated with a specific church denomination.
- Christian clubs and organizations provide spiritual enrichment.
- Christian colleges and universities are anxious to develop your faith.
- Christian colleges and universities are focused on teaching versus research.

We strongly suggest that you and your parents visit the campus of the Christian college or university of your choice. It’s important to choose a Christian college that is Christ-centered and one where the entire faculty affirm the Christian mission of the college.

**FOUR-YEAR COLLEGES AND UNIVERSITIES**

There are several aspects of enrolling at a four-year college or university.

- Four-year colleges typically offer students a broad range of courses from which to choose.
- Universities usually have greater amounts of income to spend on equipment, staff, and other resources; this offers students many advantages.
• Students are exposed to a cohesive course curriculum that allows a smooth progression throughout college.

• There are many diverse organizations and groups on campus that provide students with the opportunity to pursue various interests.

• State colleges and universities offer lower in-state tuition for residents of the state; private institutions usually offer a wider variety of scholarships.

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**TWO-YEAR COMMUNITY COLLEGES**

A growing tendency of college-bound students is to enroll at two-year community colleges. There are several advantages to pursuing such programs.

• Two-year colleges normally offer classes at lower costs and tend to have a lower student-per-teacher ratio than large universities.

• Class schedules are flexible, which permits students to create their schedules around work or other personal activities.

• Students often are able to live at home and save on many other expenses that would be associated with attending four-year universities.

• A two-year community college can serve as a “proving ground”: it will allow a student to try college life slowly, without totally committing his or her time and finances.

• Most classes offered at two-year community colleges are transferable to four-year colleges. This enables students to acquire the core courses required for most bachelor’s degree programs at a lower cost.

• Complete courses of study are available that allow students immediate entry into the workforce. These programs often are in the form of associate’s degrees or technical diplomas.

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**VOCATIONAL AND TECHNICAL SCHOOLS**

Vocational and technical schools usually have diploma programs that offer students technical education and the skills needed to perform various jobs in industry, health care, and/or business settings.

Vocational and technical schools offer many advantages.

• Vocational and technical schools enable students to gain valuable, hands-on experience in a specific trade or vocation.

• Schedules are normally flexible, which gives students the option of attending evening classes.

• Programs of study are normally one to two years in length, which allows students to learn a trade without having to commit themselves to many years of education.

• Vocational schools allow students who are curious about a profession to work in a technical role to see if they will enjoy the actual work involved.
Choosing a college is as important as choosing the right major to pursue. Available programs of study will vary with every college. To get an idea of the programs of study offered at the college of your choice, *ask for a college catalog that outlines the courses offered* or visit the college’s Web site.

Get good information, seek wise counsel, and then work and pray through the issues involved. In doing so, you will be in a position to make the best possible decision.

There are several factors to consider when deciding on a school.

- **Academic competitiveness**
  - Compare your class standing to others entering the freshman class.
  - Check the freshman class profile to compare your standing to the previous year’s record of accepted students.
  - Compare your SAT/ACT score to last year’s freshman average.
  - What percentage of applicants are accepted at the college of your choice?
  - You may want to consider three types of colleges:
    - *long-shot schools*, where you barely meet minimum qualifications
    - *probable schools*, where you are equal in background and scholastic achievement to a typical student
    - *less competitive schools*, where you feel you may have a better-than-average chance of being accepted.

- **Academic major offerings**
  - Does the college of your choice have a good academic reputation?
  - Does the department of study have a good working relationship with its related professional field?
  - Can you transfer courses of study from your chosen major to other colleges or fields of study?

- **Urban versus rural**
  - Both offer advantages and disadvantages. Your background and preferences will determine which will best suit you.

- **Student population**
  - Do you tend to do better in large classes with little personal interaction with professors or smaller classes where you will be able to get more personal help?
  - Organized, good note takers can do well in larger classes, and those who are not organized tend to do better in small classes.

- **Christian versus secular**
  - Generally we are most comfortable when we are around people whose values are similar to ours.
• Don’t wait until graduation to embark on the career that fits you!
  Increasing numbers of college students are using internships, apprenticeships, and related part-time jobs as stepping-stones to permanent, post-college employment. In addition, many high school students are enrolled in one of the on-the-job work training programs.
  In one branch of a state university, 70 percent of the 2,000 graduates had been employed as interns or in part-time work in occupations that complemented their curriculum. We recommend that you use your Career Direct assessment reports to help you secure part-time or short-term employment in a position directly related to your course of study.
  Here is how Career Direct gives you the edge in seeking an internship.
  1. Points you toward the types of positions that match your unique pattern and talents.
  2. Insights and information gained from the reports will build your confidence to communicate your strengths and abilities in an interview.
  3. Equip you with detailed reports that you can use to confirm your suitability for a particular occupation.
  4. Demonstrates your initiative to an employer.
  Any student armed with the Career Direct reports who knows how to match his or her talents to work should have a distinct advantage over other applicants for an education-related job.

**UNIQUE OPTIONS**

- **Internships provide academic application of knowledge in an actual work environment.**
  - Allows the student to receive class credit and gain valuable work knowledge and experience.
  - Internships are open to high school and college graduates, college students, nontraditional students, and graduate students.

- **Apprenticeships blend on-the-job training with related technical instruction.**
  - Apprenticeships usually last three to four years.
  - Allow workers to earn as they learn.
  - Applicants who are at least 16 years old and are physically able to do the work are eligible to apply.
  - Apprentices ask themselves, “Does this occupation fit my pattern?”

- **Cooperative education (co-op) enables students to gain experience in areas related to their college majors.**
  - College programs that alternate terms of work with terms of instruction.
  - Co-ops are sponsored by business organizations, which gives students valuable work experience in college.
  - Allows students to earn money while going to college.
- Companies often choose to hire students who have completed co-op programs at their organization.
- College and technical school students are eligible to pursue this program if they have an average GPA of at least 2.5 on a 4.0 scale.

- **Military education and training provides training, discipline, and then financial assistance for further education through the GI Bill.**
  - The Army will pay back a student’s loans, up to $55,000, for a three-year commitment as an enlisted person.
  - Offers scholarships as an enticement to enlist in needed job specialties.
  - Contact local recruiters, ROTC officers, and military academy liaisons.

- **On-the-job training by an employer gives specific training that can be given only on the job.**
  - Good if you do not want to enter college immediately after high school.
  - Participants are paid while they learn skills or trades.
  - Participants gain actual work experience.
FACTORS THAT ARE REVIEWED

- **High school GPA** (This is the best predictor of academic success in college.)
- **High school class standing**
- **SAT/ACT scores**
- **Courses taken and degree of difficulty of courses**
- **Academic reputation of the student’s high school**
- **Extracurricular activities and leadership positions held**
- **Character**
- **Communication skills**
- **Ethnic group**
- **Geographical home of the student**
There are several options for financing your education. Most people will use a combination of these options during their school years. Obviously, cost will be a major criteria in selecting the school you will attend, but we encourage you to investigate all the possibilities before you decide you can’t afford a school you really want to attend.

Common available plans for financing education include the following.

- **Work and earn as you go.**
  - The majority of college students work to pay a part of their college expenses.
  - As mentioned earlier, cooperative education offers an excellent way to pay for college while gaining work experience.

- **Parents and other family help.**
  - Discuss with your family their willingness and ability to finance all or part of your education.
  - This is a great way for parents to pass along some of their inheritance.

- **Grants or scholarships** (funds that do not have to be paid back).
  - The Federal Pell Grant: Federal money sent to colleges and then distributed to students, based on a government formula.
  - The Federal Supplemental Educational Opportunity Grant (FSEOG): A direct federal grant made available to the students with the greatest need.
  - The Federal Work Study Program (FWSP): A federally sponsored program that funds jobs for college students.
  - Scholarships: There are many scholarships available to students through businesses, civic organizations, or specific groups of people. Contact the financial aid office for help with available scholarships.

**Loans, as a last resort**

We encourage people to find ways to finance their education without borrowing, because many students who graduate from colleges or universities are saddled with debt and start their careers in financial difficulty. Every avenue of financing should be thoroughly explored.

If all other financing possibilities have been exhausted and you believe a loan is necessary for you to attend a college or university, do the following.

- ✓ Borrow only what you need,
- ✓ Borrow for a short period of time,
- ✓ Pay it back as quickly as possible, and
- ✓ Sacrifice as needed to get out of debt.

Be sure to search for the most reasonable loan package available. Remember, some loans have lower interest and better terms of repayment. Some colleges even have interest-free loan funds. There are other forms of loans that defer payment and forgive interest during the deferral if you enter into some form of low-income service to the church or community. Above all, shop wisely.
**Other Sources of College Aid Information:** High school counselors, college financial aid officers, libraries, pastors, employers (yours or your parents’), service organizations, and the United States Armed Forces.

*Debt Free College* by Gordon Wadsworth is an excellent resource for those looking for sound ideas for financing an education (770) 656-1635.
Section 3
COLLEGE MAJORS
AND
TECHNICAL EDUCATION OPTIONS
This section is unique in that it explores the many fields of study students can pursue after graduating from high school. This section of the reference book is not to be read from start to finish. Rather, its main purpose is to help you quickly investigate college majors that interest you. Since everyone has different interests and personalities, no two people will use this reference book alike.

First look over the example on page 24 that shows how to use the Cross Reference System, which begins on page 29.

Now follow these easy steps.

**Step 1.** Using the Action Plan procedure, find the category (in the Cross Reference System on pages 29 and 30) that best matches your interests. Note that each category contains related fields of study that are available in universities, colleges, and technical schools.

**Step 2.** Turn to the field of study that interests you and begin your exploration. Each Field section begins with a list of majors and a definition of each major. Choose a specific major to explore.

**Step 3.** Turn to the page for the specific major that interests you and read about it. Each major will have four sections of information.

Note: If you do not like the majors you have explored, go back to the Cross Reference System (pages 29 and 30) and pursue other interests you may have.

Each major will have four sections of information.

- **Activities and Environment:** This section describes what the actual work may be like and what you might expect if you were to pursue this career field. It also gives the working conditions and environment.

- **Profile for Success:** This section is a list of skills, characteristics, and interests that people who are successful in the field are known to possess. Do not be alarmed if you do not possess all of the items listed. These are typical of this field of study and you do not have to have all of the characteristics to be successful.

- **Related Occupations:** This section will give you a list of typical occupations associated with this college major. This will give you an idea of the type of job you are likely to encounter if you decide to pursue this major. Other careers can be explored by using the Occupational Outlook Handbook or Guide for Occupational Exploration found at your local library or college or online at http://stats.bls.gov/oco/home.htm.

- **Associations:** Professional and student associations can provide more information about your chosen field of study. These organizations often provide job assistance, up-to-date information about your field of study, and career trends.
Step 1 - Categories

Cross Reference System

Animals/Nature/Outdoors
- Agriculture
- Forestry
- Biological Sciences
- Physical Science
- Pre-professional

Communication
- Journalism
- Christian Studies
- Business
- Fine Arts

Step 2 - Fields

Business
- Accounting
- Economics
- Finance
- General Business
- Hotel and Restaurant Management

Step 3 - Majors

FINANCE

Activities
Profile
Occupations
Associations

FOLLOW THIS EXAMPLE
The cost of post-secondary education has been rising significantly faster than the cost of living for the past several years. Thus, it is in the best financial interest of every college-bound person to make right decisions on a course of study so they do not have to change majors and incur additional expense and possibly debt.

Career Direct assessment reports, consultation with a “career coach,” the results of the Career Direct Action Plan, and the use of the Job Sampler should be invaluable to you in choosing the curriculum that best matches your ultimate career goals.

Many students enter college not knowing what to study or where to begin. Often they get involved in a college program only to find out they have little interest or desire to work in a career related to the one they are studying. Struggling early in college can produce negative feelings toward education and also frustration about which college major to pursue, not to mention the increased financial costs of switching college majors. Without a clear direction, educational goals are seldom set, and students often flounder from major to major, hoping that somehow they will “fall into” the college major suited specifically for them. The steps shown below have proved to be helpful in choosing a major area of study.

1. **Complete the Career Direct Action Plan.**

2. **Study your pattern.**
   - Identify the general career fields that match your interests and strengths.

3. **Relate your career fields into broad categories, such as:**
   - Business
   - Science
   - Education/Teaching
   - Information Systems
   - • Animals/Nature/Outdoors
   - • Helping/Counseling
   - • Arts/Performing
   - Ask yourself, “Do I prefer to work with people, ideas, data, or things?”

4. **Look at majors that fall into the general categories that suit you best.**
   - Business
   - Journalism and Mass Communication
   - Information Systems
   - Professional Studies
   - Fine Arts
   - Engineering
   - Social Sciences
   (Refer to the Cross Reference System in this book; it will help you target majors that are suited for your talents and interests.)

5. **Look at the content of the courses that support various majors.**
   - Course content information is found in the college catalog from the school you are considering.
6. Develop a list of three or four majors that seem to best suit your pattern and your passion.
   - Refer to the list of majors in this booklet for help in deciding on majors to explore.

7. Take steps to investigate the majors you are considering.
   - Review the list of majors outlined in this book.
   - Talk to professors in the field.
   - Talk to seniors who are majoring in the subject.
   - Actually visit companies engaged in your career field.
   - Talk to businesspeople who are in the field.
   - Join or visit a campus group that focuses on a particular career field.
   - Interview someone who is working in a career field related to the major you are interested in pursuing.
   - Go to the library and review professional journals associated with the career field of your choice.

8. Evaluate the information found. Based on the results of your Career Direct assessment, is this major a good match for you?*

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKILLS/ABILITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERESTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PERSONALITY</td>
<td></td>
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<tr>
<td>WORK PRIORITIES AND VALUES</td>
<td></td>
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*If you have not discovered Crown’s Career Direct assessment, you may call 1-800-722-1976 for information or to order, or you can visit www.crown.org/cart/career.asp.

We recommend that you use your Career Direct assessment to help you secure part-time or short-term employment in a position directly related to your course of study.

Here is how Career Direct gives you the edge in seeking an internship.

1. Points you to a position that matches your talents.
2. Builds your confidence in your strengths and abilities.
3. Demonstrates your initiative to an employer.

Any student armed with the Career Direct reports and using its recommended process of matching your natural talents to compatible career fields should have a distinct advantage over other applicants for an education-related job.
Your Educational Checklist

☐ I have taken the SAT/ACT.

☐ I have discussed my plans with my parents.

☐ I have talked with a guidance counselor.

☐ I have prepared a personal “mission statement.”

☐ I have talked with graduates or friends who have attended the colleges I am considering.

☐ I have explored the majors offered at various schools.

☐ I have decided on a major to pursue.

☐ I have reviewed college catalogs of several schools I am considering.

☐ I have visited the campuses of several colleges I am considering.

☐ I have sent applications for enrollment, official high school or college transcripts, and SAT/ACT scores to the colleges I am considering.

☐ I have investigated different plans for financing my college education and have developed a financial plan.

☐ I have realistically considered how borrowing for college will affect my finances after graduation.

☐ I have determined living arrangements while in college.

☐ I have set GPA goals and made a strong commitment to be a good student in college and thus get the benefits of my education.

(Note: Grades on a transcript are there forever and will stand as your record of commitment and achievement.)
1. Pray every step of the way for guidance, wisdom, protection, and discernment of God’s will.

2. Get motivated; get excited about your education.

3. Plan your freshman year carefully; don’t take on too much.

4. Know your talents, and plan to develop them through your major in college.

5. Take care of your business. Plan your day, set goals, and keep up with your academic plan.

6. Develop a regular study routine. If you have difficulty setting priorities, obtain one of many good books on time management.

7. Just do it! Don’t get behind or procrastinate.

8. Avoid cheating.

9. Think for yourself; don’t believe everything you read or hear at college.

10. Pick your friends carefully. Seek a social group that agrees with your values.

11. Don’t get so bogged down in outside activities that you neglect your studies.

12. Get involved in a college-age Bible study class in your church right away. Many young students put their spiritual development in “neutral” when they go to college. It always proves to be a handicap.

13. Take care of your health. Follow a balanced diet and get plenty of rest.

14. Live within your financial means. Don’t use credit cards to buy things you can’t afford. Develop a budget and stick to it.
I'd like to know more about . . .

**CATEGORIES**

**ANIMALS/NATURE/OUTDOORS**
(animals, veterinary, zoology, agriculture, nature, farming)
- Agriculture .......................................................... 43
- Forestry and Wildlife Resources ................................. 109
- Biological Sciences .................................................. 62
- Physical Sciences ..................................................... 122
- Preprofessional ....................................................... 130

**ARTS/PERFORMING**
/art, painting, drama, foreign languages, photography /
- Fine Arts ................................................................... 96

**ATHLETICS**
(physical education, sports medicine, sports)
- Education ................................................................ 82
- Allied Health ............................................................ 53

**BUSINESS**
/business, managing, leading, organization, money, office work /
- Business .................................................................. 70
- Mathematical Sciences .............................................. 117
- Business Related (VT) .............................................. 149
- Computer/Electronic Related (VT) .............................. 156
- Trade Related (VT) ................................................. 168

**COMMUNICATION/WRITING/ENGLISH**
/writing, advertising, newscasting, reading, communication /
- Journalism and Mass Communications ....................... 111
- Christian Studies ..................................................... 32
- Business .............................................................. 70
- Fine Arts ............................................................... 96

**COMPUTERS/MATH**
/computers, math, MIS, business, electronics, statistics /
- Mathematical Sciences .............................................. 117
- Computer/Electronic Related (VT) .............................. 156
- Business .............................................................. 70
- Business Related (VT) .............................................. 149

**DESIGN/CREATING**
/drawing, design, making things, using hands /
- Trade Related (VT) .................................................. 168
- Engineering ............................................................ 84
- Environmental Design .............................................. 86
- Fine Arts ............................................................... 96

**EDUCATING/TEACHING**
/teaching, education, children, people /
- Education ................................................................ 82
- Social Sciences ....................................................... 135
- Christian Studies .................................................... 32
- Child Care (VT) ....................................................... 154
- Fine Arts ............................................................... 96

**FAMILY/CHILDREN**
/family, children, cooking, clothes, foods, nutrition /
- Family and Consumer Sciences ................................. 89
FAMILY/CHILDREN continued
Child Care (VT) ........................................................................................................... 154
Social Sciences .................................................................................................................. 135
Allied Health .................................................................................................................... 53
Christian Studies ............................................................................................................ 32

FOOD
(food preparation, inspection, cooking)
Family and Consumer Sciences ..................................................................................... 89
Agriculture ........................................................................................................................ 43

HELPING/COUNSELING
(counseling, people, social problems, history)
Social Sciences ................................................................................................................ 135
Christian Studies ............................................................................................................ 32
Family and Consumer Sciences ...................................................................................... 89
Allied Health .................................................................................................................... 53

LAW/PROTECTIVE SERVICES
(law, legal)
Preprofessional Studies .................................................................................................... 130
Business .......................................................................................................................... 70
Social Sciences ................................................................................................................ 135

MECHANICAL/TECHNICAL
(carpentry, woodworking, designing, autos, working with hands)
Trade Related (VT) ............................................................................................................ 168
Engineering ...................................................................................................................... 84
Computer/Electronic Related (VT) .................................................................................... 156

MEDICAL
(health care, nurse, doctor, assistant, dentist, paramedic)
Allied Health .................................................................................................................... 53
Preprofessional Studies .................................................................................................... 130
Medical/Dental Related (VT) ........................................................................................... 159
Social Sciences ................................................................................................................ 135

PERSONAL CARE
(beauty, cutting hair, clothes, makeup, cosmetology)
Personal Care Related (VT) ............................................................................................ 166
Family and Consumer Sciences ...................................................................................... 89
Allied Health .................................................................................................................... 53

RELIGIOUS/CHRISTIANITY
(missions, Jesus, preaching, counseling)
Christian Studies ............................................................................................................. 32
Social Sciences ................................................................................................................ 135

SCIENCE
(chemistry, astronomy, science, experiments, research)
Physical Sciences ............................................................................................................. 122
Biological Sciences ......................................................................................................... 62
Mathematical Sciences .................................................................................................... 117
Social Sciences ................................................................................................................ 135

TRAVEL
(travel, excitement, new places, people, foreign cultures)
Business .......................................................................................................................... 70
Christian Studies ............................................................................................................. 32
Journalism and Mass Communication .............................................................................. 111
Fine Arts .......................................................................................................................... 96

Note: Also see index of fields (p. 176), individual majors (pp. 177-178), and occupations (pp. 179-184).
(VT): Vocational/Technical
**Biblical Studies:** The study of the Bible, its various books and verses, and the meaning and interpretation of Scripture in its original text (p. 33).

**Christian Counseling:** The study of the methods, techniques, and approaches of counseling individuals by using biblical or Christian influences (p. 34).

**Christian Education:** The study of the methods of integrating contemporary educational philosophy and theory with biblical principles to teach, educate, and instruct others (p. 35).

**Communications:** The study of the technical applications and procedures used to broadcast or send information over various electronic means, such as television, radio, and computers (p. 36).
**Christian Studies**

**Majors**

**Biblical Studies:** The study of the Bible, its various books and verses, and the meaning and interpretation of Scripture in its original text (p. 33).

**Christian Counseling:** The study of the methods, techniques, and approaches of counseling individuals by using biblical or Christian influences (p. 34).

**Christian Education:** The study of the methods of integrating contemporary educational philosophy and theory with biblical principles to teach, educate, and instruct others (p. 35).

**Communications:** The study of the technical applications and procedures used to broadcast or send information over various electronic means, such as television, radio, and computers (p. 36).

**Foreign Missions:** The study of the practices and processes involved in Christian ministry work to foreign countries and locations (p. 37).

**Missionary Aviation Technology:** The study of the techniques and methods of aviation and aviation technical support and its use in Christian ministry to countries requiring travel by airplane (p. 38).

**Music Ministries:** The study of Christian music as it is used to worship God and to inspire people as they seek God’s will for their lives (p. 39).

**Pastoral Studies:** The study of the techniques and methods of using God’s Word to lead, teach, and direct church congregations or other bodies of people (p. 40).

**Theology:** The study of the methods of using God’s Word to minister, counsel, or educate people in their daily lives (p. 41).
Studies the Bible in its original text
Interprets Scripture and data found in the Bible
Often studies foreign languages, such as Hebrew
Gives lectures or conferences on the Bible
Teaches or leads Bible-study groups of some kind
Requires public speaking or preaching
Frequently counsels troubled people
Often travels and relocates several times
Works flexibly in many related fields
Environment is usually in a church or Christian group

Desire or calling to study God’s Word
Genuine concern for people’s lives
Excellent written and oral communication
Compassionate, sympathetic personality
Interest in Christian counseling
Excellent interpersonal skills
Desire to teach, educate, or lead people
Patience and perseverance in work
Ability to study data for long periods

Pastor  Seminary Professor  Church
Associate Pastor  Christian Counselor  Administrator
Evangelist  Chaplain  Youth Minister
Christian Educator  Campus Minister  Bible Scholar
Writer  Missionary  Research Analyst

(Check with your pastor and church leaders for organizations specializing in biblical studies.)

Council for Christian Colleges and Universities
321 8th St NE, Washington DC 20002-6158
Internet: http://www.cccu.org
e-mail: council@cccu.org

Wycliffe Bible Translators
7500 W Camp Wisdom Rd, Dallas TX 75236
Internet: http://www.wycliffe.org
CHRISTIAN COUNSELING

Christian Counselors are usually required to have a master’s degree or the equivalent.

ACTIVITIES/ENVIRONMENT

Counsels others from a Christian perspective
Listens to and consults with people who are troubled
Provides education/guidance to people who seek advice
Researches psychological disorders and theories
Relates God’s Word to problems people are facing
Suggests organizations or help groups for clients
Analyzes or plans various methods to reach people
Work is possibly stressful and mentally exhausting
Environment is working directly with many people

PROFILE FOR SUCCESS

Strong desire to help and counsel people
Thorough knowledge of the Bible
Ability to remain open and objective
Creative and thoughtful in giving counsel
An inquiring and curious mind
Empathetic, sympathizing, and patient
Friendly, likable, outgoing personality
Insightful, problem-solving skills

RELATED OCCUPATIONS

Christian Counselor
Seminary Professor
Career Counselor
Guidance Counselor
Substance Abuse Counselor

Psychologist
Marriage/Family Counselor
Pastor
Employee Assistance Counselor
Missionary

ASSOCIATIONS

The American Association of Christian Counselors
PO Box 739 Forest VA 24551
Internet: http://www.aa-ac.net

Christian Association of Psychological Studies
PO Box 890279, Temecula CA 92589-0279
Internet: http://www.caps.net
CHRISTIAN EDUCATION

ACTIVITIES/ENVIRONMENT

Helps others to learn and succeed with education
Often teaches about Jesus Christ and the Bible
Develops programs and plans for learning
Teaches basic principles in a course of study
Communicates ideas to a group of young people
Illustrates concepts about certain subjects
Possibly works in a Christian school
Environment varies but usually remains in a classroom

PROFILE FOR SUCCESS

Strong desire to teach and instruct people
Thorough knowledge of the Bible
Excellent written and oral communication
Sensitive, warm, and friendly demeanor
Patience with people and their abilities
High energy level
Outgoing, creative personality

Note: In general, education majors consist of a blend of educational concepts and methodologies with knowledge of a specific subject area.

TYPICAL MAJORS

Art Education
English Education
Dance Education
Early Childhood Education
Religion/Bible Studies
Foreign Language Education
Health Education
Marketing Education
Mathematics Education
Middle School Education
Music Education
Speech Education
Physical Education
Recreation and Leisure Studies
Science Education
Social Science Education

RELATED OCCUPATIONS

Teacher
Church Minister of Education
Christian Counselor
Tutor
Seminary Professor
Church Minister of Music

ASSOCIATIONS

Council for Christian Colleges and Universities
321 8th St NE, Washington DC 20002-6158
Internet: http://www.cccu.org
e-mail: council@cccu.org

Christian Home Educators Association
PO Box 2009, Norwalk CA 90651-2009
Internet: http://www.cheaofca.org
COMMUNICATIONS

ACTIVITIES/ENVIRONMENT

Reports news to an audience through the media
Researches and analyzes various news events
Clarifies news from reporting and makes decisions
Monitors programs to detect contract violations
Often does technical work needed to run a broadcast
Develops strategies of broadcasting for mass media
Often creates and designs visual graphics for shows
Work is subject to change with little notice
Environment is fast-paced and hectic

PROFILE FOR SUCCESS

Interest in Christian broadcasting
Ability to speak clearly and effectively
Pleasant and likeable attitude
High energy and concentration level
Ability to work with a team
Ability to influence and persuade an audience
Capability of adapting to fast-paced change
Ability to research an audience or media
Deadline and goal-driven personality

RELATED OCCUPATIONS

Announcer
Audiologist
Journalist
Audio Visual Librarian
Broadcast Technician
Columnist
Scriptwriter
Market Research Analyst
Editor
Electrician
Media Specialist
Foreign Correspondent
Television Director

Audio Engineer
Publisher
Producer
Maintenance Technician
Equipment Operator

ASSOCIATIONS

Society for Technical Communication Inc
901 N Stuart St Ste 304, Arlington VA 22203
Internet: http://www.stc.org

Christian Broadcasting Association (CBA)
PO Box 100, Auckland NZ
Internet: http://www.cba.org.nz/

National Religious Broadcasters
9510 Technology Dr, Manassas VA 20110
Internet: http://www.nrb.org
FOREIGN MISSIONS

ACTIVITIES/ENVIRONMENT

Travels to foreign countries to share the Gospel
Often helps to establish new churches for others
Witnesses to many people about Jesus Christ
Studies religions or belief systems of some kind
Often involves pastoring a church or congregation
Often counsels or advises people in need
Work requires a deep sense of compassion for people
Work varies and requires flexibility and patience
Environment possibly is in rough or harsh conditions

PROFILE FOR SUCCESS

Desire to spread the Gospel of Jesus Christ
Desire or calling to work as a missionary
Excellent written and oral communication
Compassionate, sympathetic personality
Flexibility and willingness to work hard
Ability to speak more than one language
Desire to teach, educate, or counsel people
Interest in foreign countries and cultures
Ability to adapt to different settings

RELATED OCCUPATIONS

Missionary  Counselor
Pastor  Translator
Foreign Campus Minister  Mission Board Worker
Evangelist  Mission Coordinator
Writer  Foreign Mission Teacher
Seminary Professor

(Occupations in the mission field can vary greatly and include jobs such as pilot, doctor or medical staff, administrator, construction worker or carpenter, teacher, and many others.)

ASSOCIATIONS

OMS International
941 Fry Rd, Greenwood IN 46142-6599
Internet: http://www.omsinternational.org

U.S. Center for World Missions
1605 E Elizabeth, Pasadena CA 91104
Internet: http://www.uscwm.org

BCM International
237 Fairfield Ave, Upper Darby PA 19082-229
Internet: http://www.bsbi.org/bcm.html
MISSIONARY AVIATION TECHNOLOGY

Missionary aviation students can focus their education toward flight- and/or aviation-maintenance related fields.

ACTIVITIES/ENVIRONMENT

Often serves as foreign missions pilot
Often provides maintenance or repair to aircraft
Provides routine flight inspections for missions
Usually directs flight communications or avionics
Uses technical electronic equipment for aviation
Often delivers supplies or critical materials
Usually requires travel to many foreign countries
Work is often exciting and always changing
Demand for aviation technicians is very high

PROFILE FOR SUCCESS

Interest in aviation and electronics
Commitment to work in foreign missions
Strong interest in spreading the Gospel
Genuine concern for people’s lives
Excellent communication skills
Ability to think analytically and logically
Desire to lead, educate, or teach people
Patience and perseverance in work
Excellent organization skills

RELATED OCCUPATIONS

Foreign Missions Pilot    Electronics Specialist
Missionary               Evangelist
Aviation Technician       Pastor
Mechanic                 Communications Technician
Maintenance Technician   Counselor

ASSOCIATIONS

Jungle Aviation and Radio Services (JAARS)
PO Box 248, Waxhaw NC 28173
Internet: http://www.jaars.org

Mission Aviation Fellowship
PO Box 3202, Redlands CA 92373
Internet: http://www.maf.org

World Vision International
919 W Huntington Dr, Monrovia CA 91016
Internet: http://www.wvi.org
MUSIC MINISTRY

ACTIVITIES/ENVIRONMENT

Leads church congregations with music
Often coordinates choir performances or solos
Plays an instrument in an orchestra or church
Frequently composes music or writes songs
Teaches or instructs others about music
Provides technical knowledge, such as production
Often leads or directs a choral group
Manages or produces the music of others
Coordinates events and performances for musicians
Environment varies greatly, depending on interests

PROFILE FOR SUCCESS

Appreciation of music of some kind
Ability to play a musical instrument or sing
Creative, artistic personality
Interest in music and/or music production
Ability to practice for long periods
Desire to express oneself through music
Talent for timing, rhythm, and harmony
Knowledge of technical aspects of music

RELATED OCCUPATIONS

Minister of Music
Choral Director
Musician
Conductor
Audio Engineer
Radio Announcer
Singer
Music Instructor
Composer
College Professor
Producer
Sound Technician
Music Broadcaster
Christian Band Manager
Music Store Manager
Music Teacher

ASSOCIATIONS

Christian Music Association, Inc.
PO Box 694, Carthage TX 75633
Internet: http://www.cma1.org

Gospel Music Association (GMA)
1205 Division St, Nashville TN 37203
Internet: http://www.gospelmusic.org
Pastors churches or leads Christian-related groups
Preaches the Gospel to many people or to groups
Often counsels individuals on numerous topics
Gives lectures or leads conferences about the Bible
Often requires traveling and relocating several times
Teaches or leads Bible study groups of some kind
Work is primarily dealing with people and data
Environment is in a church or Christian group

Desire or calling to preach God’s Word
Genuine concern for people’s lives
Excellent written and oral communication
Compassionate, sympathetic personality
Interest in Christian counseling
Excellent interpersonal skills
Desire to teach, educate, or lead people
Patience and perseverance in work
Ability to study Scripture for long periods

Pastor
Associate Pastor
Evangelist
Christian Educator
Writer
Seminary Professor
Christian Counselor
Chaplain

Campus Minister
Missionary
Church Administrator
Youth Minister
Bible Scholar
Research Analyst
Minister

Check with your local church or denominational affiliations for ordination requirements and seminary preferences.
THEOLOGY

ACTIVITIES/ENVIRONMENT

Often leads churches by preaching God’s Word
Often counsels with families or troubled people
Often requires traveling and relocating several times
Directs the outreach of a church or group of people
Teaches or leads Bible study groups of some kind
Often involves public speaking or preaching
Theology provides flexibility in Christian careers
Environment is in a church, organization, or school

PROFILE FOR SUCCESS

Desire or calling to preach the Gospel
Genuine concern for people’s lives
Excellent written and oral communication
Compassionate, sympathetic personality
Interest in Christian counseling
Excellent interpersonal skills
Desire to teach, educate, or lead people
Patience and perseverance in work
Excellent organization skills

RELATED OCCUPATIONS

Pastor
Associate Pastor
Evangelist
Christian Educator
Writer
Seminary Professor
Christian Counselor
Chaplain
Campus Minister
Missionary
Church Administrator
Youth Minister
Minister

ASSOCIATIONS

Check with your local church or denominational affiliations for ordination requirements and seminary preferences.
## MAJOR AREAS OF STUDY

<table>
<thead>
<tr>
<th>Major</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>43</td>
</tr>
<tr>
<td>Allied Health</td>
<td>53</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>62</td>
</tr>
<tr>
<td>Business</td>
<td>70</td>
</tr>
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<td>82</td>
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<td>84</td>
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<tr>
<td>Environmental Design</td>
<td>86</td>
</tr>
<tr>
<td>Family and Consumer Sciences</td>
<td>89</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>96</td>
</tr>
<tr>
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<td>109</td>
</tr>
<tr>
<td>Journalism and Mass Communication</td>
<td>111</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>117</td>
</tr>
<tr>
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<td>122</td>
</tr>
<tr>
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<td>130</td>
</tr>
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<td>135</td>
</tr>
</tbody>
</table>
Agribusiness: Applies modern business and economic principles to the production and marketing of agricultural products and services (p. 44).

Agricultural Economics: The use of economic principles to allocate resources in the production and marketing of agricultural products and services (p. 45).

Agricultural Education: (found in the Education section p. 83)

Agricultural Engineering: The application of scientific and mathematical principles to the development and evaluation of machinery and systems used to produce, process, and store products (p. 46).

Examples of related majors include
- Technology Management
- Agricultural and Biological Engineering.

Agronomy: The study of the chemical, biological, and physical relationships of crops and soil (p. 47). Majors include
- Agronomy
- Environmental Soil Science
- Crop Science.

Animal and Dairy Science: Involves the breeding of agricultural animals and the production, processing, and distribution of animal products (p. 48).

Environmental Economics: Involves the study of environmental resource analysis, planning, and management (p. 49).

Food Science: The study of the processes involved in converting agricultural products into food suitable for human consumption, storage, and transportation (p. 50).

Examples of related majors are
- Biochemistry
- Environmental Health Science
- Food Science.

Horticulture: The study of the breeding, cultivation, use, and storage of a wide variety of plants, flowers, fruits, and crops (p. 51).

Plant Pathology: The study of the cause and treatment of various plant diseases (p. 52).
AGRIBUSINESS

ACTIVITIES/ENVIRONMENT

Involves the business operations of agriculture
Researches or sells agriculture commodities
Manages employees in an agricultural organization
Analyzes and predicts future economic outlooks
Conducts marketing for an agricultural business
Often handles administrative functions for others
Works closely with farmers or farm owners
Environment possibly is in an agricultural business

PROFILE FOR SUCCESS

Excellent oral and written communication
Ability to interact with many people
Interest in agriculture or farming
Knowledge and interest in business
Ability to lead or direct other people
Ability to influence and persuade people
Need for achievement and accomplishment
Knowledge of computers

RELATED OCCUPATIONS

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<thead>
<tr>
<th>Production Manager</th>
<th>Grain Buyer</th>
<th>Systems Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Business Manager</td>
<td>Market Research Analyst</td>
<td>Sales Representative</td>
</tr>
<tr>
<td>Marketing Expert</td>
<td>International Marketing Manager</td>
<td></td>
</tr>
<tr>
<td>Plant Operations Manager</td>
<td>Agricultural Economist</td>
<td>Crop Consultant</td>
</tr>
<tr>
<td>Farm Manager</td>
<td>Strategic Planner</td>
<td></td>
</tr>
<tr>
<td>Financial Planner</td>
<td>Controller</td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATIONS:

Food and Agricultural Careers for Tomorrow
Purdue University, 1140 Agricultural Administration Bldg
West Lafayette IN 47907-1140

Communicating for Agriculture
112 E Lincoln Ave, Fergus Falls MN 56537
Internet: http://www.ca.cainc.org

Agriculture Council of America
11020 King St Ste 205
Overland Park KS 66210
Internet: http://www.agday.org
Allocates resources for products in agriculture
Researches or sells agriculture commodities
Analyzes and predicts future economic outlooks
Studies trends and buying preferences of consumers
Often conducts marketing for a business or company
Studies or coordinates international trade
Studies supply and demand of certain products
Works closely with farmers or farm owners
Possibly works in food and fiber production

Knowledge and interest in economics
Excellent oral and written communication
Good interpersonal skills
Interest in agriculture and/or marketing
Ability to analyze and interpret data
Interest in doing research and statistics
Knowledge of computers
Knowledge and interest in the economy

Agriculture Economist
Market Research Analyst
Marketing Director
Agribusiness Manager
Farm Manager
Financial Planner
Grain Buyer
Commodities Speculator

Cooperative Business Manager
Sales Representative
Strategic Planner
Controller
Import/Export Manager
Product Engineer
Agricultural Engineer

Management Consultant
Chief Financial Officer
Research and Development Coordinator

International Association of Agriculture Economists
1211 W 22nd St Ste 216, Oak Brook IL 60521
Internet: http://www.iaae-agecon.org

The American Society of Farm Managers
950 S Cherry St Ste 508, Denver CO 80222
Internet: http://www.asfmra.org

The American Society of Agricultural Consultants
950 S Cherry St Ste 508, Denver CO 80222
Internet: http://www.agconsultants.org
AGRICULTURAL ENGINEERING

ACTIVITIES/ENVIRONMENT

Solves complex problems of many kinds
Designs and creates machinery for farming
Often plans irrigation and watering systems
Frequently programs agricultural computer systems
Suggests ways to improve efficiency and production
Suggests the use of alternate energy sources
Gathers information and conducts experiments
Environment is not limited to agriculture

PROFILE FOR SUCCESS

Ability to solve complex problems
Detailed and precise personality
Knowledge of mathematics and/or statistics
Curious and innovative personality
Experience with computers and systems
Ability to troubleshoot problems
Economical and efficient personality
Creativity in work and ideas

RELATED OCCUPATIONS

Product Engineer
Agricultural Engineer
Systems Analyst
Computer Programmer
Mechanical Engineer
Electrical Engineer
Civil Engineer
Surveyor
Urban Planner
Quality Control Manager
Purchasing Agent
Machinery Technician
Electrical Distribution Manager
Maintenance Supervisor
Engineering Consultant
Production Manager
Structural Engineer
Hydrologist
Environmental Engineer
Farm Equipment Designer

ASSOCIATIONS

American Society of Agricultural Engineers
2950 Niles Rd, St Joseph MI 49085-9659
Internet: http://www.asae.org

American Farm Bureau Federation
225 Touhy Ave, Park Ridge IL 60068
Internet: http://www.fb.com
AGRONOMY

Tests soil samples for chemical content
Researches methods for crop rotation and utilization
Helps farmers and others with crop and soil usage
Develops substances for pest and weed control
Researches soil erosion and prevention
Breeds plants for harvest or other uses
Helps to classify plants and crops
Often environment is working on farms or in nature

PROFILE FOR SUCCESS

Desire to work in an outdoor or related field
Interest in soil and crop research
Desire to do work that supports agriculture
Interest in research, chemistry, or biology
Ability to communicate effectively
Ability to explain scientific data
Ability to make observations and decisions
Desire to help mankind and nature

RELATED OCCUPATIONS

Agronomist
Agricultural Engineer
Environmental Engineer
Research Scientist
Geological Engineer
Farmer
Botanist
Biochemist
Biologist
Pest Control Specialist
Taxonomist
Plant Breeder
Horticulturist
Crop Scientist
Crop Consultant
Entomologist
Soil Scientist
Dairy Farmer

ASSOCIATIONS

American Society of Agronomy
677 S Segoe Rd, Madison WI 53711
Internet: http://www.agronomy.org

Crop Science Society of America
677 S Segoe Rd, Madison WI 53711
Internet: http://www.crops.org

Weed Science Society of America
309 W Clark St, Champaign IL 61820
Internet: http://www.wssa.net
Animal and Dairy Science is a good major to pursue if you are interested in later studying Veterinary Science.

**ACTIVITIES ENVIRONMENT**

- Works closely with animals or animal products
- Researches, studies, or breeds animals of some kind
- Distributes and/or stores dairy products
- Researches better methods for production
- Inspects or examines animals or dairy products
- Frequently recommends treatment for animal diseases
- Recommends nutritional diets for animals

**PROFILE FOR SUCCESS**

- Interest and concern for animal welfare
- Ability to interact with many types of people
- Desire to work around or with animals
- Ability to conduct scientific research
- Practical problem-solving skills
- Good oral and written communication skills
- High energy level
- Interest in working outdoors
- Efficient and resourceful personality

**RELATED OCCUPATIONS**

<table>
<thead>
<tr>
<th>Dairy Farmer</th>
<th>Veterinarian</th>
<th>Animal Scientist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattle Rancher</td>
<td>Meat and Dairy Inspector</td>
<td>Ranch Manager</td>
</tr>
<tr>
<td>Laboratory Technician</td>
<td>Production Development Manager</td>
<td>Parasitologist</td>
</tr>
<tr>
<td>Animal Breeder</td>
<td>Shipping/Distribution Manager</td>
<td>Food Technologist</td>
</tr>
<tr>
<td>Dairy Technologist</td>
<td></td>
<td>Poultry Farmer</td>
</tr>
<tr>
<td>Biologist</td>
<td></td>
<td>Poultry Breeder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VETERINARIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Scientist</td>
</tr>
<tr>
<td>Ranch Manager</td>
</tr>
<tr>
<td>Parasitologist</td>
</tr>
<tr>
<td>Food Technologist</td>
</tr>
<tr>
<td>Poultry Farmer</td>
</tr>
<tr>
<td>Poultry Breeder</td>
</tr>
</tbody>
</table>

**ASSOCIATIONS**

- American Society of Animal Science
  1111 N Dunlap Ave, Savoy IL 61874
  Internet: http://www.asas.org

- Southeastern Poultry and Egg Association (SPEA)
  1456 Church St, Decatur GA 30030

- American Dairy Association
  O’Hare International Center
  10255 W Higgins Rd, Rosemont IL 60018-5616

- U.S. Poultry and Egg Association
  1530 Cooledge Rd, Tucker GA 30084
  Internet: http://www.poultryegg.org
ENVIRONMENTAL ECONOMICS

ACTIVITIES/ENVIRONMENT

- Analyzes and manages natural resources
- Plans the consumption and usage of resources
- Studies legal considerations of natural resources
- Researches methods for efficient soil conservation
- Forecasts future economic outlooks
- Studies various financial markets
- Often works in public office or government

PROFILE FOR SUCCESS

- Desire to work outdoors in nature
- Interest in natural resource management
- Desire to do work that supports agriculture
- Interest in research, finance, or economics
- Ability to communicate effectively
- Ability to explain scientific data
- Ability to solve complex problems
- Desire to help mankind and nature

RELATED OCCUPATIONS

- Agronomist
- Agricultural Engineer
- Environmental Engineer
- Research Scientist
- Geological Engineer
- Farmer
- Agricultural Economist
- Soil Scientist
- Market Research Analyst
- Financial Planner
- Educator
- Geologist
- Horticulturist
- Energy Analyst
- Management Consultant
- Environmental Lawyer
- Government Worker
- Public Administrator

ASSOCIATIONS

- Natural Resources Council of America
  Pennsylvania Ave SE #410, Washington DC  20003
  Internet: http://www.naturalresourcescouncil.org

- American Geological Institute
  4220 King St, Alexandria VA 22302-1502
  Internet: http://www.agiweb.org
FOOD SCIENCE

ACTIVITIES/ENVIRONMENT

Studies conversion of agricultural products into food
Studies food safety procedures and methods
Researches the storage and transportation of food
Examines food health hazards and precautions
Often tests various food and drugs in a laboratory
Inspects livestock, dairy products, and food
Often works to help society and industry
Sets standards in the agricultural food industry

PROFILE FOR SUCCESS

Concern for social welfare and sanitation
Desire to study food science and consumption
Excellent interpersonal communication
Eye for detail and accuracy
Logical and analytical thinking skills
Individual who enjoys chemistry or biology
High standards or principles in work

RELATED OCCUPATIONS

Food Technologist
Research Scientist
Food Inspector
Livestock Inspector
Laboratory Technician
Biochemist
Environmental Engineer
Nutritionist
Food Scientist
Microbiologist
Toxicologist
Safety Engineer
Agricultural Engineer
Public Health Administrator
Pathologist
Dairy Farmer
Food Shipping/Distribution
Horticulturist

ASSOCIATIONS

American Society for Clinical Nutrition (ASCN)
9650 Rockville Pk, Bethesda MD 20814-3998
Internet: http://www.faseb.org/ascn

American Dietetic Association
216 W Jackson Blvd Ste 800, Chicago IL 60606-6995
Internet: http://www.eatright.org

American Society of Horticultural Sciences
113 South W St Ste 400, Alexandria VA 22314-2824
Internet: http://www.ashs.org
HORTICULTURE

ACTIVITIES/ENVIRONMENT

Studies trees, plants, fruit, and other plant life
Grows and cultivates ornamental fruits and plants
Studies various methods of growing plant life
Studies pest and weed control and prevention
Studies soil content and plant nutrients
Often breeds plants for harvest or other uses
Frequently helps to classify plants and crops
Researches plant genetics and gene mutation
Examines plant diseases and treatments

PROFILE FOR SUCCESS

Desire to work outdoors in nature
Interest in plants and plant life
Desire to do work that supports agriculture
Interest in research, chemistry, or biology
Good communication skills
Ability to make observations and decisions
Desire to help mankind and nature
Natural talent for gardening or cultivation

RELATED OCCUPATIONS

Horticulturist
Agricultural Engineer
Environmental Engineer
Research Scientist
Florist
Farmer
Botanist
Biochemist
Biologist
Pest Control Specialist
Taxonomist
Plant Breeder
Agronomist
Entomologist
Soil Scientist
Orchardist
Plant Mycologist
Plant Physiologist
Seed Analyst
Plant Geneticist

ASSOCIATIONS

American Society of Horticultural Sciences
113 South W St Ste 400, Alexandria VA 22314-2824
Internet: http://www.ashs.org

American Association of Nurserymen Inc
1250 Eye St NW Ste 500, Washington DC 20005
PLANT PATHOLOGY

ACTIVITIES/ENVIRONMENT

Studies the various diseases of plant life
Recommends methods and treatments of plant diseases
Helps farmers with crop and plant damage
Develops methods for pest and weed control
Studies basic farm and ranch management
Often breeds plants for harvest or other uses
Classifies specific plants for research purposes

PROFILE FOR SUCCESS

Desire to work in an outdoor related field
Interest in plant and crop research
Desire to do work that supports agriculture
Interest in research and biology
Good interpersonal skills
Ability to explain scientific data
Ability to make observations and decisions
Desire to help mankind and nature

RELATED OCCUPATIONS

Plant Pathologist  Farm Manager
Nematologist Botanist
Agronomist Biochemist
Agricultural Engineer Biologist
Environmental Engineer Pest Control Specialist
Research Scientist Taxonomist
Farmer Plant Breeder
Horticulturist Seed Analyst
Entomologist Crop Scientist
Tree Surgeon

ASSOCIATIONS

Weed Science Society of America
309 W Clark St, Champaign IL 61820
Internet: http://www.wssa.net

Crop Science Society of America
677 S Segoe Rd, Madison WI 53711-1086
Internet: http://www.crops.org
Exercise Physiology: The study of the techniques and principles of promoting healthy practices to the human body with the use of body mechanics, nutrition, strength training, and sports-related medicines (p. 54).

Nursing: The study of the techniques, procedures, and practices for promoting health and providing care for the sick or disabled (p. 55).

Occupational Therapy: Involves assisting people with health problems in achieving the skills necessary to live independent, productive, and satisfying lives. Includes the tools and techniques for self-care, learning, work, and leisure (p. 56).

Pharmacy: The study of the principles of medicinal chemistry, drug behavior, drug metabolism, mixing, preparing, and dispensing prescription medications (p. 57).

Physical Therapy: Preparation for the evaluation of patients and the planning of treatment to provide programs to prevent physical dysfunction, relieve pain, or prevent further disability (p. 58).

Radiation Therapy: The study of the principles, procedures, and techniques of using radiation to assist in the medical examinations of patients who have or are suspected of having medical conditions (p. 59).

Respiratory Therapy: The study of the techniques, procedures, and practices for evaluating, diagnosing, and treating patients who have respiratory ailments or diseases (p. 60).

Speech Therapy: Specializing in the treatment of speech and language problems. Also provides research related to human communications (p. 61).
**EXERCISE PHYSIOLOGY**

**ACTIVITIES/ENVIRONMENT**

- Provides rehabilitation services to athletes
- Administers pain management therapy to hurting people
- Often researches healthy nutrition programs
- Helps to condition and stretch muscles of people
- Studies body mechanics and movement
- Suggests methods of fitness for specific needs
- Trains athletes in their individual sport or field
- Often researches sports-related medicines
- Daily activities can vary greatly
- Careers in this area are diverse and can vary

**PROFILE FOR SUCCESS**

- Desire to aid people with physical problems
- Friendly, caring, personable attitude
- Desire to train or coach athletes
- Ability to adapt and solve various problems
- Ability to empathize, motivate, and encourage
- Creativity in administering treatment plans
- Excellent interpersonal skills
- High energy level

**RELATED OCCUPATIONS**

- Exercise Physiologist
- Coach
- Athletic Trainer
- Physical Therapy Assistant
- YMCA/YWCA Director
- Laboratory Technician
- Fitness Instructor
- Educator
- Professional Athlete
- Physician
- Pharmacist

**ASSOCIATIONS**

The American Physical Therapy Association
1111 N Fairfax St, Alexandria VA 22314-1488
Internet: http://www.apta.org

American College of Sports Medicine
401 W Michigan St, Indianapolis IN 46206-1440
Internet: http://www.acsm.org
NURSING

ACTIVITIES/ENVIRONMENT

Works with many patients who are sick or disabled
Provides treatment to hurting patients
Follows orders and directions of physicians
Counsels, aids, and responds to patient needs
Acts spontaneously to stress and emergencies
Gives advice on proper health practices
Often works irregular hours and on weekends
Environment is in a hospital or health care facility

PROFILE FOR SUCCESS

Desire to help and aid others
Warm, understanding, and friendly demeanor
Ability to handle high amounts of stress
Interest in the medical profession
Desire to interact with many people
High energy level
Ability to solve conflicts or problems

RELATED OCCUPATIONS

Registered Nurse
Nursing Director
Nurse Midwife
Nurse Supervisor
Licensed Practical Nurse
Athletic Trainer
Patient Educator

Physical Therapist
Occupational Therapist
Speech Pathologist
Music Therapist
Traveling Nurse
Nurse Clinician
Nurse Anesthetist

ASSOCIATIONS

American Nurses Association
600 Maryland Ave SW Ste 100W, Washington DC 20024-2571
Internet: http://www.nursingworld.org

American Licensed Practical Nurses Association (ALPNA)
1090 Vermont Ave Ste 1200, Washington DC 20005

National League for Nursing
Communications Department
61 Broadway, New York NY 10006
Internet: http://www.nln.org/index.htm
OCCUPATIONAL THERAPY

ACTIVITIES/ENVIRONMENT

Helps people with disabilities develop work skills
Helps people return to the workforce
Aids people in relearning daily activities
Follows programs to administer help to others
Daily activities vary with each patient
Work consists of much variety and flexibility
Majority of time is spent directly helping people
Environment possibly in health care facility

PROFILE FOR SUCCESS

 Desire to aid people with health problems
Friendly, caring, patient attitude
Desire to work in healthcare professions
Ability to adapt and solve various problems
Ability to empathize, motivate, and encourage
Creativity in developing treatment plans
High energy level
Commitment to the field of study

RELATED OCCUPATIONS

Occupational Therapist
Certified Occupational Therapy Assistant

ASSOCIATIONS

American Medical Association
515 N State St, Chicago IL 60610
Internet: http://www.ama-assn.org

American Health Care Association
1201 L St NW, Washington DC 20005
Internet: http://www.ahca.org

The American Occupational Therapy Association
4720 Montgomery Ln
PO Box 31220, Bethesda MD 20824-1220
Internet: http://www.aota.org
PHARMACY

ACTIVITIES/ENVIRONMENT

Fills prescriptions of people needing medication
Often answers questions regarding medicines
Follows treatment plans prescribed by physicians
Measures and mixes medicines for prescriptions
Gives advice on how to take medicines
Often works in a laboratory researching medicines
Work requires memorization and concentration
Work requires accuracy and attention to details
Environment will be with a wide range of people

PROFILE FOR SUCCESS

Precise, accurate, organized person
Ability to express ideas and give advice
Desire to help others or provide assistance
Ability to work cooperatively with people
High concentration level
Above average memorization skills
Ability to make observations and decisions

RELATED OCCUPATIONS

Pharmacist
Clinical Chemist
Nutritionist
Toxicologist
Health Microbiologist
Biochemist
Chemist
Pharmacologist
Food Technologist
Food and Drug Analyst
Pharmaceutical Sales Representative
Laboratory Analyst
Research Scientist
Medical Lab Technician

ASSOCIATIONS

American Pharmaceutical Association
2215 Constitution Ave NW, Washington DC 20037
Internet: http://www.aphenet.org

American Medical Association
Dept of Allied Health Education and Accreditation
515 N State St, Chicago IL 60610
Internet: http://www.ama-assn.org

American Chemical Society
Career Services
1155 16th St NW, Washington DC 20036
Internet: http://www.chemistry.org/portal/chemistry
PHYSICAL THERAPY

ACTIVITIES/ENVIRONMENT

Provides rehabilitation services to disabled people
Administers pain management therapy to hurting people
Follows programs to administer help to others
Most activities will continue for periods of time
Spends majority of time directly helping people
Daily activities vary with every patient
Work consists of much variety and flexibility
Environment possibly in a hospital or in health care

PROFILE FOR SUCCESS

Desire to aid people with physical problems
Friendly, caring, enjoyable attitude
Desire to work in the medical profession
Ability to adapt and solve various problems
Ability to empathize, motivate, and encourage
Creativity in administering treatment plans
Commitment to the physical therapy field
High energy level

RELATED OCCUPATIONS

Physical Therapist
Certified Physical Therapy Assistant

ASSOCIATIONS

American Medical Association
Dept of Allied Health Education and Accreditation
515 N State St, Chicago IL 60610
Internet: http://www.ama-assn.org

American Health Care Association
1201 L St NW, Washington DC 20005
Internet: http://www.ahea.org

The American Physical Therapy Association
1111 N Fairfax St, Alexandria VA 22314-1488
Internet: http://www.apta.org
Radiation Therapy

Administers radiation therapy to patients
Often takes X rays of various parts of the body
Provides assistance to emergency patients
Often provides patient films for physician requests
Provides services for long-term cancer patients
Daily activities vary with each patient
Work consists of much variety and flexibility
Majority of work is spent directly with people
Environment possibly in a hospital or in health care

Profile for Success

Desire to aid people in need of medical care
Friendly, caring attitude
Desire to work in the medical profession
Ability to adapt and solve various problems
Ability to empathize, motivate, and encourage
Patience while administering treatment plans
High energy level
Ability to handle stressful situations

Related Occupations

Radiation Therapist
Radiation Technologist
X ray Technician
Radiologist
Nuclear Medicine Technologist

(There are numerous job possibilities in the medical/dental fields or any industry that uses radiation.)

Associations

Radiological Society of North America
2021 Spring Rd Ste 600, Oak Brook IL 60521
Internet: http://www.techexpo.com/tech-soc/rsna.html

American Society of Radiologic Technologists
15000 Central Ave SE, Albuquerque NM 87123-3909
Phone: (800) 444-2778
Internet: http://www.asrt.org/asrt.htm

American Registry of Radiologic Technologists
1255 Northland Dr, Mendota Heights MN 55120
Internet: http://www.arrt.org
RESPIRATORY THERAPY

There are two-year certification programs available at vocational or technical schools.

**ACTIVITIES/ENVIRONMENT**

- Administers respiratory therapy to patients
- Treats ailments such as bronchitis or pneumonia
- Often observes and treats sleep-related problems
- Follows programs to administer help to others
- Most therapy sessions continue for long periods
- Daily activities vary with each patient
- Work consists of much variety and flexibility
- Majority of work is spent directly with people
- Environment possibly in a hospital or in health care

**PROFILE FOR SUCCESS**

- Desire to give aid to people in need of help
- Friendly, caring attitude
- Desire to work in the medical profession
- Ability to adapt and solve various problems
- Ability to empathize, motivate, and encourage
- Patience while administering treatment plans
- High energy level
- Commitment to the field of study

**RELATED OCCUPATIONS**

- Registered Respiratory Technician
- Registered Respiratory Therapist
- Pulmanologist

**ASSOCIATIONS**

- American Association for Respiratory Care
  11030 Ables Ln, Dallas TX 75229
  Internet: http://www.aarc.org

- American Medical Association
  Dept of Allied Health Education and Accreditation
  515 N State St, Chicago IL 60610
  Internet: http://ama-assn.org

- Joint Review Committee for Respiratory Therapy Education
  1701 W Euless Blvd Ste 300, Euless TX 76040
**SPEECH THERAPY**

**ACTIVITIES/ENVIRONMENT**

- Majority of time is spent directly helping people
- Helps patients with speech/language impediments
- Aids with memory, swallowing, and cognitive abilities
- Provides research on human communication
- Follows programs to administer help to others
- Often works with much variety and flexibility
- Continues activities for periods of time
- Daily activities vary with every patient
- Work setting is often in health care or education

**PROFILE FOR SUCCESS**

- Desire to aid people with speech problems
- Friendly, caring, personable attitude
- Desire to work in the medical profession
- Ability to adapt and solve various problems
- Ability to empathize, motivate, and encourage
- Creativity in administering treatment plans
- Commitment to the speech therapy field
- High energy level

**RELATED OCCUPATIONS**

- Speech Therapist
- Speech Pathologist

**ASSOCIATIONS**

- American Medical Association
  Dept of Allied Health Education and Accreditation
  515 N State St, Chicago IL 60610
  Internet: http://www.ama-assn.org

- American Health Care Association
  1201 L St NW, Washington DC 20005
  Internet: http://www.ahca.org

- The American Speech Language Hearing Association
  10801 Rockville Pk, Rockville MD 20852
  Internet: http://www.asha.org
Biochemistry: Involves the study of the chemical processes of living organisms. Studies the chemical mechanisms of genetics, cells, blood, biological systems, and life processes (p. 63).

Biology: The science of living organisms and life processes, including the study of growth, structure, and reproduction (p. 64).

Botany: Scientific study of plants, including the classification, structure, function, reproduction, and pathology of plant life (p. 65).

Entomology: The study and control of insects. Includes the study of ecology, life cycle, taxonomy, and morphology (p. 66).

Genetics: The biological study of heredity and development. Involves the study of gene behavior and organism variations (p. 67).

Microbiology: The study of microorganisms, including bacteria, viruses, and other related microorganisms (p. 68).

Zoology: The scientific study of animals, including their structure, reproduction, growth, heredity, and evolution (p. 69).
BIOCHEMISTRY

ACTIVITIES/ENVIRONMENT

Provides research and analysis for various studies
Uses and creates theories based on observations
Documents scientific findings in experiments
Often conducts experiments on plant life
Studies organisms and simple life forms
Draws conclusions and solves difficult problems
Work requires long hours of concentration
Work setting may be working in small groups or teams
Environment can vary greatly, depending on interests

PROFILE FOR SUCCESS

High concentration level
Accurate, precise, organized personality
Desire for knowledge and continuing growth
Patience and perseverance while working
Knowledge of scientific lab equipment
Ability to explain scientific research
Analytical thinking skills
Ability to write and document accurately

RELATED OCCUPATIONS

Biochemist Nutritionist
Biologist Parasitologist
Botanist Pathologist
Chemist Physician
Educator Food and Drug Analyst
Food Technologist Research Assistant
Geneticist Ecologist
Medical Lab Technician Pharmacist
Microbiologist Biochemical Engineer

ASSOCIATIONS

American Society for Biochemistry and Molecular Biology
9650 Rockville Pk, Bethesda MD 20814-3996
Internet: http://www.asbmb.org

American Chemical Society
Career Services
1155 16th St NW, Washington DC 20036
Internet: http://www.acs.org
BIOLOGY

ACTIVITIES/ENVIRONMENT

Studies life processes and living organisms
Researches growth, development, and reproduction
Conducts scientific research on various phenomena
Often directs laboratory experiments
Draws conclusions and makes decisions based on data
Often observes animals or plant life in nature
Documents findings and observations in experiments
Often conducts research in a laboratory environment

PROFILE FOR SUCCESS

Desire to conduct research or analyze data
Precise and organized in work
Ability to think analytically
Ability to operate scientific equipment
Ability to explain scientific research
Desire to study nature and wildlife
Curious, inquisitive personality

RELATED OCCUPATIONS

Biochemist
Bacteriologist
Food Technologist
Botanist
Research Scientist
Medical Illustrator
Medical Lab Technician
Microbiologist

Mortician
Public Health Director
Physician
Food Scientist
Biomedical Engineer
Dairy Scientist
Pathologist
Parasitologist

ASSOCIATIONS

American Institute of Biological Sciences
1444 I St NW Ste 200, Washington DC 20005
Internet: http://www.aibs.org

The American Association for the Advancement of Science
Office of Opportunities in Science
1200 New York Ave NW, Washington DC 20005
Internet: http://www.aaas.org

American Society for Microbiology
Office of Education and Training
1325 Massachusetts Ave, Washington DC 20005
Internet: http://www.asmusa.org
Studies occurrences and developments in plants
Examines public health/safety in regard to plants
Studies new techniques for growing crops and plants
Conducts scientific research on various phenomena
Draws conclusions and makes decisions based on data
Documents findings and observations in experiments
Work helps people learn the proper use of crops
Environment is partly outdoors and can vary

Desire to work outdoors with plant life
Natural talent for gardening
Desire to conduct research or analyze data
Precise and organized personality
Analytical and problem-solving skills
Ability to operate scientific equipment
Ability to explain scientific research
Eye for details in work

Botanist
Agronomist
Horticulturist
Plant Breeder
Food Technologist
Biochemist
Research Scientist
Naturalist
Seed Analyst
Mycologist
Farmer
Tree Surgeon
Wood Technologist
Food and Drug Inspector
Orchardist
Taxonomist
Pathologist
Parasitologist

Botanical Society of America, Business Office
1735 Neil Ave, Columbus OH 43210-1293
Internet: http://www.botany.org

American Chestnut Foundation (ACF)
469 Main St PO Box 4044, Bennington VT 05201
Internet: http://www.chestnut.acf.org

American Society for Horticultural Science
113 S West St, Alexandria VA 22314
Internet: http://www.ashs.org
ENTOMOLOGY

ACTIVITIES/ENVIRONMENT

Studies various types of insects and their control
Studies insects and their affect on growing crops
Develops new pesticides for controlling insects
Conducts scientific research on insects
Draws conclusions and makes decisions based on data
Documents findings and observations in experiments
Possibly uncovers new findings for society
Environment is mostly outdoors and can vary

PROFILE FOR SUCCESS

Desire to work outdoors, studying insects
Desire to explore and examine nature
Desire to conduct research or analyze data
Precise and organized personality
Analytical thinking skills
Ability to operate scientific equipment
Ability to explain scientific research
Detail-oriented personality

RELATED OCCUPATIONS

Entomologist          Farmer
Agronomist            Tree Surgeon
Horticulturist        Educator
Parasitologist        Food and Drug Inspector
Food Technologist     Orchardist
Biochemist            Taxonomist
Research Scientist    Pathologist
Naturalist            Plant Breeder
Botanist              Plant Pathologist
Pest Control Specialist Nematologist

ASSOCIATIONS

Entomological Society of America
9301 Annapolis Rd, Lanham MD 20706
Attn: Public Relations Coordinator
Internet: http://www.entsoc.org

Young Entomologists’ Society
6907 W Grand River Ave, Lansing MI 48906-9131
Internet: http://www.members.aol.com/YESbugs/bugclub.html
GENETICS

Researches origin and cause of inherited traits
Analyzes environmental factors on human traits
Manipulates and alters new traits by certain methods
Draws conclusions and solves difficult problems
Provides research and analysis for various studies
Studies theories based on past observations
Documents scientific findings in experiments
Work requires long hours of concentration
Work setting may be in small groups solving problems
Environment varies greatly, depending on interests

PROFILE FOR SUCCESS

Desire to study human traits and heredity
Interest in human diseases and disorders
High concentration level
Accurate, precise, organized personality
Desire for knowledge and continuing growth
Patience and perseverance while working
Knowledge of scientific lab equipment
Ability to explain scientific research
Ability to write and document accurately

RELATED OCCUPATIONS

Geneticist        Population Geneticist        Physician
Biologist         Biochemist            Food and Drug Analyst
Pharmacist        Patient Examiner        Research Assistant
Chemist           Microbiologist         Toxicologist
Educator          Pharmacologist         Industrial Health Engineer
Food Technologist  Histologist           Biochemical Engineer
Molecular Geneticist Pathologist

ASSOCIATIONS

Genetics Society of America
9650 Rockville Pk, Bethesda MD 20814-3998
Internet: http://www.genetics-gsa.org

American Chemical Society, Career Services
1155 16th St NW, Washington DC 20036
Internet: http://www.acs.org

American Institute of Biological Sciences
1444 I St NW Ste 200, Washington DC 20005
Internet: http://www.aibs.org
MICROBIOLOGY

Studies microscopic organisms under a microscope
Provides research and analysis for various studies
Develops theories based on detailed observations
Draws conclusions and solves difficult problems
Documents scientific findings in experiments
Work requires long hours of concentration
Work setting is usually in small groups or teams
Environment varies greatly, depending on interests

PROFILE FOR SUCCESS

High concentration level
Accurate, precise, and organized person
Desire for knowledge and continuing growth
Patience in daily work
Knowledge of scientific lab equipment
Ability to explain scientific research
Analytical thinking skills
Ability to write and document accurately

RELATED OCCUPATIONS

Microbiologist
Biologist
Botanist
Chemist
Educator
Food Technologist
Geneticist
Medical Lab Technician
Biochemist

Nutritionist
Parasitologist
Pathologist
Physician
Food and Drug Analyst
Research Assistant
Ecologist
Pharmacist
Biochemical Engineer

ASSOCIATIONS

American Society for Microbiology
Office of Education and Training
1325 Massachusetts Ave NW, Washington DC 20005
Internet: http://www.asmusa.org

American Institute of Biological Sciences
1444 I St NW Ste 200, Washington DC 20005
Internet: http://www.aibs.org
ZOOLOGY

ACTIVITIES/ENVIRONMENT

Studies animals in their natural habitat
Studies diseases, origin, classification, and growth
Collects specimens for laboratory study
Dissects and examines specimens under a microscope
Draws conclusions and makes decisions based on data
Documents findings and observations in experiments
Often uncovers new findings for society
Environment is usually outdoors and can vary greatly

PROFILE FOR SUCCESS

Desire to work outdoors, studying animals
Curiosity about wildlife and nature
Appreciation for animals of all types
Interest in animal protection/preservation
 Desire to conduct research or analyze data
Precise and organized qualities
Analytical and problem-solving skills
Ability to operate scientific equipment
Ability to explain scientific research
Detail-oriented personality

RELATED OCCUPATIONS

Zoologist
Entomologist
Animal Breeder
Animal Lab Technician
Biochemist
Conservationist
Curator
Naturalist
Fishery Biologist
Pest Control Specialist
Veterinarian
Farmer
Educator
Geneticist
Humane Society Worker
Taxonomist
Pathologist
Range Manager
Veterinary Technician
Wildlife Biologist
Ecologist
Park Ranger

ASSOCIATIONS

Society for Integrative and Comparative Biology
1313 Dolley Madison Blvd Ste 402, McLean VA 22101
Internet: http://www.sicb.org

American Society of Animal Science
1111 N Dunlap Ave, Savoy IL 61874
Internet: http://www.asas.org
Accounting: Involves the examination, organization, and management of accurate recording procedures of financial and business transactions (p. 71).

Economics: Is the study of the production, consumption, and distribution of goods and services (p. 72).

Finance: Involves the management and coordination of money investments, such as loans, bonds, and stocks (p. 73).

General Business: This field involves the coordination, implementation, promotion, supervision, and direction of the activities of individuals and organizations (p. 74).

Hotel and Restaurant Management: Involves the coordination, supervision, and allocation of personnel, finances, and other resources to operate a hotel or restaurant business (p. 75).

International Business: Involves the study of global business transactions, such as importing and exporting goods, distribution, and public relations (p. 76).

Management: Involves the coordination, supervision, and direction of individuals, organizations, businesses, and resources in some manner (p. 77). Related management majors include
- Management
- Human Resource Management
- Industrial Relations
- Management Information Systems
- Organizational Management.

Marketing: Involves the study of consumer needs and desires for products and services (p. 78).

Organizational Behavior: The study of employee behavior in work settings. It involves team building, decision making, and stress at work (p. 79).

Real Estate: The study of selling, managing, and appraising property, natural resources, and buildings (p. 80).

Risk Management and Insurance: The study of risk evaluation and the use of insurance to provide for unforeseen outcomes (p. 81).
ACCOUNTING

ACTIVITIES/ENVIRONMENT

Reviews tax returns of clients or businesses
Analyzes revenues and expenses of a company
Provides detailed reports for financial decisions
Often audits financial records of a company
Plans the financial needs of various clients
Supports by providing technical information
Uses computer software for accounting purposes
Much of work is spent alone or in small groups

PROFILE FOR SUCCESS

Detailed, precise person
Enjoys organization and record keeping
Tendency toward analytical thinking
Knowledge of computers and budgeting
Ability to analyze and concentrate on data
Financial planning skills
Talent for mathematics and/or statistics
Goal-driven personality
Good oral and written communication skills

RELATED OCCUPATIONS

Accountant
Investment Banker
Controller
Credit Manager
Tax Specialist
Cost Accountant
Financial Analyst
Bank Officer
Auditor
Bookkeeper

Internal Revenue Agent
Financial Planner
Certified Public Accountant
CEO/President
Chief Financial Officer
Client Representative
Payroll Clerk
Compensation Manager
Management Consultant
Information Technology Specialist

ASSOCIATIONS

American Institute of Certified Public Accountants
Harborside Financial Center, 201 Plz III
Jersey City NJ 07311-3881
Internet: http://www.aicpa.org

AACSB - The International Association for Management Education
600 Emerson Rd Ste 300, St Louis MO 63141-6762
Internet: http://www.aacsb.edu
ECONOMICS

ACTIVITIES/ENVIRONMENT

Studies supply, demand, and consumer preferences
Analyzes financial market trends of the economy
Often researches and analyzes financial information
Makes predictions in future economic outlooks
Often works alone or in small business groups
Provides flexibility to work in most business fields
Much of work is dealing with data and people

PROFILE FOR SUCCESS

Desire to study and analyze the economy
Ability to observe data and make decisions
Desire to research and analyze data
Knowledge of economy and financial markets
Ability to communicate ideas effectively
Ability to explain complex theories
Problem-solving skills
Ability to use computers

RELATED OCCUPATIONS

Economist
Financial Analyst
Actuary
Bank Officer
Financial Planner
Statistician
Marketing Research Analyst
Insurance Agent

General Manager
Stockbroker
Trust Officer
Urban Planner
Buyer
Purchasing Agent
Entrepreneur
Educator

ASSOCIATIONS

National Association of Business Economists
1233 20th St NW Ste 505, Washington DC 20036
Internet: http://www.nabe.com

Marketing Research Association
2189 Silas Deane Hwy Ste 5, Rocky Hill CT 06067
Internet: http://www.mra-net.org

Council of American Survey Research Organizations
3 Upper Devon, Port Jefferson NY 11777
Internet: http://www.casro.org
ACTIVITIES/ENVIRONMENT

Often suggests financial investments for investors
Supports ideas by providing financial information
Advises and counsels clients with financial data
Spends majority of time analyzing financial data
Often works with both data and people
Much of work is done on a computer and with numbers
Work setting is often similar to a bank
Supports ideas by providing financial information

PROFILE FOR SUCCESS

Precise and detailed personality
Ability to concentrate for long periods
Ability to organize/analyze numerical data
Good communication skills
Interest in working with numbers and people
Desire to study financial concepts
Goal oriented personality

RELATED OCCUPATIONS

Accountant  Loan Officer
Financial Planner Internal Auditor
Financial Analyst Hospital Administrator
Investment Banker Financial Consultant
Bank Officer CEO/President
Marketing Research Analyst Chief Financial Officer
Financial Aid Officer Tax Specialist
Credit Manager Insurance Underwriter
Controller

ASSOCIATIONS:

Financial Management Association, International
College of Business Administration, University of South Florida
Tampa FL 33620-5500
Internet: http://www.fma.org

American Bankers Association
1120 Connecticut Ave NW, Washington DC 20036
Internet: http://www.aba.com/default.htm

National Association of Credit Management
8815 Centre Park Dr, Columbia MD 21045-2117
Internet: http://www.nacm.org
E-mail: nacm@nacm.org/
GENERAL BUSINESS

ACTIVITIES ENVIRONMENT

Organizes and directs the work flow of a business
Manages administration for an organization
Often consults or trains office personnel
Often leads or supervises others in business
Oversees production of employees
Work requires strong interpersonal skills
Career prospects are unlimited with a general business degree
Work environment is fast-paced and always changing

PROFILE FOR SUCCESS

Strong desire to work in business
Ability to communicate effectively
High energy level and friendly personality
Interest in working with people and data
Knowledge of computers is helpful
Ability to learn and adapt quickly
Ability to do well under pressure

RELATED OCCUPATIONS

General Manager
Personnel Manager
Accountant
Management Consultant
Bank Officer
Hospital Administrator
Hotel Manager
Purchasing Agent
Sales Manager
Retail Store Manager
YMCA/YWCA Director
Department Manager
Production Manager
Entrepreneur
Medical Records Director
Credit Manager

ASSOCIATIONS

International Facility Management Association
1 E Greenway Plz Ste 1100, Houston TX 77046-0194
Internet: http://www.IFMA.org

American Management Association
1601 Broadway, New York NY 10019-7420
Internet: http://www.amanet.org/index.htm

American College of Healthcare Executives
One N Franklin St Ste 1700, Chicago IL 60606
Internet: http://www.ache.org
HOTEL/RESTAURANT MANAGEMENT

ACTIVITIES/ENVIRONMENT

Often provides customer service to customers
Manages reservations and schedules of vacationers
Directs the operations of conventions or gatherings
Manages and directs the work of hotel personnel
Organizes and plans the direction of a restaurant
Leads and inspires employees through goals
Trains new personnel and oversees their work
Possibility of working in a fast-paced environment
Possibility of facing pressure with deadlines
Majority of time is spent with many different people

PROFILE FOR SUCCESS

Interest in leading and directing many people
High energy level, friendly, and outgoing
Precise and organized personality
Ability to communicate effectively
Interest in customer service and quality
Ability to delegate various work to others
Ability to counsel employees and resolve personnel problems
Ability to prioritize work

RELATED OCCUPATIONS

Hotel Manager
Restaurant Manager
Human Resource Manager
Customer Service Manager
Hospital Administrator
Public Relations Director

Events Coordinator
Office Manager
Marketing Director
Executive Housekeeper
Food Production Manager
Food and Beverage Manager

ASSOCIATIONS

The American Hotel and Motel Association, Information Center
1201 New York Ave NW 600, Washington DC 20005-3931
Internet: http://www.ahma.com

International Executive Housekeeping Association Inc
1001 Eastwind Dr Ste 301, Westerville OH 43081
Internet: http://www.ieha.org

American Management Association
1601 Broadway, New York NY 10019-7420
Internet: http://www.amanet.org
INTERNATIONAL BUSINESS

ACTIVITIES/ENVIRONMENT

Interacts with many different types of people
Often works with or sells products or services
Frequently travels for long periods of time
Negotiates contracts or business settlements
Often makes contacts for future business
Directs the work of a company in a foreign country
Usually works independently or in small groups
Environment varies, depending on interests

PROFILE FOR SUCCESS

Ability to work well with a many people
Effective communication skills
Ability to persuade and influence others
High energy level and competitive
Ability to adapt to different settings
Interest in travel and meeting new people
Creative, inspiring, unique personality
Knowledge of global news and business
Ability to speak more than one language

RELATED OCCUPATIONS

Sales Representative  
Public Relations Director  
Organizational Translator  
Financial Planner  
Import/Export Agent  
International Auditor  
Int’l Purchasing Agent  
Travel Agent

Marketing Specialist  
Labor Relations Specialist  
Training Manager  
Client Representative  
Product Development Manager  
Market Research Analyst  
Events Coordinator  
Seminar Instructor

ASSOCIATIONS

American Marketing Association  
311 S Wacker Dr Ste 5800, Chicago IL 60606  
Internet: http://www.marketingpower.com

Sales and Marketing Executives International  
PO Box 1390, Sumas WA 98295  
Internet: http://www.smei.org

American Management Association  
1601 Broadway, New York NY 10019-7420  
Internet: http://www.amanet.org
MANAGEMENT

MANAGEMENT

Manages and directs the work of others
Organizes, plans, and directs activities of a company
Leads and inspires employees through goals
Often consults independently to outside companies
Trains new personnel and oversees work
Takes responsibility for the work of a department
Possibility of working in a fast-paced environment
Possibility of facing pressure with deadlines
Majority of time is spent with various people

PROFILE FOR SUCCESS

Interest in leading and directing many people
High energy level, friendly, and outgoing
Precise and organized personality
Ability to communicate ideas effectively
Ability to delegate various work to others
Ability to counsel employees’ problems
Ability to prioritize work

RELATED OCCUPATIONS

Office Manager Training Manager
Hotel Manager Financial Aid Director
Human Resource Manager YMCA/YWCA Director
Bank Officer Medical Records Director
Hospital Administrator Bank Branch Manager
Retail Store Manager Management Consultant
CEO/President Industrial Relations Specialist

ASSOCIATIONS

American Management Association
1601 Broadway, New York NY 10019-7420
Internet: http://www.amanet.org

The Association of Management Consulting Firms
380 Lexington Ave Ste 1700, New York NY 10168
Internet: http://www.amcf.org

American Society for Training and Development
1640 King St Box 1443, Alexandria VA 22313
Internet: http://www.astd.org
MARKETING

ACTIVITIES/ENVIRONMENT

Promotes or sells products or services
Plans marketing programs and strategies
Investigates possible future business
Coordinates organizational sales efforts
Travels to reach various clients
Builds business contacts and relationships
Work may require public speaking
Work will be with people, data, and things

PROFILE FOR SUCCESS

Works well with a wide range of people
Communicates point of view effectively
Ability to persuade and influence others
Knowledge of marketing techniques
High-energy level and competitive
Ability to solve problems
Creative and flexible in sales approach
Need for achievement and accomplishment

RELATED OCCUPATIONS

Field Representative
Market Research Analyst
Product Development Manager
Marketing Director
Buyer
Advertising Specialist
Travel Agent
Sales Manager
Personnel Specialist

Insurance Agent
Purchasing Agent
Real Estate Agent
Retail Sales Associate
Account Executive
Consumer Banker
Pharmaceutical Sales Representative
Hospital Marketing Administrator
Public Relations Director

ASSOCIATIONS

American Advertising Federation, Education Services Department
1101 Vermont Ave NW Ste 500, Washington DC 20005
Internet: http://www.aaf.org

American Marketing Association
311 S Wacker Dr Ste 5800, Chicago IL 60606
Internet: http://www.marketingpower.com

Promotion Marketing Association of America, Inc.
257 Park Ave S 11th Flr, New York NY 10010
Internet: http://www.pmalink.org
ORGANIZATIONAL BEHAVIOR

ACTIVITIES/ENVIRONMENT

Studies human life and behavior
Studies factors that influence decision making
Examines work settings and how they affect employees
Researches the factors that cause stress at work
Analyzes teams and how they interact and function
Investigates methods of solving workplace problems
Majority of work will be directly with employees
Environment is working with many people

PROFILE FOR SUCCESS

Desire to know the cause of people’s actions
Desire to study and analyze groups of people
Ability to observe and make critical decisions
Ability to think analytically
Excellent interpersonal communication skills
Creative, insightful personality
Patience with people and their problems
Ability to interact with many different people

RELATED OCCUPATIONS

Human Resource Manager  Educator
Organizational Behavior Specialist  Personnel Specialist
Training Manager  Labor Relations Specialist
Employee Assistance Counselor  Lawyer
Probation Officer  Minister
Sociologist  Public Relations Director
Family Services Social Worker  Psychologist
Industrial Psychologist  Management Consultant
Arbitrator  Applied Psychologist

ASSOCIATIONS

American Arbitration Association
140 West 51st St, New York NY 10020
Internet: http://www.adr.org

American Sociological Association
1307 New York Ave NW Ste 700, Washington DC 20005
Internet: http://www.asa.net

Society for Industrial & Organizational Psychology
520 Ordway Ave, Bowling Green OH 43402-0087
Internet: http://www.siop.org
REAL ESTATE

ACTIVITIES/ENVIRONMENT

Promotes homes, land, and other property for sale
Researches listed homes for interested customers
Plans selling strategies and techniques
Often negotiates prices between two parties
Frequently works independently from others
Watches trends in the housing market and the economy
Often travels in daily work with clients
Compensation can come from sales commissions
Majority of time is spent with clients

PROFILE FOR SUCCESS

Above average communication skills
Strong ability to persuade and influence
Goal driven with a desire to achieve
Ability to manage many projects at once
Enjoys working independently with clients
Knowledge of buying, loans, and interest
High energy level

RELATED OCCUPATIONS

Real Estate Agent
Appraiser
Real Estate Broker
Insurance Agent
Property Manager
Sales Manager
Urban Planner
Market Research Analyst

Entrepreneur
Trust Officer
Sales Representative
Real Estate Buyer
Leasing Agent
Purchasing Agent
Loan Officer
Mortgage Underwriter

ASSOCIATIONS

National Association of Realtors
430 N Michigan Ave Ste 2400, Chicago IL 60611-4087
Internet: http://www.realtor.org

The Appraisal Foundation
1029 Vermont Ave NW Ste 900, Washington DC 20005-3517
Internet: http://www.appraisalfoundation.org

Institute of Real Estate Management
430 N Michigan Ave, Chicago IL 60611
Internet: http://www.irem.org
Surveys risk factors and determines insurance needs
Inspects and adjusts claims of insurance holders
Often underwrites or approves clients for insurance
Often works closely with clients or companies
Sells insurance plans to clients or companies
Works frequently with people and data
Work is detailed and numerical in fashion
Insurance industry has many career paths to offer
Environment is fast-paced and constantly changing

Detailed, accurate, and precise personality
Knowledge of the insurance industry
Ability to adapt to changes in the industry
Ability to prioritize schedule and work
Competitive, goal oriented personality
Knowledge of computers and business machines
Commitment to the insurance industry
Knowledge of insurance concepts and terms

Risk Manager
Underwriter
Risk Analyst
Loss Control Manager
Personal Underwriter
Commercial Underwriter

Insurance Agent
Claims Adjuster
Quality Control Manager
Insurance Broker
Actuary
Sales Representative

The American Institute for CPCU
Commercial, Property & Casualty, Underwriting
720 Providence Rd PO Box 3016, Malvern PA 19355
Internet: http://www.aicpcu.org

National Association of Life Underwriting
1922 F St NW, Washington DC 20006

National Association of Professional Insurance Agents
400 N Washington St, Alexandria VA 22314
Internet: http://www.pianet.com
**Education**: The study of how people teach, learn, and develop knowledge, values, skills, and character qualities. Study in this field is virtually unlimited and can include
- Art Education
- Communication Sciences and Disorders
- Dance Education
- Early Childhood Education
- Education Psychology
- English Education
- Foreign Language Education
- Health Promotion and Education
- Marketing Education
- Mathematics Education
- Middle School Education
- Music Education
- Occupational Studies
  * Agricultural Education
  * Business Education
  * Home Economics Education
  * Technological Studies
- Physical Education
- Recreation and Leisure Studies
- Science Education
- Social Science Education
- Special Education
- Speech/English Education.

*See next page for more information on education.*
**EDUCATION**

**ACTIVITIES/ENVIRONMENT**

- Helps others to learn and succeed with education
- Develops programs and plans for learning
- Teaches basic principles in a course of study
- Communicates ideas to a group of people
- Illustrates concepts about certain subjects
- Work generally involves people, data, and ideas
- Environment varies but may remain in a classroom

**PROFILE FOR SUCCESS**

- Strong desire to teach and instruct people
- Excellent written and oral communication
- Sensitive, warm, and friendly demeanor
- Patience with people and their abilities
- High energy level
- Outgoing, creative personality

*In general, education majors consist of a blend of educational concepts and methodologies with knowledge of a specific subject area.*

**TYPICAL MAJORS**

- Art Education
- English Education
- Agricultural Education
- Early Childhood Education
- Occupational Studies
- Foreign Language Education
- Health Education
- Marketing Education
- Mathematics Education
- Middle School Education
- Music Education
- Speech Education
- Physical Education Recreation and Leisure Studies
- Science Education
- Social Science Education
- Special Education
- Communication Sciences/Disorders
- Dance Education

**RELATED OCCUPATIONS**

- Teacher
- Assistant Principal
- Career Placement Director
- College Dean
- Christian Education Worker
- Principal
- Financial Aid Director
- Registrar
- School Psychologist
- Superintendent
- Tutor
- Speech Pathologist
- Guidance Director
- Student Affairs Director
- College President
- Reading Specialist

**ASSOCIATIONS**

- National Education Association
  1201 16th St NW, Washington DC 20036
  Internet: http://www.nea.org

- Professions in Special Education, Council for Exceptional Children
  1920 Association Dr, Reston VA 20191
  Internet: http://www.cec.sped.org
Engineering: Prepares individuals to apply scientific and mathematical principles to the solution of practical problems for the benefit of society. Related engineering majors include
- Computer Engineering
- Civil Engineering
- Aerospace Engineering
- Chemical Engineering
- Electrical Engineering
- Mechanical Engineering
- Industrial Engineering
- Nuclear Engineering
- Ceramic Engineering
- Structural Engineering
- Agricultural Engineering
- Textile Engineering.

See next page for more information on Engineering.
Solves complex problems of various types
Develops and designs new projects or structures
Tests the strength of materials and elements
Gathers information and conducts experiments
Works more with data and things than with people
Provides quality control measures or techniques
Often works to help society or improve a process

Ability to solve complex problems
Detailed, precise personality
Talent in mathematics and statistics
Analytical and logical thinking skills
Knowledge of computers or programming
Ability to work as a team player

Electrical Engineering
Civil Engineering
Computer Engineering
Aerospace Engineering
Chemical Engineering
Mechanical Engineering
Industrial Engineering
Environmental Engineering
Bioengineering
Textile Engineering
Nuclear Engineering
Ceramic Engineering
Agricultural Engineering

Engineer
Electrician
Physicist
Architect
Hydrologist
Urban Planner
Systems Analyst
Human Resource Manager
Mechanical Drafter
Engineering Assistant
Production Manager
Computer Programmer
Quality Control Manager
Research and Development Coordinator

Junior Engineering Technical Society (JETS)
1420 King St Ste 405, Alexandria VA 22314-2794
Internet: http://www.jets.org

The Accreditation Board for Engineering and Technology, Inc.
111 Market Pl Ste 1050, Baltimore MD 21202-4012
Internet: http://www.abet.org
Majors

**Architecture:** Involves the various processes involved in the design, construction, planning, and development of physical structures, such as buildings, homes, or other formations (p. 87).

**Drafting:** Usually offered as a two-year program at vocational or technical schools. Please see the Trade Related section of Vocational/Technical Schools for more information on drafting (p. 177).

**Landscape Architecture:** Involves the study of site planning and engineering, environmental impact, garden and landscape art and design, and horticulture (p. 88).
ARCHITECTURE

A bachelor’s degree in Architecture usually is a 5- to 6-year program of study.

ACTIVITIES/ENVIRONMENT

Often creates or reads blueprints for construction
Coordinates the procedures in construction projects
Conducts sight planning for new buildings
Requires detailed, precise requirements
Designs and develops environmental structures
Drafts and sketches models and layouts of structures
Provides ideas and concepts for client needs
Requires creativity in designing new formations
Conducts sight elevation profiles for clients
Helps to improve the appearance of the environment

PROFILE FOR SUCCESS

Ability to coordinate complex projects
Aptitude for accurate detail
Ability to apply engineering/mathematics
Acute spatial and form perception
Ability to draw and sketch accurately
Capacity to concentrate for long periods
Interest in design and drawing
Deadline-driven personality
Ability to think analytically

RELATED OCCUPATIONS

Architect Graphic Designer
Landscape Architect Industrial Designer
Architectural Technician Interior Designer
Drafter Structural Engineer
Civil Engineer Surveyor
Commercial Artist Urban Planner
Commercial Artist Construction Manager
CAD Technician
Building Contractor

ASSOCIATIONS

Careers in Architecture Program, American Institute of Architects
1735 New York Ave NW, Washington DC 20006
Internet: http://www.aiaonline.com

Society of American Registered Architects
Nathan Kolodny Consultants
305 E 46th St, New York NY 10530
Internet: http://www.sara-national.org
Helps to improve the appearance of the environment
Designs and develops environmental structures
Drafts and sketches models and layouts of structures
Provides ideas and concepts for client needs
Requires creativity in designing new formations
Work often requires the use of mathematics
Requires detailed, precise specifications

Aptitude for accurate detail
Ability to apply engineering/mathematics
Acute spatial and form perception
Ability to draw and sketch accurately
Capacity to concentrate for long periods
Interest in design and drawing
Creative, original personality
Ability to think analytically
Talent for solving complex problems

Landscape Architect
Architect
Architectural Technician
Cartographer
Civil Engineer
Commercial Artist
Computer Graphics Technician
Drafter

Educator
Graphic Designer
Industrial Designer
Interior Designer
Structural Engineer
Surveyor
Urban Planner
Naval Architecture

American Society of Landscape Architects
636 Eye St NW, Washington DC 20001
Internet: http://www.asla.org

Association of Student Chapters
American Institute of Architects (ASC/AIA)
1735 New York Ave NW, Washington DC 20006
Internet: http://www.aiaonline.com

Council of Landscape Architectural Registration Boards
12700 Fair Lakes Cir Ste 110, Fairfax VA 22033
E-mail: clarb2@aol.com
Internet: http://www.clarb.org
Child and Family Development: The study of the behaviors of children as they go through different life stages until adulthood (p. 90).

Clothing and Textiles: The design, development, and operational evaluation of systems to test and manufacture fibers and fiber products (p. 91).

Fashion Merchandising: Involves the design, production, assembly, management, and marketing of fashion materials (p. 92).

Foods and Nutrition: The study of the role of food and nutrition in individual and family health and of food production, preparation, and service (p. 93).

Furnishings and Interiors: Prepares individuals to apply artistic principles and techniques to the planning, designing, equipping, and furnishing of residential and commercial interior spaces (p. 94).

Home Economics Education: (Located on page 82 in the Education major section.)

Housing and Consumer Economics: The study of the social, economic, and artistic aspects of housing and other environments (p. 95).
CHILD AND FAMILY DEVELOPMENT

ACTIVITIES/ENVIRONMENT

- Researches and studies the behaviors of children
- Teaches families about conduct of children
- Often educates children in elementary school
- Counsels people who have had problems as children
- Provides assistance to families in need
- Often requires direct confrontations with families
- Resolves family conflicts and controversies
- Educates parents on basic discipline techniques
- Work setting is with all types of people
- Environment may be mentally stressing and tense

PROFILE FOR SUCCESS

- Ability to empathize with family problems
- Concern for the welfare of children
- Desire to help, counsel, or assist people
- Ability to observe and make crucial decisions
- Capability of pursuing higher education
- Friendly, caring attitude toward people
- Ability to conduct scientific research
- Excellent oral and written communication
- Ability to confront in an objective manner

RELATED OCCUPATIONS

- Elementary School Teacher
- Social Worker
- Day Care Worker
- Sociologist
- Case Worker
- Home Economist
- Marriage/Family Counselor
- Psychologist
- Principal
- School Administrator
- Counselor
- Preschool Teacher

ASSOCIATIONS

- National Education Association
  1201 16th St NW, Washington DC 20009
  Internet: http://www.nea.org

- Council for Early Childhood Professional Recognition
  2460 16th St NW, Washington DC 20009
  Internet: http://www.cdacouncil.org

- The American Association of Christian Counselors
  PO Box 739, Forest VA 24551
  Internet: http://www.aacc.net
CLOTHING AND TEXTILES

ACTIVITIES/ENVIRONMENT

- Designs fabric layouts for production or creation
- Inspects operational aspects in production
- Tests the quality of fabric and textiles
- Develops new clothing styles and types
- Often designs machinery in textile production
- Tests the color and durability of fabrics
- Provides research and development for products
- Environment may be in an industrial plant

PROFILE FOR SUCCESS

- Innovative, creative personality
- Excellent problem-solving skills
- Interest in researching and analyzing data
- Natural talent for color coordination
- Good oral and written communication skills
- Ability to lead or direct other people
- Knowledge of engineering or related field
- Interest in clothes, fabrics, and carpet

RELATED OCCUPATIONS

- Production Manager
- Clothing Designer
- Fashion Designer
- Display Manager
- Interior Designer
- Textile Engineer
- Research Scientist
- Color and Dye Tester
- Fabric Analyst
- Industrial Engineer
- Computer Programmer
- Plant Operations Manager
- Buyer
- Purchasing Agent
- Retail Store Manager
- Sales Representative

ASSOCIATIONS

- International Textile and Apparel Association (ITAA)
  PO Box 1360, Monument CO 80132
  Internet: http://www.itaaonline.org

- National Association of Schools of Art and Design
  11250 Roger Bacon Dr Ste 21, Reston VA 20190
  Internet: http://www.arts-accredit.org

- Foundation for Interior Design Education Research
  146 Monroe Ctr NW Ste 1318, Grand Rapids MI 49503
  Internet: http://www.fider.org
FASHION MERCHANDISING

ACTIVITIES/ENVIRONMENT

Designs clothing or fashionable items
Distributes and markets goods to the public
Tests the quality of fabric and clothing
Develops new clothing and fabric styles
Advertises and promotes the sale of products
Designs fashionable patterns for materials
Analyzes and researches buyer preferences
Analyzes the coloring for clothing and materials
Environment is with people, ideas, and things

PROFILE FOR SUCCESS

Creative, unique personality
Natural artistic ability
Ability to influence and persuade people
Natural talent for color coordination
Good oral and written communication skills
Ability to lead or direct other people
Knowledge of marketing techniques and sales
Interest in clothes and fashion

RELATED OCCUPATIONS

Cloth Designer  Sales Representative  Retail Store Manager
Fashion Designer  Color and Dye Tester  Advertising Executive
Marketing Specialist  Fabric Analyst  Model
Display Manager  Seamstress  Artist
Graphic Artist  Buyer
Textile Engineer  Purchasing Agent

ASSOCIATIONS

Educational Foundation for the Fashion Industries
7th Ave at 27th St, New York NY 10001

Manufacturers’ Agents National Association
23016 Mill Creek Rd
PO Box 3467, Laguna Hills CA 92654
Internet: http://www.manaonline.org

National Association of Schools of Art and Design
11250 Roger Bacon Dr Ste 21, Reston VA 20190
Internet: http://www.arts-accredit.org/nasad
FOODS AND NUTRITION

ACTIVITIES/ENVIRONMENT

Studies and researches nutrition in foods
Often works to provide a service to people
Studies the storage and preparation of food
Determines ailments associated with improper cooking
Promotes and encourages healthy nutritional habits
Frequently researches in a laboratory environment
Inspects or checks industry food conditions
Environment is normally in a kitchen-type setting

PROFILE FOR SUCCESS

Interest in studying food and nutrition
Ability to research data and draw conclusions
Knowledge of food preparation techniques
Concern for overall health and nutrition
Ability to cook and prepare food
Creative, curious personality
Interest in production and customer service
Desire to help or work with many people

RELATED OCCUPATIONS

Nutritionist
Food Technologist
Culinary Chef
Food and Drug Inspector
Home Economist
Cook
Restaurant Owner
Hospital Dietary Director
Caterer
Purchasing Agent
Sanitarian
Laboratory Scientist

ASSOCIATIONS

Institute of Food Technology
221 N LaSalle St Ste 300, Chicago IL 60601

American Society for Clinical Nutrition (ASCN)
9650 Rockville Pk, Bethesda MD 20814-3998
Internet: http://www.faseb.org

American Culinary Federation
10 San Bartola Dr, St Augustine FL 32086
Internet: http://www.acfchefs.org

American Dietetic Association
216 W Jackson Blvd Ste 300, Chicago IL 60606-6995
Internet: http://www.eatright.org
FURNISHING AND INTERIORS

ACTIVITIES/ENVIRONMENT

- Designs interior decoration schemes and plans
- Analyses architectural plans for buildings
- Often consults or works independently
- Frequently designs furniture and fixtures
- Suggests the use of colors and styles
- Educates or advises others in decorating
- Often helps to design blueprints for housing
- Often works to restore or beautify old buildings
- Work requires the use of personal judgment
- Environment is working directly with people

PROFILE FOR SUCCESS

- Artistic, imaginative personality
- Ability to design interior furnishings
- Natural talent for color and style
- Ability to listen and suggest ideas
- Confidence in daily work
- Enterprising personality; will take risks
- Good communication skills
- Appreciation for art and design
- Talent for drawing, painting, and sketching

RELATED OCCUPATIONS

- Interior Decorator
- Artist
- Architect
- Landscape Architect
- Furniture Designer
- Antique Dealer
- Theater Set Designer
- Industrial Designer
- Interior Horticulturist
- Art Museum Director
- Art Educator
- Florist
- Display Designer
- Color Expert
- Entrepreneur
- Management Consultant
- Curator
- Drafter

ASSOCIATIONS

- National Association of Schools of Art and Design
  11250 Roger Bacon Dr Ste 21, Reston VA 22090
  Internet: http://www.arts-accredit.org

- American Society of Furniture Designers
  PO Box 2688, High Point NC 27261
  Internet: http://www.furninfo.com

- Foundation for Interior Design Education Research
  146 Monroe Ctr NW Ste 1318, Grand Rapids MI 99503
  Internet: http://www.fider.org
Frequently plans or directs public housing
Provides financial planning for families
Often researches consumer-related issues of buying
Advises or counsels others about financial decisions
Type of work varies with individual interest
Work is closely related to economics
Environment is working directly with people

Basic knowledge of family finances and budgeting
Concern for social welfare and support
Good oral and written communication skills
Ability to empathize and relate to people
Ability to observe and make decisions
Ability to teach, instruct, and educate
High energy level
Talent or skill for resource management
Ability to work with a wide range of people

Home Economist
Cooperative Extension Worker
Buyer
Case Worker
Housing Specialist
Financial Planner
Research Assistant
Economist
Home Economics Educator
Purchasing Agent
Government Worker
Educator
Urban Planner
Social Worker
Interior Decorator
Landscape Architect
Family Counselor
Lawyer
Public Housing Administrator

Community Associations Institute
225 Reinekers La Ste 300, Alexandria VA 22314
Internet: http://www.caionline.org

Housing Association Council
1025 Vermont Ave NW Ste 606, Washington DC 20005

Consumer Education Research Center
350 Scotland Rd, Orange NJ 07050
Art: Involves the development and practice of art. Includes the appreciation, history, fundamentals, and techniques of art in different forms (p. 97). Various majors include
- Art Education
- Art History
- Drawing/Painting
- Crafts
- Photography
- Sculpture
- Graphic Design
- Studio Art.

Classics: The study of the language, literature, and civilization of the classical Greco-Roman world, including both ancient Greek and Latin (p. 98). Included are
- Classical Culture
- Greek
- Latin.

Comparative Literature: Comparing the literatures of various societies and linguistic groups (p. 99).

Creative Writing: The study of the techniques, principles, and styles of written communication for the purpose of entertainment, communication, or expression (p. 100).

Dance: The study of the movements, techniques, and gestures usually performed with music to express or portray a situation or condition (p. 101).

Drama: The study of dramatic arts and their performance. Includes dramatic literature, styles, and principles of organizing and producing dramatic productions (p. 102).

English: The study of the literature and culture of English-speaking peoples and the history and structure of the English language (p. 103).

Foreign Languages: The study of multiple foreign languages, the people, and their customs and beliefs (p. 104).

Humanities: The study of the cultural branches of learning which includes art, literature, writing, English, social science, and speech communication (p. 105).

Linguistics: The study of languages and the nature and structure of human speech (p. 106).

Music: The study and appreciation of music, fundamentals of music, historical development, and style (p. 107).

Speech Communications: The study of interpersonal communication from a behavioral perspective (p. 108).
ART

ACTIVITIES/ENVIRONMENT

Often creates or constructs items of artistic value  
Paints, draws, or designs objects  
Educates people about art or art history  
Learns a technical skill such as photography  
Often works independently or with others  
Work requires natural artistic abilities  
Work involves people, data, ideas, and things  
Environment varies greatly with art interests

PROFILE FOR SUCCESS

Desire to work with hands  
Ability to sketch, paint, and draw  
Talent for organization and arrangement  
Desire to express oneself through art  
Strong desire to create and make things  
Acute perception of color and tones  
Talent for spatial correlations and balance  
Natural artistic talent and abilities

RELATED OCCUPATIONS

Artist  
Graphic Designer  
Sculptor  
Jewelry Designer  
Fashion Designer  
Art Teacher/Professor  
Theater Set Designer  
Advertising Executive  
Photographer  
Model  
Architect  
Cartoonist  
Art Therapist  
Interior Decorator  
Cartographer  
Art Supplies Sales Manager  
Drafter  
Landscape Architect  
Web Site Designer  
Medical Illustrator

ASSOCIATIONS

National Association of Schools of Art and Design  
11250 Roger Bacon Dr # 21, Reston VA 20190  
Internet: http://www.arts-accredit.org

American Institute of Graphic Arts  
164 Fifth Ave, New York NY 10010  
Internet: http://www.aiga.org

Society of Publication Designers  
60 East 42nd St Ste 721, New York NY 10165-1416  
Internet: http://www spd.org
CLASSICS

ACTIVITIES/ENVIRONMENT

Researches ancient languages and cultures
Teaches, writes, or educates students
Observes and deciphers opinions from data
Studies literature from ancient civilizations
Work requires the knowledge of language styles
Often travels to historical cities or landsites

PROFILE FOR SUCCESS

Interest in studying historical events
Desire to research foreign languages
Ability to learn quickly and memorize data
Appreciation for Latin and/or Greek
High intellectual capability
Excellent written and oral communication
Ability to study data for long periods
Ability to think analytically and logically

RELATED OCCUPATIONS

Historian
Educator
Foreign Language Teacher
Archaeologist
Anthropologist
Sociologist
Research Analyst
Minister
Technical Writer
Interpreter
Librarian
Archivist
Linguist
Foreign Correspondent
Journalist
Biographer

ASSOCIATIONS

Jr Classical League
Miami University, Oxford OH 45056
Internet: http://www.njcl.org

Order of Ahepa
1909 Q St NW Ste 500, Washington DC 20009
Internet: http://www.ahepa.org

Pompeiiana Inc
6026 Indianola Ave, Indianapolis IN 46220
Internet: http://www.pompeiiana.com
COMPARATIVE LITERATURE

ACTIVITIES/ENVIRONMENT

Compared and contrasts various literatures
Examines many author’s works and writing styles
Writes critiques and comparisons of historical works
Normally teaches and educates people
Analyzes works of past cultures and societies
Work setting will be with data more than with people
Possibility of working mainly by oneself
Environment may be indirectly related to major

PROFILE FOR SUCCESS

Desire to read and study literature
Ability to write and speak effectively
Ambition to compare and critique writings
Ability to concentrate for long periods
High intellectual capacity
Appreciation for literature of all types
Studious, well-disciplined personality
Ability to research and explain data

RELATED OCCUPATIONS

Writer
Historian
Teacher
Critic
Research Analyst
Librarian
Linguist
Journalist
Columnist
Archivist
Sociologist
Anthropologist

ASSOCIATIONS

American Comparative Literature Association (ACLA)
University of Alabama, Box 870262
Tuscaloosa AL 35487-0262
Internet: http://www.acla.org

International Comparative Literature Association
c/o R Runte, Glendon College
2275 Bayview Ave, Toronto ON, Canada M4N 3M6
Internet: http://www.byu.edu/~icla
CREATIVE WRITING

ACTIVITIES/ENVIRONMENT

Creates and writes stories, novels, and/or books
Often writes fictional short stories for people
Researches literature and other materials
Organizes information and decides how to write
Publishes books, novels, and other materials
Edits the work of others to obtain a final product
Often writes columns for newspapers or magazines
Writes documentaries on past occurrences
Often works independently on writing projects
Majority of work allows for flexibility and challenge

PROFILE FOR SUCCESS

Ability to communicate effectively
Excellent written communication skills
High concentration level
Ability to illustrate a theme or idea
Deadline and goal-driven personality
Creative and ingenious imagination
Desire to express own ideas on paper
Excellent grammar

RELATED OCCUPATIONS

Author
Technical Writer
Publisher
Reporter
Journalist
Magazine Editor
Public Relations Specialist
Educator
Newswriter
Technical Assistant
Copywriter
Screenwriter
Editor
Lawyer
Columnist
Humorist
Librarian

ASSOCIATIONS

Society for Technical Communication, Inc.
901 N Stuart St Ste 304, Arlington VA 22203
Internet: http://www.stc.org

American Society of Magazine Editors
919 Third Ave, New York NY 10022
Internet: http://www.asme.magazine.org

National Newspaper Association
PO Box 7540, Columbia MO 65207
Internet: http://www.nna.org
DANCE

ACTIVITIES/ENVIRONMENT

Studies and trains in dance techniques
Learns dance movements and routines for theater
Often dances for musical bands or concerts
Choreographs dance routines for performances
Frequently teaches or instructs others about dance
Concentrates for long periods on difficult routines
Expresses oneself through dance or movements
Work will require commitment to the field of study
Environment is often in the performing arts

PROFILE FOR SUCCESS

Interest in dance or performing arts
Creative, artistic personality
Interest in theater or dramatic productions
Disciplined personality
Good communication skills
Ability to act or portray another person
Physical stamina and flexibility
Ability to teach or lead other people

RELATED OCCUPATIONS

Dancer Acton/Actress
Dance Instructor Dance Therapist
Choreographer Dance Studio
Dramatic Arts Manager
Teacher

(A state teaching license is required for public school teaching for Dance Instructor.

ASSOCIATIONS

National Dance Association
1900 Association Dr, Reston VA 22091
Internet: http://www.aahperd.org

National Guild of Community Schools of the Arts
520 Eighth Ave 3rd Fl Ste 302, New York NY 10018
Internet: http://www.nationalguild.org

National Association of Schools of Dance
11250 Roger Bacon Dr Ste 21, Reston VA 20190
Internet: http://www.arts-accredit.org
Often works in a dramatic production of some type
Acts or plays a role in a play or musical
Frequently teaches or instructs others about drama
Does technical work, such as sound or lights
Often directs or produces a theatrical production
Writes scripts or lines for films or productions
Designs and creates sets for theater or opera
Environment can vary greatly, depending on interests

Ability to act in front of an audience
Creative, artistic personality
Interest in dramatic arts or productions
Knowledge of plays, productions, or operas
Excellent written and oral communication
Ability to act or portray another person

Actor/Actress  Costume Designer  Stage Manager
Theater Set Designer  Artist/Painter  Choreographer
Audio Engineer  Dramatic Arts  Dance Instructor
Light Technician  Teacher  Singer
Film Director  College Professor
Film Producer  Community Service
Scriptwriter  Director

International Thespian Society
3368 Central Pkwy, Cincinnati OH 45225-2392

National Guild of Community Schools of the Arts
520 Eighth Ave 3rd Fl Ste 302, New York NY 10018
Internet: http://www.nationalguild.org

American Federation of Television and Radio Artists
Screen Actors Guild
4340 East-West Hwy Ste 204, Bethesda MD 20814-4411
Internet: http://www.aftra.com
Studies literature of English speaking cultures
Examines the history and structure of language
Critiques other people’s writing and speech
Often teaches or educates students or other people
Analyzes works of past English societies
Work will be with data more than with people
High probability of working in academics

Desire to read and study English literature
Ability to write and speak effectively
Ambition to compare and critique writings
Ability to concentrate for long periods
High intellectual capacity
Appreciation for literature of all types
Studious, well-disciplined personality
Ability to research and explain data

Writer
Historian
Teacher
Critic
Research Analyst
Librarian
Linguist
Journalist
Columnist
Archivist
Sociologist
Anthropologist
Editor
Author
Publisher
Lawyer
Biographer
Public Relations
Expert

National Council of Teachers of English
1111 Kenyon Rd, Urbana IL 61801
Internet:http://www.ncte.org

English in Action
16 E 69th St, New York NY 10021

English Institute (EI)
Center for Literary and Cultural Studies
61 Kirkland St, Cambridge MA 02138

American English Institute c/o University of Oregon
Eugene OR 97403
Internet:http://www.aei.uoregon.edu
FOREIGN LANGUAGES

ACTIVITIES/ENVIRONMENT

Researched and studies foreign languages
Often helps to develop cultural awareness
Teaches, instructs, or educates people
Works to inspire cultural understanding
Often studies other countries’ cultures and beliefs
Frequently memorizes foreign languages of some type
Work will require knowledge of language styles
Environment is possibly working in academics

PROFILE FOR SUCCESS

Desire to research foreign languages
Ability to learn quickly and memorize data
Appreciation for foreign cultures and people
High intellectual capability
Excellent written and oral communication
Ability to teach or explain clearly
Ability to think analytically and logically
Ability to speak more than one language

RELATED OCCUPATIONS

Foreign Language Teacher  Social Studies Educator
Translator  Professor
Interpreter  School Administrator
Sociologist  International Sales
Missionary  Representative
Writer  Anthropologist
Linguist  Foreign Service Officer
Foreign Correspondent  Journalist
Speech Pathologist

ASSOCIATIONS

American Institute for Foreign Study
River Plaza 9 W Broad St, Stanford CT 06902-3788
Internet: http://www.aifs.org

The Friendship Force
34 Peachtree St Ste 900, Atlanta GA 30303
Internet: http://www.friendshipforce.org
HUMANITIES

ACTIVITIES/ENVIRONMENT

Studies the English language and human speech
Examines historical languages, literature, and art
Investigates methods of learning and comprehension
Studies proper English grammar and composition
Researches various cultures and belief systems
Researches communication systems of societies
Interviews and examines groups in a given society
Attends or conducts speeches or technical seminars
Environment is working with many people

PROFILE FOR SUCCESS

Interest in English and/or linguistics
Genuine interest in human speech and language
Ability to observe and make critical decisions
Interest in art and literature
Excellent interpersonal communication skills
Desire for a greater cultural awareness
Patience with people
Ability to interact with many different people
Desire to know the cause of people’s actions

RELATED OCCUPATIONS

Sociologist
Educator
Anthropologist
Counselor
Market Research Analyst
Criminologist
Demographer
Economist
Geographer
Gerontologist
Labor Relations Specialist
Lawyer
Minister
Peace Corps Volunteer
Social Worker
Psychologist
Political Scientist
Linguist
Public Relations Expert
Historian
Librarian
Journalist

ASSOCIATIONS

American Historical Association
400 A St SE, Washington DC 20003
Internet: http://www.theaha.org

American Sociological Association
1307 New York Ave NW Ste 700, Washington DC 20005
Internet: http://www.asanet.org
LINGUISTICS

ACTIVITIES/ENVIRONMENT

Teaches and instructs on correct speech patterns
Studies the structure of human speech
Speaks in front of audiences or large crowds
Expresses ideas or concepts clearly to people
Evaluates and helps to improve speaking skills
Studies the dynamics and techniques of communication
Environment is working closely with people

PROFILE FOR SUCCESS

Excellent communication skills
Ability to teach or educate others
Ability to express ideas clearly to others
Knowledge of correct English grammar
Desire to work closely with people
Ability to influence and persuade people
High energy level
Likable, friendly personality
Ability to speak more than one language

RELATED OCCUPATIONS

Speech Pathologist   Linguist   Politician
Newscaster   Lawyer   Sales Representative
Public Relations   Judge   Audiologist
Specialist   Special Education   Theater Director
Marketing Director   Teacher   Radio/TV Announcer
Actor/Actress   Counselor
Speech Professor   Teacher

ASSOCIATIONS

The American Speech Language Hearing Association
10801 Rockville Pk, Rockville MD 20849
Internet: http://www.asha.org

Linguistics Society of America
1325 18th St NW Ste 211, Washington DC 20036
Internet: http://www.lsadc.org

Center for Applied Linguistics
4646 40th St NW, Washington DC 20037
Internet: http://www.cal.org
MUSIC

ACTIVITIES/ENVIRONMENT
Plays an instrument in an orchestra or band
Often composes music or writes songs
Frequently teaches or instructs others in music
Provides technical knowledge, such as production
Frequently leads an orchestra or symphony
Often manages or produces the music of others
Coordinates events and performances for musicians
Environment varies greatly, depending on interests

PROFILE FOR SUCCESS
Appreciation of many types of music
Ability to play a musical instrument
Creative, artistic personality
Interest in music and/or music production
Ability to practice for long periods
Desire to express oneself through music
Talent for timing, rhythm, and harmony
Knowledge of technical aspects of music

RELATED OCCUPATIONS
Musician | Composer | Music Store Manager
Conductor | College Professor | Concert Hall Worker
Audio Engineer | Producer | Music Director
Radio Announcer | Sound Technician | Church Minister
Singer | Music Broadcaster | of Music
Music Instructor | Band Director

ASSOCIATIONS
National Guild of Community Schools of the Arts
520 Eighth Ave 3rd Fl Ste 302, New York NY 10018
Internet: http://www.nationalguild.org

National Association of Schools of Music
11250 Roger Bacon Dr, Reston VA 22091
Internet: http://www.arts-accredit.org/nasm

Gospel Music Association (GMA)
1205 Division St, Nashville TN 37203
Internet: http://www.gospelmusic.org
SPEECH COMMUNICATIONS

ACTIVITIES/ENVIRONMENT
Speaks in front of an audience or large crowd
Expresses ideas or concepts clearly to people
Teaches and educates students on speaking skills
Studies the dynamics and techniques of communication
Often represents an organization publicly
Often helps people with speech impediments
Environment is working closely with people
Environment varies greatly, depending on interests

PROFILE FOR SUCCESS
Excellent oral communication skills
Confidence and high self-esteem
Ability to express ideas clearly to others
Knowledge of correct English grammar
Desire to work directly with people
Ability to influence and persuade people
High energy level
Likable, friendly personality

RELATED OCCUPATIONS
Announcer  Speech Professor  Teacher
Newscaster   Linguist        Politician
Public Relations Specialist  Lawyer  Sales Representative
Marketing Director  Judge  Audiologist
Actor/Actress  Lobbyist  Counselor

ASSOCIATIONS
National Religious Broadcasters
7839 Ashton Ave, Manassas VA 22110
Internet: http://www.nrb.org

Society for Technical Communication, Inc.
901 N Stuart St Ste 304, Arlington VA 22203
Internet: http://www.stc.org

The American Speech Language Hearing Association
10801 Rockville Pk, Rockville MD 20849
Internet: http://www.asha.org
Forest and Wildlife Resources: Covers the principles and practices of the conservation and management of wildlife, land, and resources for artistic, ecological, and recreational uses. Typical majors include
- Fisheries
- Forest Biology
- Forest Business
- Forest Science
- Policy and Recreation
- Soil and Water Resources
- Timber Management and Utilization
- Wildlife
- Environmental Education
- Ecology
- Urban Forestry.

Turn to page 110 for further information on forest and wildlife resources.
FOREST AND WILDLIFE RESOURCES

ACTIVITIES/ENVIRONMENT

Studies flora and fauna in their natural habitats
Directs programs for conserving natural resources
Involves managing people and activities
Applies scientific methods and theories to work
Often works with public policy or environmental laws
Work environment varies drastically in forestry
Work environment is often outdoors in nature
Careers are in government, forestry, and private businesses

PROFILE FOR SUCCESS

Desire to work or explore outdoors
Desire to conserve and protect nature
Desire for challenging work and situations
Desire for flexibility and variety
Creative, imaginative, and curious person
Interest in working independently
Physical stamina and good vision

RELATED MAJORS

Fisheries  Forest Science  Timber Management
Forest Biology  Policy and Recreation  Wildlife
Forest Business  Soil/Water Resources

RELATED OCCUPATIONS

Naturalist  Landscape Architect  Wildlife Manager
Seed Analyst  Park Ranger  Ecologist
Agronomist  Orchardist  Land Planner
Botanist  Firefighter  Biologist
Forester  Surveyor  Orchardist
Geologist  Taxonomist  Wood Technologist

ASSOCIATIONS

Society of American Foresters
5400 Grosvenor Ln, Bethesda MD 20814
Internet: http://safnet.org

American Forests
PO Box 2000, Washington DC 20013
Internet: http://www.americanforests.org

Society for Range Management
1839 York St, Denver CO 80206
Internet: http://www.rangelands.org
Advertising: The study of promoting and creating a desire for products and services in the marketplace (p. 112).

Broadcast News: Involves the communication and production of news around the world to a large audience (p. 113).

Journalism: Collecting, writing, editing, and dissemination of news through the media (p. 114). Other journalism majors include
   - Magazines
   - Newspapers
   - Publication Management.

Public Relations: Involves the methods and means by which an organization seeks to promote a favorable relationship to the public (p. 115).

Telecommunication Arts: Focuses on the comprehensive expression of audio, visual, oral, and written symbols and how they are communicated over large distances (p. 116).
ACTIVITIES/ENVIRONMENT

- Works with various clients on differing products
- Creates promotions to help sell products
- Draws, sketches, and designs illustrations
- Reviews ads for overall effectiveness
- Computes costs for clients, based on criteria
- Keeps records of clients’ advertising schedules
- Works in a fast-paced environment
- Often works with people, ideas, and data

PROFILE FOR SUCCESS

- Creative, artistic skills
- Knowledge of marketing and promotions
- High energy and concentration level
- Ability to write and speak effectively
- Ability to influence and persuade others
- Capability of adapting to fast-paced change
- Ability to work as a team player
- Competitive and ambitious personality
- Ability to follow deadlines

RELATED OCCUPATIONS

- Advertising Executive
- Marketing Director
- Advertising Clerk
- Technical Writer
- Advertising Schedule Clerk
- Market Research Analyst
- Classified Ad Clerk
- Graphic Artist/Designer
- Journalist
- Photographer
- Advertising Space Clerk
- Production Proofreader
- Sales Representative
- Editor
- Promotions Coordinator
- Media Specialist
- Public Relations Expert
- Package Designer

ASSOCIATIONS

- Business/Professional Advertising Association
  100 Metroplex Dr, Edison NJ 08817
- Advertising Council of America
  261 Madison Ave, New York NY 10016-2303
  Internet: http://www.adcouncil.org
- American Advertising Federation
  Education Services Department
  1101 Vermont Ave NW Ste 500, Washington DC 20005
  Internet: http://www.aaf.org
BROADCAST NEWS

ACTIVITIES/ENVIRONMENT

Reviews news, articles, and other data sources
Reports news to an audience through the media
Researches and analyzes various incidents
Clarifies news from reporting and making decisions
Monitors programs to detect contract violations
Often does technical work needed to run a broadcast
Frequently designs visual graphics for broadcasts
Environment is fast-paced and hectic
Work is subject to change with little notice

PROFILE FOR SUCCESS

Ability to communicate clearly
Pleasant, likeable attitude and appearance
High energy and concentration level
Ability to handle extreme amounts of stress
Ability to influence an audience
Capability of adapting to fast-paced change
Ability to work well with many people
Interest in current events and news
Ability to follow deadlines and goals

RELATED OCCUPATIONS

Account Executive  Public Relations Expert  Editor
Advertising Clerk  Commentator  Media Specialist
Announcer  Technical Writer  Foreign
Audiologist  Market  Correspondent
Journalist  Research Analyst  Television Director
Audio Visual Librarian  Graphic Artist/Designer  Reporter
Broadcast Technician  Photographer  Publisher
Columnist  Copywriter  Producer

ASSOCIATIONS

Society of Broadcast Engineers
9247 N Meridian St Ste 305, Indianapolis IN 46260
Internet: http://www.sbe.org

National Religious Broadcasters
9510 Technology Dr, Manassas VA 20110
Internet: http://www.nrb.org

Radio - Television News Directors Foundation
1600 K St NW Ste 700, Washington DC 20006
Internet: http://www.rtnda.org
JOURNALISM

ACTIVITIES/ENVIRONMENT

- Collects information of newsworthy events
- Writes news stories for publication or broadcast
- Evaluates new leads to develop story ideas
- Verifies factual information from research
- Organizes information and decides how to write news
- Publishes books, novels, and other materials
- Edits the work of others to obtain a final product
- Often works in an ever-changing environment

PROFILE FOR SUCCESS

- Ability to communicate effectively
- Excellent written communication skills
- High energy and concentration level
- Ability to handle extreme amounts of stress
- Ability to write accurately and precisely
- Capability of adapting to fast-paced change
- Ability to work well with many people
- Computer and data input skills
- Deadline and goal driven personality
- Knowledge and interest in the news media

RELATED OCCUPATIONS

- Journalist
- Technical Writer
- Columnist
- Publisher
- Reporter
- News Photographer
- Graphic Artist
- Public Relations Specialist
- Media Specialist
- Editor
- Technical Assistant
- Copywriter
- Newswriter
- Newscaster
- Commentator
- Screenwriter

ASSOCIATIONS

- Society for Technical Communication, Inc.
  901 N Stuart St Ste 304, Arlington VA 22203
  Internet: http://www.stc.org

- American Society of Magazine Editors
  919 Third Ave, New York NY 10022
  Internet: http://www.asme.magazine.org

- The Dow Jones Newspaper Fund, Inc.
  PO Box 300, Princeton NJ 08543-0300
  Internet: http://www.djnewspaperfund.dowjones.com/fund
PUBLIC RELATIONS

ACTIVITIES/ENVIRONMENT

Helps company to maintain a good public image
Acts as spokesperson for a company to the public
Writes and compiles materials for company publicity
Plans programs for disclosing information publicly
Prepares statements and releases to the news media
Works mainly with data and people
Conducts public contact programs for promotions
Often plans fund-raising for a company or cause
Environment varies, depending on business field

PROFILE FOR SUCCESS

Ability to communicate effectively
Ability to write accurately and precisely
Organized, detailed personality
Creativity in planning public promotions
Ability to speak well under pressure
Pleasant, friendly attitude and disposition
Ability to meet people easily
High energy level

RELATED OCCUPATIONS

Public Relations Specialist  Columnist
Account Executive  Graphic Artist
Public Relations Technician  Journalist
Reporter  Customer Service Manager
Public Relations Director  Lobbyist
Editor  Fundraising Director
Advertising Executive  Personnel Director

ASSOCIATIONS

The Public Relations Society of America
33 Irving Pl 3rd Fl, New York NY 10003-2376
Internet: http://www.prsa.org

Society for Technical Communication, Inc.
901 N Stuart St Ste 304, Arlington VA 22203
Internet: http://www.stc.org

International Association of Business Communications
One Hallidie Plz Ste 600, San Francisco CA 94102
Internet: http://www.iabc.org
TELECOMMUNICATION ARTS

ACTIVITIES/ENVIRONMENT

Work involves communicating through electronic means
Involves technical knowledge of various systems
Often produces radio or television programs
Work involves data, people, ideas, and things
Requires a vast knowledge of computers/electronics
Often researches viewer preferences and tastes
Work environment varies with area of study
Work environment is challenging and technical

PROFILE FOR SUCCESS

Interest in communications and production
Excellent written and oral communication
High energy and concentration level
Ability to handle stress and pressure
Knowledge of computers and electronics
Ability to handle change in a work setting
Ability to work well with many people
Deadline and goal driven personality

RELATED OCCUPATIONS

Satellite Engineer  Marketing Director
Technical Writer  Technical Assistant
Entrepreneur  Production Engineer
Broadcast Technician  Operations Manager
Communications Consultant  Telecommunications
Computer Programmer  Technical Consultant
Graphic Artist  Telemarketing
Media Specialist  Supervisor
Producer  Web Site Editor

ASSOCIATIONS

Society for Technical Communication, Inc.
901 N Stuart St Ste 304, Arlington VA 22203
Internet: http://www.stc.org

Society of Broadcast Engineers
9247 N Meridian St Ste 305, Indianapolis IN 46260
Internet: http://www.sbe.org

Telecommunications Industry Association (TIA)
2500 Wilson Blvd Ste 300, Arlington VA 22201
Internet: http://www.tiaonline.org
**Field**

**Mathematical Sciences**

**Majors**

**Actuarial Science:** The study of the concepts, principles, and theories of predicting future outcomes by using complex mathematical formulas and statistics (p. 118).

**Computer Sciences:** The study of the management, analysis, and dissemination of information, using computers or information systems. It focuses on the design, manufacture, application, and effectiveness of computer support, materials, and equipment (p. 119).

**Mathematics:** The study of quantitative relationships expressed in numbers and symbols. It focuses on mathematical concepts and theories and involves their formulation, testing, and practical application (p. 120).

**Statistics:** The study of the organization, analysis, collection, and interpretation of statistical data (p. 121).
ACTUARIAL SCIENCE

ACTIVITIES/ENVIRONMENT

Determines insurance premiums based on formulas
Provides mathematical information for research
Estimates risk factors for an organization
Solves complex problems, using advanced statistics
Determines probability of foreseen future outcomes
Works with complex equations and situations
Applies mathematical principles to financial decisions
Presents numerical information by computer readouts
Works in a support role in solving problems
Environment varies according to interests

PROFILE FOR SUCCESS

Ability to recall large amounts of data
Ability to think analytically and objectively
Ability to organize large amounts of data
Strong interest in problem solving
Desire for challenge in everyday work
Accurate and precise personality
Knowledge of complex mathematical theories
Knowledge of computers and advanced statistical programs

RELATED OCCUPATIONS

Actuary
Mathematician
Statistician
Accountant
Aerospace Engineer
Operations Research Analyst
Computer Programmer
Educator

Meteorologist
Financial Planner
Nuclear Scientist
Market Research Analyst
Systems Analyst
Cartographer
Astronomer
Physicist

ASSOCIATIONS

American Academy of Actuaries
1100 17th St NW 7th Floor, Washington DC 20036
Internet: http://www.actuary.org

Casualty Actuarial Society
1100 N Glebe Rd Ste 600, Arlington VA 22201
Internet: http://www.casact.org
COMPUTER SCIENCES

ACTIVITIES/ENVIRONMENT

Analyzes procedures for processing data by computers
Creates software programs for task application
Trouble-shoots information-system problems
Builds networks and other systems for communication
Finds practical solutions to computing problems
Work requires technical knowledge of computing
Work involves much stress and pressure
Environment is normally in a supportive role

PROFILE FOR SUCCESS

Ability to cope with a changing environment
Ability to communicate abstract theories
Knowledge of computer programming/software
Ability to think analytically and logically
Interest in machines, devices, and gadgets
Ability to prioritize work and be flexible
Patience with people and learning abilities

RELATED OCCUPATIONS

Computer Operator
Computer Programmer
Computer Science Engineer
Data Base Analyst
Entrepreneur
Hardware Sales and Service Worker
Educator
Mathematician
Media Center Manager

Operations Manager
Software Engineer
Systems Analyst
Systems Manager
Word Processor
Systems Consultant
Robotics Technician
Computer Security Manager
Web Site Designer and Administrator
Quality Analyst

ASSOCIATIONS

Association for Computing/Machinery
1515 Broadway, New York NY 10036
Internet: http://www.acm.org

IEEE Computer Society, Headquarters Office
3 Park Ave 17th Fl, New York NY 10016
Internet: http://www.ieee.org

Institute for Certification of Computer Professionals
2350 E Devon Ave Ste 115, Des Plaines IL 60018
Internet: http://www.iccp.org
Studies hypotheses and mathematical theories
Acts as advisor to mathematical research personnel
Works with complex equations and situations
Often finds practical solutions to problems
May be asked to give answers quickly under stress
Works in a support role in solving problems
Works with data and things more than with people
Environment varies according to interests

Ability to think analytically and objectively
Desire for challenging and demanding work
Precise, detailed personality
Knowledge of complex mathematical theories
Knowledge of computers and programming
High concentration level
Ability to suggest ideas and make decisions

Accountant
Mathematician
Actuary
Statistician
Aerospace Engineer
Bank Officer
Computer Programmer
Educator
Mathematics Educator

Electrician
Financial Planner
Nuclear Scientist
Marketing Research Analyst
Systems Analyst
Credit Manager
Astronomer
Physicist

National Council of Teachers of Mathematics
1906 Association Dr, Reston VA 22091-1593
Internet: http://www.nctm.org

Mathematical Association of America
1529 18th St NW, Washington DC 20036
Internet: http://www.maa.org

Society for Industrial and Applied Mathematics
3600 University City Science Center, Philadelphia PA 19104-2688
E-mail: siam@siam.org
Internet: http://www.siam.org
STATISTICS

ACTIVITIES/ENVIRONMENT

Plans data collection and analysis for experiments
Provides information for scientific research
Designs questionnaires/surveys for data collection
Evaluates reliability of data in research
Works with complex equations and situations
Presents numerical information by computer readouts
Works in a support role in solving problems
Environment varies according to interests

PROFILE FOR SUCCESS

Ability to research and develop surveys
Ability to think analytically and objectively
Ability to organize large amounts of data
Desire for challenging work
Accurate and precise personality
Knowledge of complex statistical theories
Knowledge of computers and advanced statistical programs

RELATED OCCUPATIONS

Statistician  Weight Analyst
Mathematician  Financial Planner
Actuary  Nuclear Scientist
Accountant  Marketing Research Analyst
Aerospace Engineer  Systems Analyst
Operations Research Analyst  Credit Manager
Computer Programmer  Astronomer
Educator  Physicist

ASSOCIATIONS

American Statistical Association
1429 Duke St, Alexandria VA 22314-3402
Internet: http://www.amstat.org

Institute of Mathematical Statistics
PO Box 22718, Beachwood OH 44122
Internet: http://www.imstat.org
Astronomy: Involves the study of matter and energy in the universe beyond the earth and involves the observation, calculation, and interpretation of celestial bodies (p. 123).

Atmospheric Sciences and Meteorology: The scientific study of the atmosphere, weather, weather conditions, natural occurrences, and other phenomena (p. 124).

Chemistry: The scientific study of the composition, structure, properties, and reactions of matter. Includes the theoretical description and laboratory simulation of these occurrences (p. 125).

Geography: The study of the earth, its people, geographical regions, climate, and culture (p. 126).

Geology: The study of the earth; the forces affecting it; and the behavior of the soils, liquids, and gases contained in it (p. 127).

Oceanography: Involves the preservation, exploration, protection, and examination of the oceans, seas, and marine life contained on the earth (p. 128).

Physics: Involves the study of matter and energy and the interactions between them (p. 129).
ASTRONOMY

Studies planets, stars, and other celestial bodies
Analyzes the solar system and the Earth’s galaxy
Analyzes, researches, and interprets data
Conducts experiments and tests to examine situations
Works mainly with data and things
Often works with mathematics and physics
Work entails analytical and logical thinking
Work requires long periods of concentration
Environment varies according to area of study

PROFILE FOR SUCCESS

Curiosity about planets and outer space
Mathematical, problem-solving background
Ability to conduct and explain research
A creative imagination
Accurate, precise, detailed oriented
Talented at speaking, reading, and memorizing
High concentration level
Strong knowledge of computers
Desire to create or invent

RELATED OCCUPATIONS

Acoustical Engineer  Educator
Acoustical Physicist  Geologist
Astronomer  Meteorologist
Electrical Engineer  Geophysicist
Aerospace Engineer  Metallurgical Engineer
Astrophysicist  Mineralogist
Cartographer  Oceanographer
Mathematician  Seismologist

ASSOCIATIONS

American Astronomical Society Education Office
2000 Florida Ave NW Ste 400, Washington DC 20009
Internet: http://www.aas.org

Astronomical Society of the Pacific
390 Ashton Ave, San Francisco CA 94112
Internet: http://astrosociety.org

Astronomical League, c/o Charles E. Allen
1007 Rollingwood Ln, Goshen KY 40026
Internet: http://astroleague.org

American Meteorological Society
45 Beacon St, Boston MA 02108
Internet: http://www.ametsoc.org/ams
ATMOSPHERIC SCIENCES/METEOROLOGY

ACTIVITIES/ENVIRONMENT

Studies the conditions of the atmosphere
Observes atmospheric and barometric pressure
Studies weather conditions of a particular region
Predicts future weather, based on scientific data
Researches natural forces and occurrences
Often reports weather forecast to an audience
Analyzes, researches, and interprets data
Works more with data and things than with people
Work environment varies according to interests

PROFILE FOR SUCCESS

Interest in meteorology or science
Ability to examine data for long periods
Mathematical/problem-solving background
Ability to conduct and explain research
Accurate, precise, detailed personality
High concentration level
Ability to make predictions, based on data
Knowledge of computers
Ability to work as a team player

RELATED OCCUPATIONS

Meteorologist
Weather Forecaster
Meteorological Technician
Physicist
Astronomer
Biochemist
Mathematician
Astrophysicist

Radiographer
Hydrologist
Educator
Environmental Scientist
Oceanographer
Paleontologist
Seismologist
Nuclear Engineer

ASSOCIATIONS

American Institute of Physics
Career Planning and Placement
One Physics Ellipse, College Park MD 20740-3843
Internet: http://www.aip.org

American Meteorological Society
45 Beacon St, Boston MA 02108
Internet: http://www.ametsoc.org/ams
CHEMISTRY

ACTIVITIES/ENVIRONMENT

Analyzes, researches, and interprets data
Conducts experiments and tests to examine situations
Studies reactions between substances or elements
Researches to develop new products and ideas
Often makes suggestions based on findings
Stores and updates accurate records of data
Concentrates on data for long periods of time
Works in teams to solve problems or analyze data
Works with data, things, people, and ideas
Chemical environment can offer diverse work functions

PROFILE FOR SUCCESS

Ability to conduct and explain research
Knowledge and proficiency at computers
Accurate, precise, detailed oriented
Proficient at comprehending and memorizing
Ability to make predictions based on data
Strong mathematical background
High concentration level
Ability to think analytically
Creative personality

RELATED OCCUPATIONS

Chemist               Geneticist
Laboratory Analyst   Toxicologist
Agronomist           Research Scientist
Food and Drug Analyst Medical Lab Technician
Biochemist           Colorist
Pharmacist           Perfumer
Chemical Engineer    Water Treatment Chemist
Geologist            Pharmaceutical Research

ASSOCIATIONS

American Institute of Chemists
1620 I St NE Ste 615, Washington DC 20006
Internet: http://www.theaic.org

American Chemical Society, Education Division
1155 16th St NW, Washington DC 20036
Internet: http://www.acs.org
GEOGRAPHY

ACTIVITIES/ENVIRONMENT

Studies the earth and the people who live on it
Observes the climate of geographical regions
Studies the people that inhabit a particular region
Compares cultural aspects of various groups of people
Examines the physical geography of an area or site
Studies geographical maps, charts, and diagrams
Analyzes, researches, and interprets data

PROFILE FOR SUCCESS

Desire to study the behavior of people
Desire to study geographical regions
Interest in social science and economics
Mathematical/problem-solving background
Ability to conduct and explain research
Accurate, precise personality
High concentration level
Interest in maps, charts, or diagrams
Desire for cultural understanding/awareness
Ability to speak more than one language

RELATED OCCUPATIONS

Geographer
Anthropologist
Environmental Scientist
Cartographer
Cartographer Technician
Historian
Climatologist
Economist
Educator
Political Scientist
Oceanographer
Geologist
Market Research Analyst
Surveyor
Sociologist
Seismologist
Urban Planner
Meteorologist

ASSOCIATIONS

American Geological Institute
4220 King St, Alexandria VA 22302-1502
Internet: http://www.agiweb.org

Geological Society of America
PO Box 9140, Boulder CO 80301-9140
Internet: http://www.geosociety.org

American Association of Petroleum Geologists, Communications Dept
PO Box 979, Tulsa OK 74101
Internet: http://www.aapg.org
GEOLOGY

ACTIVITIES/ENVIRONMENT
Studies the earth’s crust and its natural formations
Analyze, researches, and interprets data
Often works outdoors, studying natural occurrences
Conducts experiments and tests to examine situations
Work entails analytical and logical thinking
Possibly works by oneself or in small groups
Works more with data and things than with people
Environment varies according to area of geology

PROFILE FOR SUCCESS
Physical stamina and good vision
Enjoyment of the outdoors and nature
Mathematical/problem-solving background
Ability to conduct and explain research
Accurate, precise, detailed personality
High concentration level
Acute spatial and form perception
Knowledge of geological principles

RELATED OCCUPATIONS
Geologist
Geophysicist
Astronomer
Biochemist
Cartographer
Geographer
Civil Engineer
Hydrologist
Educator
Environmental Scientist
Oceanographer
Paleontologist
Mining Engineer
Mineralogist
Surveyor
Seismologist
Nuclear Engineer
Petroleum Engineer
Soil Engineer

ASSOCIATIONS
American Geological Institute
4220 King St, Alexandria VA 22302-1502
Internet: http://www.agiweb.org

American Association of Petroleum Geologists
PO Box 979, Tulsa OK 74101
Internet: http://www.aapg.org

Geological Society of America
PO Box 9140, Boulder CO 80301
Internet: http://www.geosociety.org
OCEANOGRAPHY

ACTIVITIES/ENVIRONMENT
Studies marine life in its natural habitat
Studies the ocean floor and its structures
Often works in offshore mining explorations
Examines the effects pollution has on the environment
Analyzes and examines organisms found in the ocean
Often works outdoors studying natural occurrences
Conducts experiments and tests to examine situations
Work entails analytical and logical thinking
Environment varies according to area of oceanography

PROFILE FOR SUCCESS
Interest in the oceans and marine life
Exploring, curious personality
Physical stamina and good vision
Enjoyment of the outdoors and nature
Mathematical/problem-solving background
Ability to conduct and explain research
Accurate, detailed personality
High concentration level
Interest in biology and/or geology

RELATED OCCUPATIONS
Oceanographer                  Environmental Scientist
Geophysicist                  Astronomer
Marine Biologist              Paleontologist
Ecologist                     Mining Engineer
Geologist                     Minerologist
Biochemist                    Surveyor
Cartographer                  Seismologist
Geographer                   Nuclear Engineer
Chemical Engineer             Petroleum Engineer
Hydrologist                   Stratigrapher
Educator                     Metallurgist

ASSOCIATIONS
Marine Technology Society
5565 Starrett Pl #108, Columbia MD 21044
Internet: http://www.mtsociety.org

American Association of Petroleum Geologists
PO Box 979, Tulsa OK 74101
Internet: http://www.aapg.org
PHYSICS

ACTIVITIES/ENVIRONMENT

Analyzes, researches, and interprets data  
Conducts experiments and tests to examine situations  
Researches data to support ideas of others  
Concentrates on data for long periods of time  
Often uses problem-solving skills in physics  
Work entails creating and inventing new ideas  
Usually works more with data and things than with people  
Environment varies according to area of physics

PROFILE FOR SUCCESS

Ability to conduct and explain research  
Creative imagination  
Accurate, precise, detailed personality  
Proficient at speaking, reading, memorizing  
Interest to know how and why things happen  
Mathematical/problem-solving background  
High concentration level  
Strong knowledge of computers  
Desire to create or invent new products

RELATED OCCUPATIONS

Physicist  
Physicist Assistant  
Aerodynamist  
Electrical Engineer  
Aerospace Engineer  
Airplane Pilot  
Biophysicist  
Mathematician  
Civil Engineer  
Educator  
Industrial Engineer  
Geophysicist  
Mechanical Engineer  
Nuclear Engineer  
Environmental Engineer  
Seismologist  
Astronomer  
Astrophysicist

ASSOCIATIONS

American Institute of Physics, Career Planning and Placement  
One Physics Ellipse, College Park MD 20740-3843  
Internet: http://www.aip.org

The American Physical Society, Education Department  
One Physics Ellipse, College Park MD 20740-3844  
Internet: http://www.aps.org
Majors

**Dentistry:** Prepares the individual for the professional practice of dentistry. Includes instruction in the prevention, diagnosis, and treatment of oral diseases and abnormalities (p. 131).

**Law:** Prepares the individual for the professional practice of law. Includes instruction in the theory and practice of the legal system, including the judicial components of civil and criminal law (p. 132).

**Medicine:** Prepares the individual for the professional practice of medicine (p. 133).

**Veterinary Medicine:** Prepares the individual for the independent professional practice of veterinary medicine. Includes the observation, diagnosis, care, and treatment of illness, disease, and injury of animals (p. 134).
DENTISTRY

Diagnoses and treats oral diseases and disorders
Works with many patients on a routine basis
Prescribes treatment plans and hygiene techniques
Promotes the use of daily oral hygiene methods
Repairs dental work and dental appliances
Fills cavities and other abnormalities
Often works in a private practice or partnership
Often works in a fast-paced environment
Careers are available in researching and teaching

PROFILE FOR SUCCESS

Desire to help other people
Ability to work under extreme pressure
Talent for detail work
Ability to conduct and explain research
Ability to apply technical knowledge to work
Desire to make a difference in society
Flexibility to handle unusual hours of work

SPECIALTIES

The majority of dentists practice general dentistry. There are eight specialties in dentistry.

- Oral and Maxillofacial Surgeon
- Pediatric Dentist
- Oral Pathologist
- Prosthodontist
- Orthodontist
- Endodontist
- Periodontist
- Public Health Dentist

ALLIED DENTAL DISCIPLINES

- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology

ASSOCIATIONS:

American Dental Association, Dept of Career Guidance
211 E Chicago Ave, Chicago IL 60611
Internet: http://www.ada.org

Christian Medical and Dental Associations
PO Box 7500, Bristol TN 37621
Internet: http://www.cmdahome.org

Christian Medical and Dental Society (CMDS)
30-5155 Spectrum Wy, Mississauga ON L4W5A1
Internet: http://www.cmds-emas.ca

National Board for Certification in Dental Technology
1530 Metropolitan Blvd, Tallahassee FL 32308
Internet: http://www.nadl.org/html/certification.html
LAW

ACTIVITIES/ENVIRONMENT

Works with clients in various lawsuits
Bargains and negotiates aspects in a trial
Writes letters of appeal, request, and need
Discusses confidential information with clients
Represents clients in a court of law
Researches, studies, and examines client data
Acts as mediator between two parties
Analyzes financial and tax data from clients

PROFILE FOR SUCCESS

Persuasive, influencing personality
Effective oral and written communication
Talent for analytical and logical thinking
Capability of researching for long periods
Talent for negotiating and bargaining
Knowledge of the legal system
Ability to change and adapt strategies

RELATED OCCUPATIONS

Lawyer
Paralegal
Judge
Law Professor
District Attorney
Criminal Lawyer
Escrow Officer
Legal Investigator
Probation Officer
Patent Agent
Real Estate Buyer
Tax Attorney
Traffic Court Magistrate
Patent Lawyer
Environmental Lawyer
Probate Lawyer
Supreme Court Justice
Juvenile Court Judge
Appellate Court Judge
Insurance Attorney
Bar Examiner
Adjudicator
Bio Ethics Advisor

ASSOCIATIONS

American Bar Association
750 N Lake Shore Dr, Chicago IL 60611
Internet: http://www.abanet.org

Christian Legal Society
4208 Evergreen Ln Ste 222, Annandale VA 22003
Internet: http://www.clsnet.org

National Association of Legal Assistants, Inc
1516 S Boston St Ste 200, Tulsa OK 74119
Internet: http://www.nala.org
MEDECINE

ACTIVITIES/ENVIRONMENT

Diagnoses and treats various diseases and illnesses
Works with many patients, nurses, and doctors
Often specializes in a particular medical science
Prescribes medicine and treatment to patients
Often works in very stressful emergency situations
Frequently works odd hours and is often on call
Works in a hospital, clinic, or private practice

PROFILE FOR SUCCESS

Desire to relieve the pain of others
Ability to work under extreme pressure
Ability to concentrate at very high levels
Ability to conduct and explain research
Ability to apply complex knowledge to work
Desire to make a difference in society
Flexibility to handle unusual hours of work
Capability to study medicine for many years
Ability to communicate effectively

RELATED OCCUPATIONS

Physician  Neurologist  Radiologist
Physician Assistant  Obstetrician  Psychiatrist
Anesthesiologist  Ophthalmologist  Plastic Surgeon
Cardiologist  Optometrist  Proctologist
Dermatologist  Pedodontist  Pediatrician
General Practitioner  Urologist  Surgeon
Gynecologist

ASSOCIATIONS

Association of American Medical Colleges
2450 N St NW, Washington DC 20037-1131
Internet: http://www.aamc.org

American Academy of Pediatrics
PO Box 927, Elk Grove Village IL  60009-0927
Internet: http://www.aap.org

Christian Medical and Dental Society (CMDS)
PO Box 830689, Richardson TX 75083-0689
Internet: http://www.cmds.org
Diagnoses, prevents, and treats animal disorders
Examines animals for diseases and illnesses
Prescribes medicine for different animal ailments
Observes, experiments, and analyzes lab findings
Consults with pet owners over diverse conditions
Studies causes of pet diseases and illnesses
Inspects livestock and poultry for distribution

Ability to conduct and explain research
Ability to make rational decisions
Desire to help or preserve animal life
Calm, pacifying attitude and disposition
Interest in biology and/or medicine
Ability to pursue education for many years
Capability to handle stress and pressure

American Association of Bovine Practitioners
Box 1755, Rome GA 30162
E-mail: AABPHQ@aabp.org Internet: http://www.aabp.org

American Association of Zoo Veterinarians
Philadelphia Zoological Gardens
34th St and Girard Ave, Philadelphia PA 19104
Internet: http://www.aazv.org

American Veterinary Medical Association
1931 N Meacham Rd Ste 100, Schaumburg IL 60173-4360
Internet: http://www.avma.org

American Association for Laboratory Animal Science
9190 Crestwyn Hills Dr, Memphis TN 38125
E-mail: info@aalas.org Internet: http://www.aalas.org

American Institute of Biological Sciences
1444 I St NW Ste 200, Washington DC 20005
Internet: http://www.aibs.org
Majors

**Anthropology:** The study of human beings and their cultural behavior and institutions (p. 136).

**Child and Family Development:** The study of the behaviors of children as they go through different life stages until adulthood (p. 137).

**Criminal Justice:** The study of the criminal justice system, its organizational components and processes, and the legal and public policy framework (p. 138).

**Economics:** The science dealing with the production, consumption, and distribution of goods and services (p. 139).

**Government Administration:** (see pp. 95, 142.)

**History:** The study and interpretation of the past, including the gathering, recording, synthesizing, and analyzing of evidence and theories about past events (p. 140).

**Philosophy:** The study of ideas and their logical structure, including arguments and investigations about abstract and real events (p. 141).

**Political Science:** The study of political science systems, parties, campaigning, and governmental bodies and behavior (p. 142).

**Psychology:** The study of individual behavior. Involves the physical and environmental bases of behavior and the analysis and treatment of behavioral problems and disorders (p. 143).

**Public Policy:** (see pp. 115, 142.)

**Religion:** The study of the nature of religious beliefs and belief systems (p. 144).

**Social Work:** Involves the social welfare administration and counseling of individuals. Includes the organized means of providing basic support services for individuals or groups (p. 145).

**Sociology:** The study of the organizations, establishments, and development of the human society (p. 146).
ANTHROPOLOGY

Studies human life and cultural behavior
Researches origin and development of early man
Researches differences between cultures
Often studies language and belief systems
Contrasts and compares society with the past
Often researches archaeological excavations
Work is often stressful and physically exhausting
Environment is with people, data, and things

PROFILE FOR SUCCESS

Interest in early societies and cultures
Ability to examine data for long periods
Interest in human behavior
 Desire to study historical civilizations
Ability to observe and make comparisons
Ability to write and speak effectively
Knowledge of foreign languages and customs
Ability to conduct and explain research

RELATED OCCUPATIONS

Anthropologist
Ethnologist
Archaeologist
Genealogist
Bibliographer
Geographer
Cultural Anthropologist
Historian
Educator
Linguistic Anthropologist
Curator
Paleontologist
Economist
Psychologist
Technical Writer
Research Scientist
Sociologist
Social Worker

ASSOCIATIONS

American Anthropological Association
4350 N Fairfax Dr Ste 640, Arlington VA 22203
Internet: http://www.aaanet.org

Society for American Archaeology
900 2nd St NE Ste 12, Washington DC 20002
Internet: http://www.saa.org

Archaeological Institute of America
656 Beacon St, Boston MA 02215
Internet: http://www.archaeological.org
CHILD AND FAMILY DEVELOPMENT

ACTIVITIES/ENVIRONMENT

- Researches and studies the behaviors of children
- Teaches families about conduct of children
- Resolves family conflicts and controversies
- Counsels people who have had problems as children
- Often teaches children in school
- Often requires direct confrontations with families
- Provides assistance to families in need
- Educates parents on basic discipline techniques
- Work setting will be with all types of people
- Environment is often mentally stressing and tense

PROFILE FOR SUCCESS

- Ability to empathize with family problems
- Concern for the welfare of children
- Desire to help, counsel, or assist people
- Ability to observe and make crucial decisions
- Capability of pursuing higher education
- Friendly, caring attitude toward people
- Ability to conduct scientific research
- Excellent oral and written communication
- Ability to confront in an objective manner

RELATED OCCUPATIONS

<table>
<thead>
<tr>
<th>Elementary School Teacher</th>
<th>Marriage/Family Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Worker</td>
<td>Psychologist</td>
</tr>
<tr>
<td>Day Care Worker</td>
<td>School Principal</td>
</tr>
<tr>
<td>Sociologist</td>
<td>School Administrator</td>
</tr>
<tr>
<td>Case Worker</td>
<td>Research Analyst</td>
</tr>
<tr>
<td>Home Economist</td>
<td>Counselor</td>
</tr>
</tbody>
</table>

ASSOCIATIONS

- National Federation of Teachers
  555 New Jersey Ave NW, Washington DC 20001
  Internet: http://www.aft.org
- Society for Research in Child Development, University of Michigan
  3132 S State St Ste 302, Ann Arbor MI 48108
  Internet: http://www.sred.org
- National Clearinghouse for Professions in Special Education
  Council for Exceptional Children
  1920 Association Dr, Reston VA 20191
  Internet: http://www.cec.sped.org
- National Association of Social Workers, Career Information
  750 First St NE Ste 700, Washington DC 20002-4241
  Internet: http://www.naswdc.org
CRIMINAL JUSTICE

ACTIVITIES/ENVIRONMENT

Studies crime and criminal behavior
Researches past crimes and how they could have been avoided
Studies traits, characteristics, and similarities of criminals
Makes proposals on improving law enforcement procedures
Works to benefit society in improving civic programs
Frequently involves the protection and supervision of people
Often works long hours, concentrating intensely on data
Environment is often stressful, hectic, and dangerous

PROFILE FOR SUCCESS

Desire to study criminal behavior
Desire to help society and mankind
Analytical and logical thinking skills
Talent for investigation and problem solving
Insight into personalities of people
Ability to research and analyze data
Good written and oral communication skills
Knowledge of the criminal justice system
Knowledge of computers
Patience and persistence

RELATED OCCUPATIONS

Criminologist
Sociologist
Probation Officer
Private Investigator
Case Worker
Detective
Drug Enforcement Officer
Criminal Investigator
FBI/CIA Agent
Penologist
Police Commissioner
Police Instructor
Police Officer
Psychologist
Prison Warden
Criminal Lawyer
Firefighter
Special Agent
Social Worker

ASSOCIATIONS

American Probation and Parole Association
2760 Research Park Dr, Lexington KY 40511
Internet: http://www.appa-net.org

American Correctional Association
4380 Forbes Blvd, Lanham MD 20706
Internet: http://www.aca.org

International Association of Firefighters
1750 New York Ave NW, Washington DC 20006
Internet: http://www.iaff.org
**ECONOMICS**

**Performs global economic forecasting**
**Studies supply and demand of products**
**Studies market trends and consumer preferences**
**Researches and analyzes financial information**
**Often makes predictions in future economy outlook**
**Examines the economy and makes predictions**
**Much of work is spent dealing with data and with people**
**Flexibility to work in most business settings**

**ACTIVITIES/ENVIRONMENT**

**PROFILE FOR SUCCESS**

- Desire to study and analyze the economy
- Ability to make predictions, based on data
- Desire to research and analyze data
- Knowledge of economy and financial markets
- Ability to communicate ideas effectively
- Ability to explain complex theories
- Ability to think analytically
- Ability to operate and use computers

**RELATED OCCUPATIONS**

- Economist
- Financial Analyst
- Actuary
- Bank Officer
- Financial Planner
- Statistician
- Market Research Analyst
- Insurance Agent
- General Manager
- Stockbroker
- Trust Officer
- Urban Planner
- Buyer
- Purchasing Agent
- Entrepreneur

**ASSOCIATIONS**

- National Association of Business Economists
  1233 20th St NW Ste 505, Washington DC 20036
  Internet: http://www.nabe.com

- Marketing Research Association
  1344 Silas Deane Hwy Ste 306, Rocky Hill CT 06067
  Internet: http://www.mra-net.org

- National Council on Economic Education
  1140 Ave of the Americas, New York NY 10036
  Internet: http://www.nationalcouncil.org

- Association for Investment Management and Research
  PO Box 3668, Charlottesville VA 22903
  Internet: http://www.aimr.com
HISTORY

ACTIVITIES/ENVIRONMENT

Contrasts and compares current society with the past
Researches historical documents and past events
Educates and explains research or findings
Often helps society by looking at past events
Investigates and explores historical places
Often teaches people history of past generations
Work environment is challenging and interesting
Environment will be with people, data, and things

PROFILE FOR SUCCESS

Interest in reading and writing
Curiosity with early societies and cultures
Ability to examine data for long periods
Interest in past events and incidents
Desire to study historical civilizations
Ability to observe and make comparisons
Ability to write and speak effectively
Ability to conduct and explain research

RELATED OCCUPATIONS

Historian  Educator  Librarian
Anthropologist  Writer  Political Scientist
Archaeologist  Gerontologist  Research Library
Genealogist  Human Service Worker  Assistant
Biographer  Journalist  Sociologist
Curator  Judge  Military Officer
Economist  Lawyer  Politician

ASSOCIATIONS

American Historical Association
400 A St SE, Washington DC 20003
Internet: http://www.theaha.org

United States Lighthouse Society
244 Kearny St  5th Fl, San Francisco CA 94108
Internet: http://www.maine.com/lights/us/hs.htm

American Association for State and Local History
1717 Church St, Nashville TN 37203
Internet: http://www.aaslh.org

American Library Association, Personnel Resources
50 East Huron St, Chicago IL 60611
Internet: http://www.ala.org
PHILOSOPHY

ACTIVITIES/ENVIRONMENT

Often entails analytical thinking and debating
Often works in education or academics of some type
Requires a high intellectual ability
Frequently gives and attends lectures and meetings
Philosophy students’ careers usually vary greatly
Environment can differ, depending on interests

PROFILE FOR SUCCESS

Ability to debate or argue a belief or idea
Talent for analytical and logical thinking
Ability to research and analyze information
Decisive, confident personality
Curious personality; asks “how” and “why”
Excellent oral and written communication
High concentration level
Extremely high intellectual capacity

RELATED OCCUPATIONS

College Professor  Writer  Anthropologist  Research Analyst  Librarian  Arbitrator
Psychologist  Criminologist  Judge  Lawyer  Journalist  Historian
Publisher  Social Worker  Editor  Columnist

ASSOCIATIONS

Society for Christian Philosophers
Calvin College - Department of Philosophy,
3201 Burton St SE, Grand Rapids MI 49546-4388
Internet: http://www.siu.edu/departments/colas/philos/SCP/

American Philosophical Association
University of Delaware, Newark DE 19716
Internet: http://www.apa.udel.edu.apa

Philosophical Research Society
3910 Los Feliz Blvd, Los Angeles CA 90027
Internet: http://www.prs.org
Often supports a candidate for political office
Leads and directs other people in business
Often requires public speaking engagements
Organizes civic or community programs
Often lobbies for a cause or belief
Work is often stressful and physically exhausting
Work is mainly with people and ideas
Environment varies but may be in government

Excellent interpersonal skills
Ability to influence and persuade people
Capability of leading and directing people
Knowledge of political science theories
Familiarity with campaigns and elections
Likable, outgoing personality
Excellent written and oral communication
Interest in the economy and politics

Politician
Campaign Manager
Lobbyist
Government Worker
FBI/CIA Agent
Judge
Lawyer

Political Consultant
Penologist
Diplomat
Anthropologist
Technical Writer
Educator

Chamber of Commerce Manager
District Attorney
Research Assistant
Political Scientist
Public Health Administrator

American Political Science Association
1527 New Hampshire Ave NW, Washington DC 20036
Internet: http://www.apsanet.org

Academy of Political Science
475 Riverside Dr Ste 1274, New York NY 10115
Internet: http://www.psqonline.org
PSYCHOLOGY

ACTIVITIES/ENVIRONMENT

Provides counsel in personal and emotional issues
Assesses psychological traits and qualities of others
Provides education/guidance to people seeking advice
Researches psychological disorders and theories
Creates surveys to examine a given population
Provides counseling and treatment plans to patients
Analyzes or devises various methods to reach people
Environment is mainly working with many people
Environment is often mentally exhausting

PROFILE FOR SUCCESS

Strong desire to help and counsel people
 Ability to remain open and objective
 Creative and imaginative in giving counsel
 An inquiring and curious mind
 Empathetic, patient personality
 Friendly, likable personality
 Capability of pursuing higher education
 Interest for problem solving

RELATED OCCUPATIONS

Psychologist
Psychiatrist
Psychometrist
Criminologist
Career Counselor
Guidance Counselor
Industrial Psychologist
Mental Health Technician
Psychiatric Nurse
Social Worker
Research and Development Coordinator
Professor
Counseling Director
Employee Assistance Coordinator
Clinical Therapist
Intake Specialist
Personnel Manager
Substance Abuse Counselor
Marriage/Family Counselor
Vocational Rehabilitation Counselor
Police Officer
Applied Psychologist

ASSOCIATIONS

American Psychological Association, Education Office
750 1st St NE, Washington DC 20002
Internet: http://www.apa.org/

The American Association of Christian Counselors
PO Box 739, Forest VA 24551
Internet: http://www.christiancounseling.org

National Board for Certified Counselors
3 Terrace Wy Ste D, Greensboro NC 27403
Internet: http://www.nbcc.org
RELIGION

ACTIVITIES/ENVIRONMENT

Studies religions or belief systems of some kind
Often involves pastoring a church or congregation
Frequently counsels, teaches, or guides people
Work requires a deep sense of compassion for people
Studies ancient languages and Scripture
Researches and analyzes data for long periods
Environment is often in a teaching position
Environment is mainly with people and with data

PROFILE FOR SUCCESS

Desire or calling to work in a ministry
Excellent written and oral communication
Compassionate, sympathetic personality
Ability to research and study data
Capability to pursue higher education
Desire to teach, educate, or counsel people
Accurate, precise, and organized personality
Ability to debate an issue and persuade

RELATED OCCUPATIONS

Associate Pastor
Pastor
Campus Minister
Chaplain
Evangelist
Guidance Counselor
Minister of Music
Missionary
Nursing Home Director
Teacher/Professor
Bookstore Manager
Church Administrator
Writer
Salvation Army Worker
Social Worker
Counselor
Marriage/Family Counselor
Seminary Professor
Youth Minister
Minister of Education

ASSOCIATIONS

American Academy of Religion
825 Houston Mill Rd NE, Atlanta GA 30329
Internet: http://www.aarweb.org

Campus Crusade for Christ International
100 Sunport Ln, Orlando FL 32809
Internet: http://www.ccci.org
SOCIAL WORK

ACTIVITIES/ENVIRONMENT

Assists disadvantaged people in various ways
Provides help to families who need financial aid
Provides education and guidance to many people
Counsels people having trouble coping in life
Teaches parents discipline methods for troubled teens
Works closely with juvenile delinquency problems
Often helps unemployed people find jobs
Often deals with health-related problems
Work is often stressful and mentally exhausting

PROFILE FOR SUCCESS

Desire to educate and lend aid to others
Patience and understanding of others
Strong desire to help and counsel families
Persistence in daily work
Friendly, outgoing personality
Capability of pursuing higher education
Ability to solve problems, insightful

RELATED OCCUPATIONS

Social Worker
Case Worker
Anthropologist
Community Service Agent
Probation Officer
Drug Rehabilitation Counselor
Cooperative Extension Worker
Family Services
Social Worker
Health Care Worker
Employee Assistance Coordinator
Marriage/Family Counselor
Educator
Minister
School Counselor
Family Counselor
Sociologist
Social Service Aide
Gerontologist
Psychiatric Social Worker
Psychologist

ASSOCIATIONS

National Association of Social Workers, Career Information
750 First St NE Ste 700, Washington DC 20002-4241
Internet: http://www.naswdc.org

National Board of Certified Counselors
3 Terrace Wy Ste D, Greensboro NC 27403
Internet: http://www.nbcc.org/
SOCIOLGY

ACTIVITIES/ENVIRONMENT

- Studies human life and behavior
- Studies factors that influence decision making
- Researches family units in various cultures
- Researches how ethnic races and groups interact
- Interviews and researches groups in a given society
- Often investigates methods of solving social problems
- Work is often stressful and mentally exhausting
- Environment is working with many people

PROFILE FOR SUCCESS

- Desire to know the cause of people’s actions
- Desire to study and analyze groups of people
- Ability to observe and make critical decisions
- Ability to remain impartial and open
- Excellent interpersonal communication skills
- Creative, insightful personality
- Patience with people and their problems
- Ability to interact with many different people

RELATED OCCUPATIONS

- Sociologist
- Case Worker
- Anthropologist
- Counselor
- Probation Officer
- Criminologist
- Family Services
- Social Worker
- Educator
- Gerontologist
- Labor Relations Specialist
- Lawyer
- Minister
- Peace Corps Volunteer
- Psychiatric Social Worker
- Psychologist
- Political Scientist
- Public Administrator
- Public Relations Expert
- Urban Planner
- Police Officer
- Intake Specialist

ASSOCIATIONS

- American Sociological Association
  1307 New York Ave NW Ste 700, Washington DC 20005
  Internet: http://www.asanet.org

- Sociological Practice Association
  Southwest Missouri State University
  Department of Anthropology and Sociology
  901 S National Ave, Springfield MO 65804
  Internet: http://www.socpractice.org
**Fields and Majors**

**Business Related**

- Accounting
- Applied Manufacturing Technology
- Business/Office Technology
- Marketing Management

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**Child Care**

- Child Development and Care
Computer/Electronics Related ................................................................. 161
   Electronics Technology
   Microcomputer Technology

Medical/Dental Related ........................................................................ 164
   Dental Assisting
   Dental Hygiene
   Medical Assisting
   Medical Laboratory Technology
   Paramedic Technology
   Practical Nursing

Personal Care Related ........................................................................... 166
   Cosmetology

Trade Related ....................................................................................... 168
   Air Conditioning Technology
   Automotive Technology and Repair
   Carpentry and Cabinetmaking
   Drafting
   Industrial Maintenance
   Machine Tool Technology
   Welding
Diploma Programs


Applied Manufacturing Technology: Prepares the student for various types of work in the manufacturing environment (p. 151).

Business/Office Technology: Prepares the individual for work in the modern, automated business office. Involves the use and study of business machines, computers, and other office machines (p. 152).

Marketing Management: Provides the student with general knowledge of business management, sales, and banking (p. 153).
ACCOUNTING

ACTIVITIES/ENVIRONMENT

Often balances and reviews financial ledgers
Frequently works to provide payroll to a company
Provides detailed reports for financial decisions
Works primarily with numbers or financial data
Often prepares tax information for others
Supports management with technical information
Uses computer software for accounting purposes
Often works in small groups or teams

PROFILE FOR SUCCESS

Detailed, precise personality
Enjoys organization and bookkeeping
Tendency toward analytical thinking
Knowledge of computers and budgeting
Ability to analyze and concentrate on data
Knowledge of accounting procedures
Talent for mathematics and/or statistics
Goal-driven personality

RELATED OCCUPATIONS

Accounts Receivable Clerk
Bookkeeper
Junior Accountant
Tax Specialist
General Ledger Clerk
Bank Teller
Bank Officer
Accounts Payable Clerk
Payroll Clerk
Cost Clerk
Banking Representative
Credit Clerk
Billing Clerk

ASSOCIATIONS

American Payroll Association
30 E 33rd St 5th Fl, New York NY 10016
Internet: http://www.americanpayroll.org

American Accounting Association
The Paul L Gerhardt Bldg
5717 Bessie Dr, Sarasota FL 34233-22399
Internet: http://www.aaa.edu.org

Accreditation Council for Accountancy and Taxation
1010 N Fairfax St, Alexandria VA 22314-1574
Internet: http://www.acatcredentials.org
Occasionally, vocational and technical schools will provide major areas of study, such as the Applied Manufacturing Technology program. This type of program is offered jointly with local businesses in industry that will train students to learn very specific, job-related skills and processes.

While working at local businesses, students will gain valuable experience in trades or industries and also will receive class credit for their efforts. Programs like this may be beneficial to students, because the sponsoring companies may provide jobs for the students prior to the completion of the course. It also will give the students a “picture” of what the actual work will be like in the particular fields of study. The types of related occupations that students may decide to pursue, following this program, will vary greatly in each type of industry.
BUSINESS AND OFFICE TECHNOLOGY

ACTIVITIES/ENVIRONMENT
Often works as office or administrative assistant
Normally works with modern office machinery
Usually speaks to clients on the telephone
Performs departmental bookkeeping or accounting
Interacts with many people in business
Often works in word processing or in data entry
Coordinates and schedules appointments of staff
Possibility of facing pressure with deadlines
Work environment is often fast-paced

PROFILE FOR SUCCESS
Ability to operate most business machines
Ability to type fast and accurately
Above average speaking skills
Knowledge of computers and software programs
High energy level
Precise and organized personality
Ability to communicate ideas effectively
Ability to prioritize work

RELATED OCCUPATIONS
Receptionist
Administrative Assistant
Legal Secretary
Office Manager
Clerk-Typist
Transcriptionist
Word Processor
Data Entry Clerk
Departmental Secretary
Church Secretary
Bookkeeper
Legal Assistant
Personnel Assistant
Medical Records Clerk
Paralegal Assistant
Telephone Operator
Executive Secretary
Bankteller
Accounting Clerk

ASSOCIATIONS
International Association of Administrative Professionals
10502 NW Ambassador Dr, Kansas City MO 64195-0404
Internet: http://www.iaap-hq.org

National Association for Legal Professionals
2250 E 73rd St Ste 550, Tulsa OK 74136
Internet: http://www.nals.org
**MARKETING MANAGEMENT**

**ACTIVITIES/ENVIRONMENT**

- Works primarily as a marketing/management assistant
- Promotes or sells products or services
- Often works in retail sales or department stores
- Works as supervisor to sales staff
- Coordinates organizational sales efforts
- Often travels with sales staff or marketing team
- Builds business contacts and relationships
- Work is with people, data, and things

**PROFILE FOR SUCCESS**

- Interest in working with many people
- Effective communication skills
- Ability to persuade and influence others
- Knowledge of marketing techniques
- High energy level and competitive
- Ability to solve problems
- Creative and flexible personality
- Need for achievement and accomplishment

**RELATED OCCUPATIONS**

- Marketing Assistant
- Administrative Assistant
- Field Representative
- Travel Agent
- Personnel Specialist
- Insurance Agent
- Real Estate Agent
- International Marketing Manager
- Retail Sales Associate
- Banking Representative
- Pharmaceutical Sales Representative
- Purchasing Assistant
- Sales Manager
- Strategic Planner

**ASSOCIATIONS**

- Manufacturers’ Agents National Association
  PO Box 3467, Laguna Hills CA 92654-3467
  Internet: http://www.manaonline.org

- Sales and Marketing Executives International
  PO Box 1390, Sumas WA 98295
  Internet: http://www.smei.org
Diploma Programs

**Child Development and Care:** Prepares students for careers in child care and development. Involves numerous courses to prepare students to serve as child care and development paraprofessionals (p. 155).
ACTIVITIES/ENVIRONMENT

- Researches and studies the behaviors of children
- Often teaches children in preschool
- Educates parents on basic discipline techniques
- Studies proper nutrition and food preparation
- Often learns first aid, health, and safety methods
- Teaches art, crafts, or music for children
- Usually works directly with young children
- Environment is often mentally stressing and tiring

PROFILE FOR SUCCESS

- Concern for the welfare of children
- Friendly, caring attitude toward others
- Good oral and written communication skills
- Ability to confront in an objective manner
- Ability to discipline children effectively
- Ability to illustrate teaching concepts
- Interest in human growth and development
- Patience with children and other people

RELATED OCCUPATIONS

- Day Care Worker
- Day Care Teacher
- Teacher’s Aide
- Paraprofessional
- Preschool Teacher
- Entrepreneur

ASSOCIATIONS

- Council for Early Childhood Professional Recognition
  2460 16th St NW, Washington DC 20009

- International Nanny Association
  PO Box 26522, Austin TX 78755-0522

FURTHER EXPLORATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.), 2002-03, pp. 353-355 or online at http://www.stats.bls.gov/oco/home.htm
**Diploma Programs**

**Electronics Technology:** Prepares students for employment in the electronics technology profession. Includes complex problem solving, the use of electronic systems, and electronic circuitry (p. 157).

**Microcomputer Technology:** Involves the use of microcomputers, data-entry systems, and personal computers. May study software applications, database, and spreadsheets (p. 158).
ELECTRONICS TECHNOLOGY

ACTIVITIES/ENVIRONMENT

Repairs and maintains electronic machines
Tests electronic circuitry of computers
Usually troubleshoots system problems in electronics
Often assists an engineer or engineering group
Solves complex problems of various types
Provides quality control measures or techniques
Work often helps or improves a process
Often works more with data and things than people

PROFILE FOR SUCCESS

Ability to solve complex problems
Detailed, precise individual
Talent in mathematics
Interest in machines, computers, and gadgets
Enjoy working with one’s hands
Desire to tinker or fix machinery
Desire to help other people or problems
Patience and persistence in work
Desire to work alone or in small groups

RELATED OCCUPATIONS

Electrician
Electronics Repair Worker
Engineering Assistant
Radio/TV Repair Technician
Electronic Assembler
Communications Technician
Robotics Specialist

Entrepreneur
Computer Technician
Service Technician
Biomedical Technician
Industrial Maintenance Technician
Electronic System Tester
Broadcast Technician

ASSOCIATIONS

Electronics Technicians Association, Intl
604 N Jackson St, Greencastle IN 46135

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (0.0.H.) 2002-03, pp. 90, 96, 372
or online at http://www.stats.bls.gov/oco/home.htm
MICROCOMPUTER TECHNOLOGY

ACTIVITIES/ENVIRONMENT

Enters data into organization’s database
Often performs computer programming
Often sells hardware, software, or computers
Analyzes procedures for processing data
Finds practical solutions to computing problems
Troubleshoots information system problems
Work requires the technical knowledge of computing
Work involves daily stress and pressure
Environment is normally in a supportive role

PROFILE FOR SUCCESS

Ability to cope with a changing environment
Ability to communicate abstract theories
Knowledge of computer programming/software
Ability to think analytically and logically
Interest in machines, devices, and gadgets
Ability to prioritize work
Patience with people and learning abilities

RELATED OCCUPATIONS

Computer Operator
Computer Programmer
Entrepreneur
Hardware Sales and Service Worker
Data Entry Clerk
Data Control Clerk
Microcomputer Specialist
Media Specialist
Systems Analyst
Electronics Specialist

ASSOCIATIONS

Association for Computer Operations Management
742 E Chapman Ave, Orange CA 92666

Institute for the Certification of Computer Professionals
2200 E Devon Ave Ste 268, Des Plaines IL 60018
Internet: http://www.iccp.org

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) 2002-03, pp. 109-116, 293, 328, and 372
or online at http://www.stats.bls.gov/oco/home.htm
Diploma Programs

Dental Assisting: The study of the processes, methods, and techniques used in dentistry to help students function as knowledgeable dental assistants (p. 160).

Dental Hygiene: The study of the processes, methods, and techniques used in dentistry to promote proper dental hygiene. After completion of the course, students may take national and state board examinations that will qualify them as dental hygienists (p. 161).

Medical Assisting: Prepares students for assistant positions in physician’s offices, hospitals, or other medical facilities. This course combines medical and business-related classes to prepare students for a well-rounded knowledge of health care procedures (p. 162).

Medical Laboratory Technology: Prepares students for various positions as technicians in medical, business, and industry laboratories (p. 163).

Paramedic Technology: Prepares persons who have worked for a minimum of six months as basic EMTs for certification as paramedics. Students will study various methods of trauma care, medical emergencies, and OB/GYN procedures (p. 164).

Practical Nursing: Provides clinical training and instruction to enable students to function as practical nurses in a health care setting (p. 165).
DENTAL ASSISTING

ACTIVITIES/ENVIRONMENT

Assists dentists and other dentistry personnel
Often helps with teeth cleaning and check-ups
Performs X rays on teeth with suspect cavities
Often assists in extractions and tooth fillings
Works with many patients on a routine basis
Educates patients on proper hygiene techniques
Promotes the use of daily oral hygiene methods
Usually works in a fast-paced, stressful environment

PROFILE FOR SUCCESS

Desire to help and assist others
Ability to work under extreme pressure
Talent for detail work
Ability to apply technical knowledge to work
Caring, compassionate personality
Desire to work in a medical/dental profession
Desire to work directly with people
Concern for individual oral hygiene
Good interpersonal and communication skills

RELATED OCCUPATIONS

Dental Assistant
Chair-Side Assistant
Dental Lab Technician
Surgical Assistant
Dental Office Secretary/
Office Manager

ASSOCIATIONS

American Dental Association
Commission on Dental Accreditation
211 E Chicago Ave Ste 1814, Chicago IL 60611
Internet: http://www.ada.org

American Dental Assisants Association
444 N Michigan Ave Ste 3400, Chicago IL 60611
Internet: http://www.adha.org

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.), pp. 220-222
or online at http://www.stats.bls.gov/oco/home.htm
DENTAL HYGIENE

ACTIVITIES/ENVIRONMENT
Assists dentists and other dentistry personnel
Performs initial checkups and cleanings
Performs X rays on teeth with suspect cavities
Assists in extractions and tooth fillings
Often assists oral surgeons with technical procedures
Helps many patients on a routine basis
Educates patients on proper hygiene techniques
Promotes the use of daily oral hygiene methods
Often works in a fast-paced, stressful environment

PROFILE FOR SUCCESS
Desire to help and assist others
Ability to work under extreme pressure
Talent for detail work
Ability to apply technical knowledge to work
Caring, compassionate personality
 Desire to work in a medical/dental profession
Desire to work directly with people
Concern for individual oral hygiene
Good interpersonal and communication skills

RELATED OCCUPATIONS
Dental Hygienist
X ray Technician
Dental Assistant
Chair-Side Assistant
Dental Lab Technician
Surgical Assistants

ASSOCIATIONS
American Dental Association
Commission on Dental Accreditation
211 E Chicago Ave Ste 1814, Chicago IL 60611
Internet: http://www.ada.org

American Dental Hygienists’ Association
444 N Michigan Ave Ste 3400, Chicago IL 60611
Internet: http://www.adha.org

FURTHER INFORMATION
For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 220-222
or online at http://www.stats.bls.gov/oco/home.htm
MEDICAL ASSISTING

ACTIVITIES/ENVIRONMENT
Assists hospital or health-care-related personnel
Works with modern office machinery
Performs health insurance filing and processes medical claims
Often performs departmental bookkeeping or accounting
Interacts with many people in business
Often provides customer service to many people
Often coordinates daily operations of business
Works in a fast-paced, changing environment
Often faces pressure with deadlines

PROFILE FOR SUCCESS
Some knowledge of medical terminology
Experience of some type in the medical field
Ability to handle stressful situations
Ability to operate most business machines
Ability to type fast and accurately
Above average speaking skills
Knowledge of computers and software programs
High energy level
Precise and organized personality
Ability to communicate ideas effectively
Ability to prioritize work

RELATED OCCUPATIONS
Medical Assistant
Administrative Assistant
Receptionist
Office Manager
Transcriptionist
Insurance/Accounting Technician
Word Processor
Data Entry Clerk
Medical Records/Health Information Technician

ASSOCIATIONS
American Health Information Management Association
919 N Michigan Ave Ste 1400, Chicago IL 60611-1683
Internet: http://www.ahima.org

American Association for Medical Transcription
PO Box 576187, Modesto CA 95357
Internet: http://www.aamt.org

FURTHER INFORMATION
For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 225-226
or online at http://www.stats.bls.gov/oco/home.htm
MEDICAL LABORATORY TECHNOLOGY

ACTIVITIES/ENVIRONMENT

Often assists researchers in hospital laboratories
Conducts urinalysis testing for patients
Conducts various tests on human blood
Often documents findings in laboratory research
Draws conclusions from scientific experiments
Concentrates on data for long periods of time
Directly helps people
Often works in small groups or by oneself
Medical environment is often fast-paced

PROFILE FOR SUCCESS

Knowledge of some medical terminology
Desire to work in a laboratory setting
Interest in research and experiments
Desire to work in a medical profession
Organized and accurate personality
Ability to concentrate for long periods
Interest in biology or chemistry
Some knowledge of laboratory equipment
Basic knowledge of computers

RELATED OCCUPATIONS

Laboratory Technician          Research Assistant
Medical Lab Assistant          Industrial Lab Technician

Medical Laboratory Technicians are able to work in various departments of hospital laboratory, including Phlebotomy, Hematology, Immunohematology, Immunology/Serology, Microbiology, Chemistry, and Urinalysis.

ASSOCIATIONS

National Association of Health Career Schools
750 First St NE Ste 940, Washington DC 20002
E-mail: NAHCS@aol.com

American Society for Clinical Laboratory Science
7910 Woodmont Ave Ste 1301, Bethesda MD 20814
Internet: http://www.ascls.org

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 218-220
or online at http://www.stats.bls.gov/oco/home.htm
PARAMEDIC TECHNOLOGY

To enroll in the Paramedic Technology program, you must be certified as a Basic EMT and have worked in that capacity for a minimum of six months.

ACTIVITIES/ENVIRONMENT

Provides emergency medical attention to individuals
Transports emergency patients to hospitals
Supports life by providing CPR and other techniques
Assists emergency room personnel with patients
Coordinates automobile wreck scenes
Communicates patient status to family members
Instructs or educates other medical personnel
Works under emotionally stressing conditions
Often is required to work irregular or odd hours

PROFILE FOR SUCCESS

Genuine compassion and concern for people
Desire to help others in traumatic situations
Interest in the medical profession
Basic knowledge of medical terminology
Interest in biology and science
Good physical condition and stamina
High energy level
Good interpersonal and communication skills
Ability to work irregular hours and on call
Ability to handle stressful situations

RELATED OCCUPATIONS

Paramedic

May apply for certification after the successful completion of the Paramedic Technology program.

INDUSTRY OPPORTUNITIES

Paramedics will find many opportunities for growth in hospital emergency rooms, police departments, fire departments, intensive care units, and in the military.

ASSOCIATIONS

National Association of Emergency Medical Technicians
408 Monroe, Clinton MS 39056
Internet: http://www.naemt.org
PRACTICAL NURSING

ACTIVITIES/ENVIRONMENT

Assists healthcare personnel of all types
Works with many patients that are sick or disabled
Provides treatment to hurting patients
Follows orders and directions of physicians
Gives advice on proper health practices
Counsels, aids, and responds to patient needs
Acts spontaneously to stress and conflict
Commonly works irregular hours and on weekends

PROFILE FOR SUCCESS

Genuine concern and compassion for others
Desire to help and aid hurting patients
Warm, understanding, and friendly demeanor
Ability to handle high amounts of stress
Interest in the medical profession
Desire to interact with many people
High energy level
Ability to solve conflicts or problems

RELATED OCCUPATIONS

Practical Nurse
Medical Assistant
Nursing Assistant
Medical Lab Assistant
Home Health Assistant
Visiting Nurse

After completing the program of Practical Nursing, applicants may take the state board examination to become Licensed Practical Nurses.

ASSOCIATIONS

National League for Nursing, Communications Dept
61 Broadway, New York NY 10006
FAX: (212) 989-2272
Internet: http://www.nln.org

National Association for Practical Nurse Education
8607 2nd Ave Ste 404A, Silver Spring MD 20910
FAX: (301) 588-2839; E-mail: napnes@aol.com
Internet: http://www.aoa.gov/directory/142.htm
Cosmetology: Involves the study of the various methods of cutting, bleaching, tinting, and waving hair. The program prepares the student to successfully take the licensing examination given by the student’s home state Board of Cosmetology (p. 167).
COSMETOLOGY

ACTIVITIES/ENVIRONMENT

- Styles, perms, and colors hair for people
- Trims, cleans, and paints fingernails of people
- Provides technical service in makeup or supplies
- Works directly with all types and ages of people
- Often stands on feet for long periods
- Creates a regular client base of customers
- Environment is fast-paced and stressful
- Completion of state board examinations is required

PROFILE FOR SUCCESS

- Strong desire to work directly with people
- Natural talent for styling hair
- Ability to suggest new ideas to people
- Good hand/eye coordination
- Good oral communication skills
- Pleasant, friendly attitude and demeanor
- Desire to help people look and feel better
- Patient personality

RELATED OCCUPATIONS

- Cosmetologist
- Cosmetologist Apprentice
- Manicurist
- Nail Technician
- Wig Dresser
- Hair Stylist
- Barber
- Makeup Artist
- Entrepreneur
- Salon Manager

ASSOCIATIONS

- National Cosmetology Association
  3510 Olive St, St Louis MO 63103
  Internet: http://www.salonprofessionals.org
- World International Nail/Beauty Association
  1221 N Lake View, Anaheim CA 92807

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 348, 350 or online at http://www.stats.bls.gov/oco/home.htm
DIPLOMA PROGRAMS

Air Conditioning Technology: Prepares students for employment in the air conditioning, heating, refrigeration, and ventilation industries. Students will study electronics, troubleshooting, and wiring (p. 169).

Automotive Technology and Repair: Provides students with hands-on experience while working on damaged automobiles. Includes the repairing, refinishing, and restoration of damaged vehicles (p. 170).

Carpentry and Cabinetmaking: Prepares students for employment in the carpentry or construction industry. Will include mathematics, blueprint reading, estimating, carpentry theory, and tool safety (p. 171).

Drafting: Involves the study of the methods, techniques, and processes used in drafting. Prepares individuals to work in various careers in drafting that may support engineering and/or architecture (p. 172).

Industrial Maintenance: Provides instruction and education in the maintenance and repair of industrial machinery. Includes preventive maintenance, electronics, troubleshooting, and mechanical systems (p. 173).

Machine Tool Technology: Provides students with hands-on experience on typical machines found in a machine shop. Prepares students for employment as machinists (p. 174).

Welding: Provides students with hands-on experience in welding to prepare them for a career as welders (p. 175).
AIR CONDITIONING TECHNOLOGY

ACTIVITIES/ENVIRONMENT
Installs heating/air conditioning systems to homes
Troubleshoots air conditioning system problems
Often repairs electrical wiring and ductwork
Inspects and repairs refrigeration systems
Responds to businesses calls and complaints
Possibility of working outdoors part of the time
Large percentage of work will be customer relations
Often manages one’s own business or company
Work environment will vary with each client

PROFILE FOR SUCCESS
Natural talent for fixing machinery
Ability to work with own hands
Ability to solve complex problems
Ability for precise, detailed work
Interest in machines and electronics
Desire to tinker or fix machinery
Desire to help other people or problems
Patient personality

RELATED OCCUPATIONS
Air Conditioning Installer
Air Conditioning Servicer
Computer Technician
Industrial Maintenance Technician
Mechanical Technician
Electrician
Electronics Repair Worker
Engineering Assistant
Entrepreneur
Plant Operations Manager

POSSIBLE JOB MARKETS
- Businesses
- Industry
- Hospitals
- Homes
- Institutions

ASSOCIATIONS
Air Conditioning and Refrigeration Institute
4100 N Fairfax Dr Ste 200, Arlington VA 22203
Internet: http://www.ari.org

FURTHER INFORMATION
For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 391-393
or online at http://www.stats.bls.gov/oco/home.htm
AUTOMOTIVE TECHNOLOGY AND REPAIR

ACTIVITIES/ENVIRONMENT

Refinishes, repairs, and welds damaged automobiles
Provides bodywork to wrecked automobiles
Diagnoses auto problems and provides assistance
Provides necessary service and maintenance work
Frequently aligns and replaces tires and wheels
Uses technical, computerized devices in servicing
Often works in customer relations and service
Usually works in hands-on applications
Labor is physically exhausting and stressful
Environment is fast-paced and technical

PROFILE FOR SUCCESS

Natural interest in automobiles and cars
Desire to work with own hands
Interest in helping others with problems
Ability to apply technical knowledge to work
Analytical and problem-solving skills
Familiarity with cars and engines
High standards in daily work
Knowledge of automotive machinery
Good work ethic

RELATED OCCUPATIONS

Automotive Technician
Entrepreneur
Alignment Specialist
Mechanic
Service Manager

Refinisher
Body Work Technician
Collision Specialist
Auto Painter
Shop Foreman

INDUSTRY OPPORTUNITIES

- New/Used Car Dealerships
- Police Departments
- Trucking Companies

- Car Rental Agencies
- Privately Owned Automotive Shops
- Companies with fleets of cars or trucks

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 380-384
or online at http://www.stats.bls.gov/oco/home.htm
Carpentry and Cabinetmaking

**ACTIVITIES/ENVIRONMENT**

- Performs various carpentry techniques and procedures
- Often frames walls and floors in construction
- Hangs windows and doors on homes or businesses
- Learns power tool safety and maintenance
- Assists with most construction processes
- Builds and assembles cabinets for home kitchens
- Refinishes or varnishes cabinet doors and paneling
- Measures and installs finished cabinets for clients
- Work can be physically exhausting and challenging
- Most labor uses hands-on applications
- Possible residential or factory setting
- Environment is normally around construction

**PROFILE FOR SUCCESS**

- Interest in doing hands-on work
- Desire to build or create objects
- Knowledge of carpentry tools and equipment
- Interest in challenging, physical labor
- Good physical stamina and manual dexterity
- Accuracy and reliability in work
- High standards of quality
- Ability to listen and respond to client needs
- Ability to work as a team player

**RELATED OCCUPATIONS**

- Cabinet Maker
- Cabinet and Trim Installer
- Entrepreneur
- Cabinet Maker Supervisor
- Cabinet Assembler
- Furniture Restorer
- Carpenter
- Wood Refinisher
- Variety Saw Operator
- Carpentry Apprentice
- Remodeling Contractor

**INDUSTRY OPPORTUNITIES**

- Often carpenters work for:
  - General Contractors/Sub-contractors
  - Builders
  - Apartment Complexes
  - Hospitals
  - Shipyards
  - Government
  - Colleges or Universities

**FURTHER INFORMATION:**

- For further career exploration, go to the *Occupational Outlook Handbook* (O.O.H.) pp. 413-414
- or online at http://www.stats.bls.gov/oco/home.htm
DRAFTING

ACTIVITIES/ENVIRONMENT

Often assists engineers or architects with drafting
Drafts blueprints for housing or construction
Frequently assists in surveying land or lots
Often drafts for builders or landscape architects
Drafts, using advanced machinery, such as computers
Studies many drawing and estimating techniques
Work requires detailed, accurate drawing applications
Drafting allows flexibility for careers in industries
Environment will be deadline-driven and fast-paced

PROFILE FOR SUCCESS

 Extremely accurate, detailed personality
 Acute spatial and form perception
 Creative, imaginative personality
 Talent for solving complex problems
 Natural ability to draw neatly and accurately
 Capability to respond to customers’ needs
 Interest in engineering and/or architecture
 Interest in using hands to create
 Desire to meet deadlines and goals

RELATED OCCUPATIONS

Drafter
Mechanical Drafter
Oil and Gas Drafter
Topographical Drafter
Landscape Drafter
Electronic Drafter
CAD Drafter

Commercial Drafter
Aeronautical Drafter
Automotive Design Drafter
Plumbing Drafter
Heating/Ventilation Drafter
Detail Drafter

INDUSTRY OPPORTUNITIES

- Homebuilders
- Architectural Firms
- Engineering Firms
- Government Agencies

- Manufacturers
- Automotive Industry (Designers)
- Planning Commissions

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 106-107
or online at http://www.stats.bls.gov/oco/home.htm
INDUSTRIAL MAINTENANCE

Provides maintenance and repairs in industry
Frequently assists in plant operations
Works with wiring, motors, and electronics
Tests electronic circuitry of computers
Often troubleshoots industrial equipment problems
Requires complex problem solving of various types
Provides quality control measures or techniques
Works to help the daily operations of a business
Often works more with data and things than with people

PROFILE FOR SUCCESS

Commitment to the operations of an industry
Ability to solve complex problems
Detailed, precise personality
Talent in mathematics
Interest in machines, computers, and gadgets
Desire to work with hands
Desire to tinker or fix machinery
Curious, “fix-it” personality

RELATED OCCUPATIONS

Maintenance Supervisor
Facility Maintenance Technician
Mechanical Technician
Electronics Repair Worker
Electrician
Engineering Assistant
Electronic Assembler
Communications Technician
Robotics Specialist
Entrepreneur
Computer Technician
Service Technician
Biomedical Technician
Electronic System Tester
Broadcast Technician

ASSOCIATIONS

Junior Engineering Technical Society
1420 King St Ste 405, Alexandria VA 22314-2794
Internet: http://www.jets.org

FURTHER INFORMATION

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 373-399
or online at http://www.stats.bls.gov/oco/home.htm
Operates heavy machinery in industry
Operates technical machines or devices
Often supervises a department or machine crew
Frequently reads blueprints or instructions
Constructs or produces a product in manufacturing
Works primarily with objects, things, or machines
Most skills are technical and specific to industry
Environment is labor intensive and tiring

Ability to solve complex problems
Desire for detail and precision
Talent in mathematics
Interest in machines, computers, and gadgets
Interest in hands-on work
Desire to tinker or fix machinery
Desire to help other people or problems
Desire to build or create
Ability to be a team player

Machinist
Heavy Machine Operator
Machinist Apprentice
Tool and Dye Supervisor
Carbide Operator
Drill Press Operator
Machine Setter
Lathe Tender

- Maintenance and Plant Operations
- Metal Fabrication
- Manufacturing
- Machine Shops
- Production
- Automotive Industry

For further career exploration, go to the Occupational Outlook Handbook (O.O.H.) pp. 450-464
or online at http://www.stats.bls.gov/oco/home.htm
WELDING

**ACTIVITIES/ENVIRONMENT**

Performs basic welding repairs to metals or objects
Joins objects together for a strong connection
Often reads blueprints for specific instructions
Follows specific instructions or measurements
Frequently works independently or with a machine shop
Assists auto mechanics with specific needs
Requires extremely good hand/eye coordination
Work is technical and can be found in many industries
Labor can be physically exhausting and challenging
Environment is often dirty and dangerous at times

**PROFILE FOR SUCCESS**

Genuine interest in welding or joining
Interest in hands-on work applications
Good communications with customers/employees
Desire to fix or repair objects
Interest in challenging, physical labor
Good physical stamina and manual dexterity
Meticulous and reliable personality
High standards of quality
Ability to work alone or in a small group

**RELATED OCCUPATIONS**

Welder
Welding Apprentice
Weld Inspector

**TYPES OF WELDING**

- Production Line Welder
- Tack Welder
- Structural Repair Welder
- Combination Welder
- Gas Welder
- Arc Welder-Fitter
- Experimental Welder
- Heat Welder (Plastic)

**FURTHER INFORMATION**

For further career exploration, go to the *Occupational Outlook Handbook* (O.O.H.) pp. 463-465
or online at http://www.stats.bls.gov/oco/home.htm
<table>
<thead>
<tr>
<th>FIELD</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>43</td>
</tr>
<tr>
<td>ALLIED HEALTH</td>
<td>53</td>
</tr>
<tr>
<td>BIOLOGICAL SCIENCES</td>
<td>62</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>70</td>
</tr>
<tr>
<td>BUSINESS RELATED (Vocational)</td>
<td>149</td>
</tr>
<tr>
<td>CHILD CARE RELATED (Vocational)</td>
<td>154</td>
</tr>
<tr>
<td>CHRISTIAN STUDIES</td>
<td>32</td>
</tr>
<tr>
<td>COMPUTER/ELECTRONICS RELATED (Vocational)</td>
<td>156</td>
</tr>
<tr>
<td>EDUCATION</td>
<td>82</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>84</td>
</tr>
<tr>
<td>ENVIRONMENTAL DESIGN</td>
<td>86</td>
</tr>
<tr>
<td>FAMILY AND CONSUMER SCIENCES</td>
<td>89</td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>96</td>
</tr>
<tr>
<td>FOREST AND WILDLIFE RESOURCES</td>
<td>109</td>
</tr>
<tr>
<td>JOURNALISM AND MASS COMMUNICATION</td>
<td>111</td>
</tr>
<tr>
<td>MATHEMATICAL SCIENCES</td>
<td>117</td>
</tr>
<tr>
<td>MEDICAL/DENTAL RELATED (Vocational)</td>
<td>159</td>
</tr>
<tr>
<td>PERSONAL CARE RELATED (Vocational)</td>
<td>166</td>
</tr>
<tr>
<td>PHYSICAL SCIENCES</td>
<td>122</td>
</tr>
<tr>
<td>PREPROFESSIONAL STUDIES</td>
<td>130</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>135</td>
</tr>
<tr>
<td>TRADE RELATED (Vocational)</td>
<td>168</td>
</tr>
<tr>
<td>MAJOR</td>
<td>PAGE</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Accounting</td>
<td>71</td>
</tr>
<tr>
<td>Accounting (Vocational)</td>
<td>150</td>
</tr>
<tr>
<td>Actuarial Science</td>
<td>118</td>
</tr>
<tr>
<td>Advertising</td>
<td>112</td>
</tr>
<tr>
<td>Agribusiness</td>
<td>44</td>
</tr>
<tr>
<td>Agricultural Economics</td>
<td>45</td>
</tr>
<tr>
<td>Agriculture Engineering</td>
<td>46</td>
</tr>
<tr>
<td>Agronomy</td>
<td>47</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>169</td>
</tr>
<tr>
<td>Animal and Dairy Science</td>
<td>48</td>
</tr>
<tr>
<td>Anthropology</td>
<td>136</td>
</tr>
<tr>
<td>Applied Manufacturing Technology</td>
<td>151</td>
</tr>
<tr>
<td>Architecture</td>
<td>87</td>
</tr>
<tr>
<td>Art</td>
<td>97</td>
</tr>
<tr>
<td>Astronomy</td>
<td>123</td>
</tr>
<tr>
<td>Atmospheric Sciences and Meteorology</td>
<td>124</td>
</tr>
<tr>
<td>Automotive Technology and Repair</td>
<td>170</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>33</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>63</td>
</tr>
<tr>
<td>Biology</td>
<td>64</td>
</tr>
<tr>
<td>Botany</td>
<td>65</td>
</tr>
<tr>
<td>Broadcast News</td>
<td>113</td>
</tr>
<tr>
<td>Business/Office Technology</td>
<td>152</td>
</tr>
<tr>
<td>Carpentry and Cabinetmaking</td>
<td>171</td>
</tr>
<tr>
<td>Chemistry</td>
<td>125</td>
</tr>
<tr>
<td>Child and Family Development</td>
<td>90, 137</td>
</tr>
<tr>
<td>Child Development and Care</td>
<td>155</td>
</tr>
<tr>
<td>Christian Counseling</td>
<td>34</td>
</tr>
<tr>
<td>Christian Education</td>
<td>35</td>
</tr>
<tr>
<td>Classics</td>
<td>98</td>
</tr>
<tr>
<td>Clothing and Textiles</td>
<td>91</td>
</tr>
<tr>
<td>Communications</td>
<td>36</td>
</tr>
<tr>
<td>Comparative Literature</td>
<td>99</td>
</tr>
<tr>
<td>Computer Sciences</td>
<td>119</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>167</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>100</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>138</td>
</tr>
<tr>
<td>Dance</td>
<td>101</td>
</tr>
<tr>
<td>Dentistry</td>
<td>131</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>160</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>161</td>
</tr>
<tr>
<td>Drafting</td>
<td>172</td>
</tr>
<tr>
<td>Drama</td>
<td>102</td>
</tr>
<tr>
<td>Economics</td>
<td>72, 139</td>
</tr>
<tr>
<td>Education</td>
<td>83</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>157</td>
</tr>
<tr>
<td>Engineering</td>
<td>85</td>
</tr>
<tr>
<td>English</td>
<td>103</td>
</tr>
<tr>
<td>Entomology</td>
<td>66</td>
</tr>
<tr>
<td>Environmental Economics</td>
<td>49</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td>54</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>92</td>
</tr>
<tr>
<td>Finance</td>
<td>73</td>
</tr>
<tr>
<td>Food Science</td>
<td>50</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>93</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>104</td>
</tr>
<tr>
<td>Foreign Missions</td>
<td>37</td>
</tr>
<tr>
<td>Forest and Wildlife Resources</td>
<td>110</td>
</tr>
<tr>
<td>Furnishings and Interiors</td>
<td>94</td>
</tr>
<tr>
<td>General Business</td>
<td>74</td>
</tr>
<tr>
<td>Genetics</td>
<td>67</td>
</tr>
<tr>
<td>Geography</td>
<td>126</td>
</tr>
<tr>
<td>Geology</td>
<td>127</td>
</tr>
<tr>
<td>History</td>
<td>140</td>
</tr>
<tr>
<td>Horticulture</td>
<td>51</td>
</tr>
<tr>
<td>Hotel and Restaurant Management</td>
<td>75</td>
</tr>
<tr>
<td>Housing and Consumer Economics</td>
<td>95</td>
</tr>
<tr>
<td>Humanities</td>
<td>105</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>173</td>
</tr>
<tr>
<td>International Business</td>
<td>76</td>
</tr>
<tr>
<td>Journalism</td>
<td>114</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>88</td>
</tr>
<tr>
<td>Law</td>
<td>132</td>
</tr>
<tr>
<td>Linguistics</td>
<td>106</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>174</td>
</tr>
<tr>
<td>Management</td>
<td>77</td>
</tr>
</tbody>
</table>

— continued on next page —
## Index of Majors

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Management</td>
<td>153</td>
</tr>
<tr>
<td>Marketing</td>
<td>78</td>
</tr>
<tr>
<td>Mathematics</td>
<td>120</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>162</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>163</td>
</tr>
<tr>
<td>Medicine</td>
<td>133</td>
</tr>
<tr>
<td>Microbiology</td>
<td>68</td>
</tr>
<tr>
<td>Microcomputer Technology</td>
<td>158</td>
</tr>
<tr>
<td>Missionary Aviation Technology</td>
<td>38</td>
</tr>
<tr>
<td>Music Ministries</td>
<td>39</td>
</tr>
<tr>
<td>Music</td>
<td>107</td>
</tr>
<tr>
<td>Nursing</td>
<td>55</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>56</td>
</tr>
<tr>
<td>Oceanography</td>
<td>128</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>79</td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>164</td>
</tr>
<tr>
<td>Pastoral Studies</td>
<td>40</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>57</td>
</tr>
<tr>
<td>Philosophy</td>
<td>141</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>58</td>
</tr>
<tr>
<td>Physics</td>
<td>129</td>
</tr>
<tr>
<td>Plant Pathology</td>
<td>52</td>
</tr>
<tr>
<td>Political Science</td>
<td>142</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>165</td>
</tr>
<tr>
<td>Psychology</td>
<td>143</td>
</tr>
<tr>
<td>Public Relations</td>
<td>115</td>
</tr>
<tr>
<td>Radiation Therapy</td>
<td>59</td>
</tr>
<tr>
<td>Real Estate</td>
<td>80</td>
</tr>
<tr>
<td>Religion</td>
<td>144</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>60</td>
</tr>
<tr>
<td>Risk Management and Insurance</td>
<td>81</td>
</tr>
<tr>
<td>Social Work</td>
<td>145</td>
</tr>
<tr>
<td>Sociology</td>
<td>146</td>
</tr>
<tr>
<td>Speech Communications</td>
<td>108</td>
</tr>
<tr>
<td>Speech Therapy</td>
<td>61</td>
</tr>
<tr>
<td>Statistics</td>
<td>121</td>
</tr>
<tr>
<td>Telecommunication Arts</td>
<td>116</td>
</tr>
<tr>
<td>Theology</td>
<td>41</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>134</td>
</tr>
<tr>
<td>Welding</td>
<td>175</td>
</tr>
<tr>
<td>Zoology</td>
<td>69</td>
</tr>
</tbody>
</table>
Account Executive 78, 113, 115
Accountant 71, 73, 74, 118, 120, 121
Accounting Clerk 152
Accounts Payable Clerk 150
Accounts Receivable Clerk 150
Acoustical Engineer 123
Acoustical Physicist 123
Actor/Actress 101, 102, 106, 108
Actuary 72, 81, 118, 120, 121, 139
Adjutant 132
Administrative Assistant 152, 153, 162
Advertising Clerk 112, 113
Advertising Executive 92, 97, 112, 115
Advertising Schedule Clerk 112
Advertising Space Clerk 112
Advertising Specialist 78
Aerodynamist 129
Aeronautical Drafter 172
Aerospace Engineer 118, 120, 121, 123, 129
Agribusiness Manager 45
Agricultural Economist 44, 45, 49
Agricultural Engineer 45, 46, 47, 49, 50, 51, 52
Agronomist 47, 49, 51, 52, 65, 66, 110, 125
Air Conditioning Installer 169
Air Conditioning Service Technician 169
Airplane Pilot 129
Alignment Specialist 170
Anesthesiologist 133
Animal Breeder 48, 69, 134
Animal Lab Technician 69, 134
Animal Scientist 48, 134
Announcer 36, 108, 113
Anthropologist 98, 99, 103, 104, 105, 126, 136, 140, 141, 142, 145, 146
Antique Dealer 94
Appellate Court Judge 132
Applied Psychologist 79, 143
Appraiser 80
Arbitrator 79, 141
Archaeologist 98, 136, 140
Architect 85, 87, 88, 94, 97
Architectural Technician 87, 88
Archivist 98, 99, 103
Art Educator 83, 94
Art Museum Director 94
Art Supplies Sales Manager 97
Art Teacher/Professor 97
Art Therapist 97
Artist 92, 94, 97
Artist/Painter 102
Assistant Principal 83, 144
Associate Pastor 33, 40, 41
Astronomer 118, 120, 121, 123, 124, 127, 128, 129
Astrophysicist 123, 124, 129
Athletic Trainer 54, 55
Attorney (see Lawyer)
Audio Engineer 36, 39, 102, 107
Audio Visual Librarian 36, 113
Audiolist 36, 106, 108, 113
Auditor 71
Author 100, 103
Auto Painter 170
Automotive Design Drafter 172
Automotive Technician 170
Aviation Technician 38
Band Director 107
Bank Branch Manager 77
Bank Officer 71, 72, 73, 74, 77, 120, 139, 150
Bank Representative 150, 153
Bank Teller 150, 152
Bar Examiner 132
Barber 167
Bible Scholar 33, 40
Bibliographer 136
Billing Clerk 150
Biochemical Engineer 63, 67
Biochemist 47, 50, 51, 52, 57, 63, 64, 65, 66, 67, 68, 69, 124, 125, 127, 128
Bioethics Advisor 132
Biographer 98, 103, 140
Biologist 47, 48, 51, 52, 63, 64, 67, 68, 110
Biomedical Engineer 64, 68
Biomedical Technician 157, 173
Biophysiologist 129
Body Work Technician 170
Bookkeeper 71, 150, 152
Bookstore Manager 144
Botanist 47, 51, 52, 63, 64, 65, 66, 68, 110
Broadcast Technician 36, 113, 116, 157, 173
Building Contractor 87
Buyer 72, 78, 91, 92, 95, 139
Cabinet and Trim Installer 171
Cabinet Assembler 171
Cabinet Maker 171
Cabinet Maker Supervisor 171
CAD Drafter 172
CAD Technician 87
Campaign Manager 142
Campus Minister 33, 40, 41, 144
Carbide Operator 174
Cardiologist 133
Career Counselor 34, 143
Career Placement Director 83
Carpenter 171
Carpentry Apprentice 171
Cartographer 88, 97, 118, 123, 126, 127, 128
Cartographer Technician 126
Cartoonist 97
Case Worker 90, 95, 137, 138, 145, 147
Caterer 93
Cattle Rancher 48
CEO [President] 71, 73, 77
Certified Occupational Therapy Assistant 56
Certified Physical Therapy Assistant 58
Certified Public Accountant 71
Chair-Side Assistant 160, 161
Chamber of Commerce Manager 142
Chaplain 33, 40, 41, 144
Chemical Engineer 125, 128
Chemist 57, 63, 67, 68, 125
Chief Financial Officer 45, 71, 73
Choral Director 39
Choreographer 101, 102
Christian Band Manager 39
Christian Counselor 33, 34, 35, 40, 41
Christian Education Worker 83
Christian Educator 33, 40, 41
Church Administrator 33, 40, 41, 144
Church Minister of Education 35
Church Minister of Music 35, 107
Church Secretary 152
Civil Drafter 172
Civil Engineer 46, 87, 88, 127, 129
Claims Adjuster 81
 Classified-Ad Clerk 112
Clerk-Typist 152
Client Representative 71, 76
Climatologist 126
Clinical Chemist 57
Clinical Therapist 143
Cloth Designer 92
Clothing Designer 91
Coach 54
College Dean 83
College President 83
College Professor 39, 102, 107, 141
Collision Specialist 170
Color and Dye Tester 91, 92
Color Expert 94
Colorist 125
Columnist 36, 99, 100, 103, 113, 114, 115, 141
Commentator 113, 114
Commercial Artist 87, 88
Commercial Drafter 172
Commercial Underwriter 81
Commodities Speculator 45
Communications Consultant 116
Communications Technician 38, 157, 173
Community Service Agent 145
Community Service Director 102
Compensation Manager 71
Composer 39, 107
Computer Graphics Technician 88
Computer Operator 119, 158
Computer Programmer 46, 85, 91, 116, 118, 119, 120, 121, 158
Computer Science Engineer 119
Computer Security Manager 119
Computer Technician 157, 169, 173
Concert Hall Worker 107
Conductor 39, 107
Conservationist 69
Construction Manager 87
Consumer Banker 78
Controller 44, 45, 71, 73
Cook 93
Cooperative Business Manager 44, 45
Cooperative Extension Worker 95, 145
Copywriter 100, 113, 114
Cosmetologist 167
Cosmetologist Apprentice 167
Cost Accountant 71
Cost Clerk 150
Costume Designer 102
Counseling Director 143
Counselor 34, 37, 38, 90, 105, 106, 108, 137, 144, 146
Credit Clerk 150
Credit Manager 71, 73, 74, 120, 121
Criminal Investigator 138
Criminal Lawyer 132, 138
Criminologist 105, 138, 141, 143, 146
Critic 99, 103
Crop Consultant 44, 47
Crop Scientist 47, 52
Culinary Chef 93
Cultural Anthropologist 136
Curator 69, 94, 136, 140
Customer Service Manager 75, 115
Dairy Farmer 47, 48, 50, 134
Dairy Scientist 64
Dairy Technologist 48
Dance Instructor 101, 102
Dance Studio Manager 101
Dance Therapist 101
Dancer 101
DataBaseAnalyst 119
Data Control Clerk 158
Data Entry Clerk 152, 158, 162
Day Care Teacher 83, 155
Day Care Worker 90, 137, 155
Demographer 105
Dental Assistant 160, 161
Dental Hygienist 161
Dental Lab Technician 160, 161
Dental Office Secretary 160
Dental Services Director 131
Dentist 131
Dentist, Public Health 131
Department Manager 74
Departmental Secretary 152
Dermatologist 133
Detail Drafter 172
Detective 138
Dietitian 93
Diplomat 142
Display Designer 94
Display Manager 91, 92
District Attorney 132, 142
Drafter 87, 88, 94, 97, 172
Dramatic Arts Teacher 83, 101, 102
Dermatologist 133
Engineer 85
Electrical Distribution Manager 46
Electrical Engineer 46, 123, 129
Electrician 36, 85, 120, 157, 169, 173
Electronic Assembler 157, 173
Electronic Drafter 172
Electronic Repair Worker 157, 169, 173
Electronic System Tester 157, 173
Electronics Specialist 38, 158
Elementary School Teacher 83, 90, 137
Employee Assistance Coordinator 143, 145
Employee Assistance Counselor 34, 79
Endodontist 131
Energy Analyst 49
Engineer 85
Engineering Assistant 84, 157, 169, 173
Engineering Consultant 46
Entomologist 47, 51, 52, 66, 69
Entrepreneur 72, 74, 80, 94, 116, 119, 139, 155, 157, 158, 167, 169, 170, 171, 173
Environmental Engineer 46, 47, 49, 50, 51, 52, 128, 129
Environmental Lawyer 49, 132
Environmental Scientist 124, 126, 127, 128
Equipment Operator 36
Escrow Officer 132
Ethnologist 136
Evangelist 33, 37, 38, 40, 41, 144
Events Coordinator 75, 76
Executive Housekeeper 75
Executive Secretary 152
Exercise Physiologist 54
Fabric Analyst 91, 92
Facility Maintenance Technician 173
Family Counselor 95, 145
Family Services Social Worker 79, 145, 146
Farm Equipment Designer 46
Farm Manager 44, 45, 52
Farmer 47, 49, 51, 52, 65, 66, 69
Fashion Designer 91, 92, 97
Field Representative 78, 153
Film Director 102
Film Producer 102
Financial Aid Director 77, 83
Financial Aid Officer 73
Financial Analyst 71, 72, 139
Financial Consultant 73
Financial Planner 44, 45, 49, 71, 72, 76, 95, 118, 120, 121, 139
Firefighter 110, 138
Fishery Biologist 69
Fitness Instructor 54
Florist 51, 94
Food and Beverage Manager 75
Food and Drug Analyst 57, 63, 64, 65, 66, 67, 68, 125
Food and Drug Inspector 65, 66, 93
Food Production Manager 75
Food Scientist 50, 64
Food Service Supervisor 93
Food Shipping/Distribution Manager 50
Food Technologist 48, 50, 57, 63, 64, 65, 66, 67, 68, 93
Food Tester 93
Foreign Campus Minister 37
Foreign Correspondent 36, 98, 104, 113
Foreign Language Teacher 83, 98, 104
Foreign Mission Teacher 37
Foreign Missions Pilot 38
Foreign Service Officer 104
Forester 110
Fundraising Director 115
Furniture Designer 94
Furniture Restorer 171
Genealogist 136, 140
General Ledger Clerk 150
General Manager 72, 74, 139
General Practitioner 133
Geneticist 63, 67, 68, 69, 125
Geographer 105, 126, 127, 128, 136
Geological Engineer 47, 49
Geologist 49, 110, 123, 125, 126, 127, 128
Geophysicist 123, 127, 128, 129
Gerontologist 105, 140, 145, 146
Government Worker 49, 95, 142
Grain Buyer 44, 45
Graphic Artist Designer 92, 112, 113, 114, 115, 116
Graphic Designer 87, 88, 97
Guidance Counselor 34, 143, 144
Guidance Director 83
Gynecologist 133
Hair Stylist 167
Hardware Sales and Service Worker 119, 158
Health Care Worker 145
Health Microbiologist 57
Heating/Ventilation Drafter 172
Heavy Machine Operator 174
Histologist 67
Historian 98, 99, 103, 105, 126, 136, 140, 141
Home Economics Educator 83, 95
Home Economist 90, 93, 95, 137
Home Health Assistant 165
Horticulturist 47, 49, 50, 51, 52, 65, 66
Hospital Marketing Administrator 78
Hospital Administrator 73, 74, 75, 77
Hospital Dietary Director 93
Hotel Manager 74, 75, 77
Housing Specialist 95
Human Resource Manager 75, 77, 79, 85
Human Service Worker 140
Humane Society Worker 69
Humorist 100
Hydrologist 46, 85, 124, 127, 128
Import/Export Agent 76
Import/Export Manager 45
Industrial Cafeteria Manager 93
Industrial Designer 87, 88, 94
Industrial Engineer 91, 129
Industrial Health Engineer 67
Industrial Lab Technician 163
Industrial Maintenance Technician 157, 169
Industrial Psychologist 79, 143
Industrial Relations Specialist 77
Information Technology Specialist 71
Insurance Agent 72, 78, 80, 81, 139, 153
Insurance Attorney 132
Insurance Broker 81
Insurance/Accounting Technician 162
Insurance Underwriter 73
Intake Specialist 143, 146
Interior Decorator 94, 95, 97
Interior Designer 87, 88, 91
Interior Horticulturist 94
Internal Revenue Agent 71
International Auditor 73, 76
International Marketing Manager 44, 153
International Purchasing Agent 76
International Sales Representative 104
Interpreter 98, 104
Investment Banker 71, 73
Jewelry Designer 97
Journalist 36, 98, 99, 100, 103, 104, 105, 112, 113, 114, 115, 140, 141
Judge 106, 108, 132, 140, 141, 142
Junior Accountant 150
Juvenile Court Judge 132
Labor Relations Specialist 76, 79, 105, 146
Laboratory Analyst 57, 125
Laboratory Scientist 93
Laboratory Technician 48, 50, 54, 163

— continued on next page —
Land Planner 110
Landscape Architect 87, 88, 94, 95, 97, 110
Landscape Drafter 172
Lathe Tender 174
Law Professor 132
Lawyer 79, 95, 100, 103, 105, 106, 108, 132, 140, 141, 142, 146
Leasing Agent 80
Legal Assistant 152
Legal Investigator 132
Legal Secretary 152
Librarian 98, 99, 100, 103, 105, 140, 141
Licensed Practical Nurse 55
Light Technician 102
Linguist 98, 99, 103, 104, 105, 106, 108
Linguistic Anthropologist 136
Livestock Inspector 50, 134
Loan Officer 73, 80
Lobbyist 108, 115, 142
Loss Control Manager 81
Machine Setter 174
Machinery Technician 46
Machinist 174
Machinist Apprentice 174
Magazine Editor 100
Maintenance Supervisor 46, 173
Maintenance Technician 36, 38
Makeup Artist 167
Management Consultant 45, 49, 71, 74, 77, 79, 94
Manicurist 167
Marine Biologist 128, 134
Market Research Analyst 36, 44, 45, 49, 72, 73, 76, 78, 80, 105, 112, 113, 118, 120, 121, 126, 139
Marketing Assistant 153
Marketing Director 45, 75, 78, 106, 108, 112, 116
Marketing Specialist 76, 92
Marriage/Family Counselor 34, 90, 137, 143, 144, 145
Mathematician 118, 119, 120, 121, 123, 124, 129
Meat and Dairy Inspector 48
Mechanic 38, 170
Mechanical Drafter 85, 172
Mechanical Engineer 46, 129
Mechanical Technician 169, 173
Media Center Manager 119
Media Specialist 36, 83, 112, 113, 114, 116, 158
Medical Assistant 162, 165
Medical Illustrator 64, 97
Medical Lab Assistant 163, 165
Medical Lab Technician 57, 63, 64, 68, 125
Medical Records Clerk 152
Medical Records Director 74, 77
Medical Records/Health Information Technician 162
Mental Health Technician 143
Metallurgical Engineer 123
Metallurgist 128
Meteorological Technician 124, 158
Meteorologist 118, 123, 124, 126
Microbiologist 50, 63, 64, 67, 68
Microcomputer Specialist 158
Military Officer 140
Mineralogist 123, 127, 128
Mining Engineer 127, 128
Minister 40, 41, 79, 98, 105, 145, 146
Minister of Education 144
Minister of Music 39, 144
Mission Board Worker 37
Mission Coordinator 37
Missionary 33, 34, 37, 38, 40, 41, 104, 144
Model 92, 97
Molecular Geneticist 67
Mortgage Underwriter 80
Mortician 64
Music Broadcaster 39, 107
Music Director 107
Music Instructor 39, 107
Music Store Manager 39, 107
Music Teacher 39
Music Therapist 55
Musician 39, 107
Mycolologist 65
Nail Technician 167
Naturalist 65, 66, 69, 110
Naval Architect 88
Nernatologist 52, 66
Neurologist 133
Newscaster 106, 108, 114
News Photographer 114
Newswriter 100, 114
Nuclear Engineer 124, 127, 128, 129
Nuclear Medicine Technologist 59
Nuclear Scientist 118, 120, 121
Nurse Anesthetist 55
Nursing Assistant 165
Nurse Clinician 55
Nurse Midwife 55
Nursing Director 55
Nursing Supervisor 55
Nursing Home Director 144
Nutritionist 50, 57, 63, 68, 93
Obstetrician 133
Occupational Therapist 55, 56
Oceanographer 123, 124, 126, 127, 128
Office Manager 75, 77, 152, 162
Oil and Gas Drafter 172
Operations Manager 116, 119
Operations Research Analyst 118, 121
Optometrist 133
Orthodontist 131
Oral Pathologist 131
Oral and Maxillofacial Surgeon 131
Orchardist 51, 65, 66, 110
Organizational Behavior Specialist 79
Organizational Translator 76
Orthodontist 131
Package Designer 112
Painter 102
Paleontologist 124, 127, 128, 136
Paralegal 132
Paralegal Assistant 152
Paramedic 164
Paraprofessional 155
Parasitologist 48, 63, 64, 65, 66, 68
Park Ranger 69, 110
Pastor 33, 34, 37, 38, 40, 41, 144
Patent Agent 132
Patent Lawyer 132
Pathologist 50, 63, 64, 65, 66, 67, 68, 69, 134
Patient Educator 55
Patient Examiner 67
Patient Examiner 67
Payroll Clerk 71, 150
Peace Corps Volunteer 105, 146
Pediatric Dentist 131
Pediatrician 133
Pedodontist 133
Penologist 138, 142
Perfumer 125
Periodontist 131
Personal Underwriter 81
Personnel Assistant 152
Personnel Director 115
Personnel Manager 74, 143
Personnel Specialist 78, 79, 153
Pest Control Specialist 47, 51, 52, 66, 69
Petroleum Engineer 127, 128
Pharmaceutical Researcher 125
Pharmacist 54, 57, 63, 67, 68, 125
Pharmacologist 57, 67, 134
Photographer 97, 112, 113
Physical Therapist 55, 58
Physical Therapy Assistant 54
Physician 54, 63, 64, 67, 68, 133
Physician Assistant 133
Physicist 85, 118, 120, 121, 124, 129
Physicist Assistant 129
Plant Breeder 47, 51, 52, 65, 66
Plant Geneticist 51
Plant Mycologist 51
Plant Operations Manager 44, 91, 169
Plant Pathologist 52, 66
Plant Physiologist 51
Plastic Surgeon 133
Plumbing Drafter 172
Police Commissioner 138
Police Instructor 138
Police Officer 138, 143, 146
Political Consultant 142
Political Scientist 105, 126, 140, 142, 146
Politician 106, 108, 140, 142
Population Geneticist 67
Poultry Breeder 48
Poultry Farmer 48
Practical Nurse 165
Preschool Teacher 83, 90, 155
Prison Warden 138
Private Investigator 138
Probate Lawyer 132
Probation Officer 79, 132, 138, 145, 146
Producer 36, 39, 107, 113, 116
Product Development Manager 48, 76, 78
Product Engineer 45, 46
Production Engineer 116
Production Manager 44, 46, 74, 85, 91
Production Proofreader 112
Professional Athlete 54
Professor 104, 143
Promotions Coordinator 112
Property Manager 80
Prosthodontist 131
Psychiatric Nurse 143
Psychiatric Social Worker 145, 146
Psychiatrist 133, 143
Psychologist 34, 79, 90, 105, 136, 137, 138, 141, 143, 145, 146
Psychometrist 143
Public Administrator 49, 146
Public Health Administrator 50, 142
Public Health Dentist 131
Public Health Director 64
Public Housing Administrator 95
Public Relations Director 75, 76, 78, 79, 115
Public Relations Expert 103, 105, 112, 113, 146
Public Relations Specialist 100, 106, 108, 114, 115
Public Relations Technician 115
Publisher 36, 100, 103, 113, 114, 141
Pulmonologist 60
Purchasing Agent 46, 72, 74, 78, 80, 91, 92, 93, 95, 139, 153
Purchasing Assistant 153
Quality Analyst 119
Quality Control Manager 46, 81, 85
Radiation Technologist 59
Radiation Therapist 59
Radio/TV Announcer 39, 106, 107
Radio/TV Repair Technician 157
Radiographer 124
Radiologist 59, 133
Ranch Manager 48
Range Manager 69
Reading Specialist 83
Real Estate Agent 78, 80, 153
Real Estate Buyer 80, 132
Real Estate Broker 80
Receptionist 152, 162
Refinisher 170
Registered Nurse 55
Registered Respiratory Technician 60
Coordinator 143
Registrar 83
Remodeling Contractor 171
Reporter 100, 113, 114, 115
Research Analyst 33, 40, 98, 99, 103, 137, 141
Research Assistant 63, 67, 68, 95, 142, 163
Research and Development Coordinator 45, 85, 143
Research Library Assistant 140
Research Scientist 47, 49, 50, 51, 52, 57, 64, 65, 66, 91, 110, 125, 136
Research Technician 93
Restaurant Owner 93
Restaurant Manager 75
Retail Store Manager 74, 77, 91, 92
Retail Sales Associate 78, 153
Risk Analyst 81
Risk Manager 81
Robotics Specialist 157, 173
Robotics Technician 119
Safety Engineer 50
Sales Manager 74, 78, 80, 153
Sales Representative 44, 45, 76, 80, 81, 91, 92, 106, 108, 112
Salon Manager 167
Salvation Army Worker 144
Sanitarian 93
Satellite Engineer 116
School Administrator 90, 104, 137

— continued on next page —
School Counselor 83, 145
School Principal 83, 90, 137
School Psychologist 83
Screenwriter 100, 114
Scriptwriter 36, 102
Sculptor 97
Seamstress 92
Seed Analyst 51, 52, 65, 110
Seismologist 123, 124, 126, 127, 128, 129
Seminar Instructor 76
Seminary Professor 33, 34, 35, 37, 40, 41, 144
Service Manager 170
Service Technician 100, 114
Singer 39, 102, 107
Social Worker 90, 95, 105, 136, 137, 138, 141, 143, 144, 145
Social Service Aide 145
Social Studies Educator 83, 104
Sociologist 79, 90, 98, 99, 103, 104, 105, 126, 136, 137, 138, 140, 145, 146
Software Engineer 119
Soil Engineer 127
Soil Scientist 47, 49, 51
Sound Technician 39, 107
Special Agent 138
Special Education Teacher 83, 106
Speech Pathologist 55, 61, 83, 104, 106
Speech Professor 106, 108
Speech Therapist 61
Stage Manager 102
Statistician 72, 118, 120, 121, 139
Stockbroker 72, 139
Strategic Planner 44, 45, 153
Structural Engineer 46, 87, 88
Student Affairs Director 83
Substance Abuse Counselor 34, 143
Superintendent 83
Supreme Court Justice 132
Surgeon 133
Surgical Assistant 160, 161
Surveyor 46, 87, 88, 110, 126, 127, 128
Systems Analyst 44, 46, 85, 118, 119, 120, 121, 158
Systems Consultant 119
Systems Manager 119
Tax Attorney 132
Tax Specialist 71, 73, 150
Taxonomist 47, 51, 52, 65, 66, 69, 110, 134
Teacher 35, 83, 99, 103, 106, 108
Teacher/Professor 144
Teachers Aide 155
Technical Assistant 100, 114, 116
Technical Writer 98, 100, 112, 113, 114, 116, 136, 142
Telecommunications Technical Consultant 116
Telemarketing Supervisor 116
Telephone Operator 152
Television Director 36, 113
Textile Engineer 91, 92
Theater Director 106
Theater Set Designer 94, 97, 102
Tool and Dye Supervisor 174
Topographical Drafter 172
Toxicologist 50, 57, 67, 125
Traffic Court Magistrate 132
Training Manager 76, 77, 79
Transcriptionist 152, 162
Translator 37, 104
Travel Agent 76, 78, 153
Traveling Nurse 55
Tree Surgeon 52, 65, 66
Trust Officer 72, 80, 139
Tutor 35, 83
Underwriter 81
Urban Planner 46, 72, 80, 85, 87, 88, 95, 126, 139, 146
Urologist 133
Variety Saw Operator 171
Veterinarian 48, 69, 134
Veterinary Assistant 134
Veterinary Parasitologist 134
Veterinary Pharmacologist 134
Veterinary Technician 69, 134
Visiting Nurse 165
Vocational Rehabilitation Counselor 143
Water Treatment Chemist 125
Weather Forecaster 124
Web Site Designer 97
Web Site Editor 116
Weight Analyst 121
Weld Inspector 175
Welder 175
Welding Apprentice 175
Wig Dresser 167
Wildlife Biologist 69, 134
Wildlife Manager 110
Wood Refinisher 171
Wood Technologist 65, 110
Word Processor 119, 152, 162
Writer 33, 37, 40, 41, 99, 103, 104, 140, 141, 144
X ray Technician 59, 161
YMCA/YWCA Director 54, 74, 77
Youth Minister 33, 40, 41, 144
Zoologist 69, 134
Addendum A

Steps of an Effective Job Search
One of the most important pieces of the job search process is your résumé. A résumé is designed to give a concise picture of you (the job seeker) by communicating your skills, qualifications, objective/desires, and accomplishments. It’s sort of a self-portrait in words. The general appearance of your résumé gives the first impression of you. It is your “calling card,” so you want it to make the best possible impression on the person who receives it. Although it might not seem fair, your résumé must do its job in the first five to 20 seconds. That’s the time you have to “catch the eye” of the decision maker or a human resource director who may have 30 to 40 résumés to review.

(Before attempting to write a résumé, complete the Career Direct Action Plan and use it as the basis for describing your skills and interests.)

You are the product the résumé is trying to sell.

• Résumés are designed to allow many people to get to know you quickly and easily during the course of your job search.

• Your résumé must be high quality, both in content and appearance. Be sure it looks good!

• Just as in sales brochures, you must highlight the key benefits of the product (you).

• A résumé does not get the job; it gets you an interview. You get the job!

No one can write a top-notch résumé on the first try; you will need to make several rough drafts. You also should enlist the aid of someone who knows you well.

• The best résumé should be airy looking. No one wants to read huge blocks of print.

• Your résumé should avoid being so slick that it comes across as being phony.

• Your résumé should be well-designed, informative, and consistently formatted.

• When developing your résumé, ask yourself, “If I were the employer, would I have a very clear understanding of the applicant being presented here?” If the answer is maybe, you still have some work to be done.

• Be prepared to talk openly and effectively about anything you put on your résumé.

• Always be accurate and truthful when listing your skills, education, and/or work experience.
When developing your résumé, you will want to quickly and effectively highlight your strong points. List your strongest talents and/or accomplishments toward the top of your résumé. Always list this information:

• A clear and concise objective
• Education levels you have completed, as well as specific courses of study that may relate to the position
• Your employment history (It’s okay if you’ve worked at three fast food restaurants, as long as it wasn’t in three months!)
• Relevant skills and experience
• Work accomplishments (Be sure to highlight supervisory experience, programs that you have developed or created, and special assignments you’ve successfully executed.)
• Scholastic honors or achievements
• Relevant professional and/or student affiliations (Fraternities and sororities are not normally important to today’s employers.)
• Other student activities
• If previous companies you’ve worked for are not well known, add a few words of explanation about the products or services of those companies.

WHAT TO INCLUDE IN YOUR RÉSUMÉ

• Specific names of references
• Reasons for leaving a previous position
• Present and past salary ranges
• Personal data (age, marital status, health conditions)
• Grammatical errors (Always perform a spell check before completing your résumé.)
• Abbreviations (Always type the full word; the reader may not understand.)
• Extra wording (If you can say something in five words, don’t use 10!)
• Dramatic or fancy font or styling
• Colored résumé paper (Use only white, gray, or cream/buff bond.)

WHAT TO LEAVE OUT OF YOUR RÉSUMÉ

1. Reverse Chronological Format
   • This format highlights your jobs and what you did in them, last to first.
   • Especially useful if you are staying in the same career field, where the job progression will have more relevance.
   • An example of this format is located on the next page.

2. Functional Skills Format
   • This format is extremely helpful for recent graduates with a minimum of experience.
   • Allows you to modify the format of your résumé by letting you highlight your greatest strengths you have to offer the employer.
   • An example of this format is located on page 20.
James T. Wilson  
234 Columns Dr  
Athens GA 00000

**OBJECTIVE:** A part-time position in sales or customer support. Desire to build an employment relationship that will continue throughout four years as a college student.

**SUMMARY:** A confident, outgoing individual who enjoys meeting people and presenting products or ideas. Personal strengths:
- Enjoy selling, results oriented
- Energetic with strong initiative
- Strong verbal skills
- Enjoy meeting people
- Dependable, seek responsibility

**EDUCATION:** Graduated Commercial High School, Commerce, GA, June 2002, top 25 percent of class. Currently enrolled at University of Georgia, Business Administration Department, seeking a BA in Finance. Will graduate June, 2006.

**EXTRACURRICULAR ACTIVITIES:**
- Debate Team, two years
- Student Council, senior representative
- Baseball team, co-captain (shortstop)
- Fellowship of Christian Athletes, social chairman
- Peer Counselor, teen hot-line

**WORK EXPERIENCE:**

**PERSONAL:** Enjoy challenges and responsibility. Career goal is to be a certified planner and investment counselor.
MARY B. ARMSTRONG
1000 CHATTAAHOOCHEE RD
GAINESVILLE GA 30503
770-503-4951

Administrative Services Manager, with an opportunity for personal growth and career development.

ABILITIES
• Highly organized and detail oriented
• Excellent communications skills
• Supportive team worker; committed and responsible
• Reliable and adaptable; learn new processes quickly; and take initiative

SKILLS AND EXPERIENCE
Office Experience
• Maintained folders and information for over 5,000 clients.
• Operated a wide range of office machines, including copiers, printers, typewriters, voice mail.
• Processed incoming and outgoing mail.

Telephone and Communication Skills
• Managed inbound and outbound call activities to include
  - Customer service
  - Customer and home office correspondence
• Explained insurance policies to clients

Computer Knowledge
• Operated various software applications: word processing, databases, statistical testing analysis (IBM compatible).
• Processed and scanned test packages daily.

EMPLOYMENT HISTORY
*2002 Scoring Technician          Life Pathways, Gainesville GA
*2001 Waitress/Event Organizer   Columns Country Club, Athens GA
*2000-01 Packaging/Customer Assistance Bigg’s Grocery Store, Athens GA
*1999 Children’s Clothing Specialist Mall Dept. Store, Athens GA
*1997-98 Banquet Waitress        University of Georgia, Athens GA
*1996 Cashier                    Flavers Dept. Store, Athens GA

*part-time jobs held during high school/college

EDUCATION
North Georgia College, Dahlonega GA, graduating May, 2003, BS Psychology

REFERENCES AVAILABLE UPON REQUEST
Congratulations! Scheduling an interview is a significant step toward finding the job that fits you. Your hard work, research, networking, and résumé preparation have paid off. In the interview, the employer will want to accomplish two goals. First, the decision maker will be checking to see if you’re the most qualified candidate for the job. Second, the employer will try to determine if you will fit with the company team. Just as important, this is your opportunity to answer several questions of your own. Do you feel you match the job? Is the company environment right for you? Is this a position in which you will be able to use your talents for God’s glory? The job interview is your time to shine and show the employer what you have to offer the company. You will need to prepare properly and pay careful consideration to several tips we have listed below.

**MAKING THE MOST OF YOUR INTERVIEW**

**PREPARING FOR THE INTERVIEW**

**RESEARCH**

- **THE COMPANY:** Investigate the company and its mission statement. Ask the company for promotional materials. If you’re in the same city, stop by the company and ask for information. Check with the library for articles and periodicals on the company or industry. Also, become familiar with the company’s products and services. If you know someone who works at the company, speak with that person to get to know the culture and atmosphere from an “insiders” point of view.

- **THE JOB:** Obtain a job description if possible. Seek as much information as you can about the job you are interviewing for, so you can effectively communicate your talents and how they match the job you are exploring. Review your *CareerDirect* reports to see if the job is a good fit with your interests, skills, values, and personality.

**YOUR APPEARANCE**

- **DRESS CLOTHING:** One rule to follow, always dress conservatively for the interview! You do not want to distract the interviewer by wearing loud or colorful prints, a skirt length that is too short, or a baseball or athletic cap.
  - **For Men:** As a general rule, the darker the suit the more authority is implied. Ties should complement your suit. A white shirt is never controversial and will look professional and neat.
  - **For Women:** As with men, the general rule should also be to dress conservatively. A business suit is preferred in colors such as navy blue, gray, or charcoal. Avoid too much makeup, fragrances, jewelry, or accessories.
• **POSTURE/ATTITUDE:** In an interview you will want to project a positive appearance. You should give a firm handshake, maintain good eye contact while speaking, and never chew gum. Always sit up straight with both feet on the floor. You will want to lay or cross your hands in your lap. Never slouch, lean over the employer’s desk to try to read his or her mail, or gaze off into space. Concentrate on what the interviewer is saying to you.

• **PRACTICE:** A football team doesn’t play a game without practicing and developing a game plan. You should do the same in preparing for an interview by practicing all phases of the interview before going. You should feel comfortable talking about your strengths and work experience. You can ask a friend to perform a “mock” interview so you can practice answering questions. Remember the two general rules: always be able to explain or defend anything listed on your résumé and practice the seven Ps: Proper prior planning prevents painfully poor performance!

• **WHILE YOU’RE WAITING:** You should always arrive at an interview 10 to 15 minutes early. When you bounce through the door two minutes before the interview, you’ve lost the opportunity to “size things up,” talk to the receptionist, gain your composure, and go over your notes. If possible, drive to the company a day or two early to be sure you know how to find it. Once inside, if you find yourself getting nervous, take a couple of deep breaths and try to calm down. Review your résumé for key points you want to stress. Go over your strongest talents and strengths. Take your Career Direct reports with you; they might come in handy. Learn all you can about the employer by looking around the company’s reception area or by reading an annual report or product brochure. Look for things that might prompt a relevant question you might ask. And above all: Relax! Pray before and during the interview.

**FACE TO FACE WITH THE INTERVIEWER**

**OPENING**

• First impressions are very important.
• Give a firm handshake and look the person in the eye. (One major recruiting firm says that more jobs are not offered because of poor eye contact by the applicant than any other factor.)
• Let the interviewer set the tone of the meeting.
• Be yourself, confident, cheerful, cooperative, and honest.
• Relax as the interview progresses. Crack a smile now and then.
• Display focused interest in what the interviewer is saying.
• Listen carefully, think about the answer, then speak (it’s okay to pause on tough questions and, by all means, don’t interrupt the interviewer’s questions!)
• If you don’t understand a question, ask the interviewer to restate it or say “I understand your question to mean...”
• Pray inwardly during pauses (see Nehemiah 2:4).

**FACT FINDING**

• The interviewer will explore your background, experience, and skills.
• Be positive, brief, and to the point. (This is where your practice comes in! If you’re giving four minute answers to questions, you’ll lose their concentration.)
• Never lie or exaggerate about your skills, experience, or education levels.
• Identify your major achievements.
• Always try to communicate how your strengths match the new job.
• Don’t go off on tangents, and watch for signals to stop talking. If the interviewer gives you an eyeroll or starts looking at his or her watch, you may need to sharpen your answers.
The interviewer generally will give information on the company and job. Listen carefully and take mental notes. Be alert to statements by the interviewer that might provide an opening for you to make a positive point about your background or abilities.

- Limit your questions at this point.
- At the right time, ask about the work to be done and the elements needed for success.
- Remember, companies are not just interested in what you’ve done but how what you’ve done meets the needs of the position for which you are interviewing.

**INFORMATION GIVING**

- This is your chance to ask questions. (You should have several questions ready to ask. In fact, the caliber of questions you ask may help to illustrate your knowledge and capability for the job more than the answers you give to the employer’s questions.)
- Focus on the job or duties.
- This is your time to see if the job is actually for you. Be sure to see if the job and environment match your values.

**QUESTIONING PERIOD**

- If it is true, restate that you are interested in the position and that you feel you can do a great job for the company.
- Depending on who is interviewing, seek some sort of commitment.
- See if you can pin down a time for a follow-up interview.
- Leave an extra copy of your résumé.
- If it’s obvious this is not the job for you, ask the employer if he or she has any suggestions and knows of the other opportunities in your field (this could be a good contact).
- Be sure to thank the receptionist or the employer’s administrative assistant. You’d be amazed how much difference this can make.

**CLOSING**

- If it is true, restate that you are interested in the position and that you feel you can do a great job for the company.
- Depending on who is interviewing, seek some sort of commitment.
- See if you can pin down a time for a follow-up interview.
- Leave an extra copy of your résumé.
- If it’s obvious this is not the job for you, ask the employer if he or she has any suggestions and knows of the other opportunities in your field (this could be a good contact).
- Be sure to thank the receptionist or the employer’s administrative assistant. You’d be amazed how much difference this can make.

**AFTER THE INTERVIEW**

**FOLLOW UP YOUR CONTACTS**

Timely follow-up shows the interviewer that you are motivated, professional, and interested in the position. This also allows for another opportunity to communicate with the interviewer, which will help to put a stronger impression of you in his or her mind. This should not be a mediocre attempt at communication; rather, a planned method of restating the key points that qualify you for the position. You should not wait longer than two days to follow up on the interview. This can be done in several ways:

- Personal note
- If you are thinking of sending an e-mail, call ahead to see if it is okay to do so.
- Telephone call.

Persistence is a virtue, not a liability, when you’re following up with a prospective employer after the interview. When you get into your car following the interview, make some notes about what happened. Record any obvious flubs, “things I should have said,” questions you need to better prepare for, and information you’ll want to include in a thank you note or future interview. If you don’t do this immediately, you’ll be sure to forget some key points.

Occupational Information Network, O*Net, online at http://online.onetcenter.org.


Publications by College Board Publications, PO Box 886, New York NY 10101-0886

- **The College Handbook** outlines in detail study programs, degrees, admission requirements, location facilities, expenses, financial aid, and many other facets related to college.

- **College Costs and Financial Aid Handbook** contains data about student expenses at more than 3,000 institutions of higher learning. Also, it has detailed instructions for applying for financial aid and financial strategies for families in every economic situation.

- **Index of Majors and Graduate Degrees** lists over 600 undergraduate and graduate degree programs and where they’re offered, special programs, 600 new and different majors, and information on professional programs.

- **The College Board Guide to Jobs and Career Planning** describes more than 100 jobs.

Publications by Chronicle Guidance Publications, Inc, 66 Aurora St, PO Box 1190, Moravia NY 13118-1190

- **Chronicle Four-Year College Databook** has information on more than 2,000 colleges and universities.

- **Chronicle Vocational School Manual** lists about 4,200 public and private vocational schools.

- **Chronicle Student Aid Manual** provides information on hundreds of financial aid programs.


**Careers Without College** Series helps individuals who do not plan to go to college find a career that fits their interests, talents, and personality. Each of the fourteen books features five jobs in a particular industry or career area.

“**Need a Lift,**” PO Box 1050, Indianapolis, IN 46200. Internet: [http://www.legion.org](http://www.legion.org). This provides extensive information on colleges and scholarships and is published by the American Legion.