## Appendix G

Notes on Interpretation of the Record Layout

The following interpretative notes refer to fields of the record layout, successively for the University and College Programs file and for the Trade-vocational Programs file. They should be used in conjunction with the record layouts given in Appendix F of this report.

#### NATIONAL GRADUATES SURVEY

## UNIVERSITY - COLLEGE FILE RECORD LAYOUT

#### NOTES ON INTERPRETATION

### POSITION #

142-144

Combined field of study.

The codes used are USIS "SPEMAJ" codes for university graduates or corresponding CCSIS codes for college graduates. Where only 1 or 2 graduates were found in a specific program and the program was offered in less than 3 institutions in that region (position 1), the graduates were recoded to the program code "not elsewhere classified" or "other" of the sub-classification. For example, if only 2 college graduates in New Brunswick were found in Handi-crafts (code 213) and it was established that the program was only offered in 1 or 2 institutions in the Atlantic region, the 2 graduates were recoded to "Other Fine Arts", code 214.

145-146

"Combined" field of study strata codes.

The groupings used were:

- a) for university graduates, from the USIS "spemaj" codes:
  - 01 No spcialization/Unknown (OXXXX)
  - D2 Education (1XXXX)
  - 03 Fine Arts and Humanities (2XXXX, 3XXXX)
  - O4 Commerce, Economics and Law (412XX, 427XX, 433XX)
  - 05 Other Social Sciences (all 4XXXX not in Stratum 04)
  - O6 Agriculture and Biological Sciences (5XXXX)
  - 07 Engineering (6XXXX)
  - 08 Medical & Health Professions (7XXXX)
  - 09 Mathematics & Physical Sciences (8XXXX)
  - 99 Uncodeable
- for college graduates, from the 5-digit CCSIS field-of-study codes:
  - O1 Arts, Humanities (2XXXX, 3XXXX)
  - O2 Health Sciences and Related (4XXXX)
  - Chemical (51XXX) and Transportation (54XXX) Technologies plus General Engineering (550XX, 551XX) Aeronautical Engineering (554XX) and Industrial Engineering (555XX)
  - 04 Electrical and Electronic Technology (52XXX) and Mathematics and Computer Science (53XXX)
  - 05 Mechanical Engineering (552XX) and Architectural and Construction Engineering (553XX)
  - O6 Natural Sciences and Primary Industries (6XXXX)

- 07 Social Sciences and Services (7XXXX)
- O8 Secretarial Science (81XXX), Merchandising and Sales (83XX) and Service Industry Technology (84XXX)
- 09 Management and Administration (82XXX)
- 50 Arts and Science General (1XXXX)
- 99 Uncodeable
- 157-160 Occupation (SOC) May to June 1984.

The 1980 Standard Occupational Classification codes were used. Where only 1 or 2 graduates in a region were found in a specific occupation, the graduates were recoded to the "not welsewhere classified" sub-classification. For example, if only 2 graduates were found as Government Administrators (code 1111) in the Atlantic Region, they were recoded to code 1119, Officials and Administrators, n.e.c.

- Derived variable "REL" has been developed from the answers to QQ. 75, 76 and 80.
- Derived variable "MONLK" has been developed from the answers to QQ. 46 and 47.
- Derived variable "MONST" has been developed from the answers to QQ. 46, 47 and 49.
- Derived variable "HLOS1" has been developed from the 1982 level of certification as reported by the institution, plus the answers to Q. 15.
- Derived variable "HLOS2" has been development from "HLOS1" and the answers to Q. 51.
- Derived variable "JOBQL" has been developed from "HLOS2" and the answers to Q. 72.
- Derived variable "STRJB" has been developed from the answers to Q. 83, related to June 1984.
- 179-180 Derived variable "AGGRD" has been developed from the answers to Q. 100, related to 1982.
- Derived variable "MONGR" has been developed from the answers to Q. 8, related to June 1984.

183-184

Derived variable "DIST" has been computed as a "straight" line distance (more correctly, great-circle distance using latitude-longitude coordinated between the centroids of the Forward Sortation Area (FSA) of the postcode for the institution from which the respondent graduated in 1982, and the FSA for the respondent's home postcode in June 1984 (from Q. 106). The FSA is the area covered by the first three digits of the postcode. For many middle-sized cities with more than one FSA, distances between FSAs were ignored and read as zero. For the Universite du Quebec and New Brunswick Community Colleges, it was not possible to identify the campus the graduates attended;, thus, no distance measurement is shown for graduates of these institutions. Some other institutions also have a main campus and satellite campuses, where it was not possible to determine which campus a graduate had attended; it was judged that the effect of using the FSA for the main campus would not introduced too much distortion. Other "unknown" responses stem from no, or incomplete, response to Q. 106.

185-186 & 187-188 Iwo derived variables - age of youngest child and age of oldest child - have been developed from answers to  $Q_{\bullet}$  105.

189-194

Randomly selected sequence numbers

#### NATIONAL GRADUATES SURVEY

## TRADE-VOCATIONAL FILE RECORD LAYOUT

## NOTES ON INTERPRETATION

#### POSITION #

135-137

Combined field of study.

The codes used are the CCSIS codes. Where only 1 or 2 graduates were found in a specific program and the program was offered in less than 3 institutions in that region (position 1), the graduates were recoded to the program code "not elsewhere classified" or "other" of the sub-classification.

138-139

"Combined" field of study strata codes.

The groupings used were:

- Arts (CCSIS codes 2xxxx), Transportation Technology (54xxx), Merchandising and Sales (83xxx), and Service Industry Technology (84xxx)
- O2 Health Services and Related (4xxxx), and Social Sciences and Services (7xxxx, excluding 75xxx) (75xxx covers courses considered outside the survey population, e.g. BISD)
- Electrical and Electronic Technology (52xxx)
- 04 Automotive Mechanics (5523x)
- Other Mechanical (552xx, excluding 5523x)
- Architectural and Construction Engineering (553xx excluding 06
- 55310), and Road, Piping and Bridge Construction (5511x) Industrial Engineering (555xx), General Engineering (551xx 07 excluding 5511x), Drafting (55310) and Chemical Technology
- 80 Natural Sciences and Primary Industries (6xxxx)
- Secretarial Science (81xxx; also a few 80,000, by error not coded more precisely)
- Management and Administration (82xxx) and Mathematics and Conmputer Science (53xxx)
- 50 General Arts and Science (1xxxx)
- 99 Uncodable (75xxx)

Code 50 arose where the institution-reported field of study was vague or missing, and the respondent-reported specialization seemed to fit best in the CCSIS 1xxxx range.

- Occupation (SOC) May to June 1984. The 1980 Standard Occupational Classification codes were used. Where only 1 or 2 graduates in a region were found in a specific occupation, the graduates were recoded to the "not elsewhere classified" sub-classification.
- Derived variable "REL" has been developed from the answers to QQ. 73 and 77.
- Derived variable "MONLK" has been developed from the answers to QQ. 46 and 47.
- Derived variable "MONST" has been developed from the answers to QQ. 46, 47 and 49.
- Derived variable "HLOS1" has been developed from the 1982 level of certification as reported by the institution, plus the answers to Q. 14.
- Derived variable "HLOS2" has been developed from "HLOS1" and the answers to Q. 51.
- Derived variable "JOBQL" has been developed from "HLOS2" and the answers to Q. 70.
- Derived variable "STRJB" has been developed from the answers to Q. 80, related to June 1984.
- Derived variable "AGGRD" has been developed from the answers to Q. 90, related to 1982.
- Derived variable 'MONGR" has been developed from the answers to Q. 8, related to June 1984.
- 178-179 Derived variable "DIST" has been computed as a "straight" line distance (more correctly, great-circle distance using latitudelongitude coordinates between the centroids of the Forward Sortation Area (FSA) of the postcode for the institution from which the respondent graduated in 1982, and the FSA for the respondent's home postcode in June 1984 (from  $Q.\,98$ ). The FSA is the area covered by the first three digits of the postcode. many middle-sized cities with more than one FSA, distances between FSAs were ignored and read as zero. For New Brunswick Community Colleges it was not possible to identify the campus the graduate attended; thus, no distance measurement is shown for graduates of these institutions. Some other institutions also Some other institutions also have a main campus and satellite campuses, where it was not possible to determine which campus a graduate had attended; it was judged that the effect of using the FSA for the main campus would not introduce too much distortion. Other "unknown" responses stem from no, or incomplete responses to Q. 98.

180-181 and

Two derived variables - age of youngest child and age of oldest child - have been developed from answers to  $\mathbb{Q}.$  95. 182-183

184-189 Randomly selected sequence numbers.

# APPENDIX H

The five-digit field-of-study codes from the University Student Information System (USIS) and the Community College Student Information System (CCSIS) are to be found in this appendix.

# University Field of Study Codes (USIS)

10000	Education, Physical Education, Recreation and Leisure
11800	Elementary/Secondary Teacher Training
12300	Higher Education, Postsecondary Teacher Training
13600	Kindergarten, Pre-school Teacher Training
13800 13801 13802 13803 13805 13806 13807 13808 13809	Non-Teaching Fields School Librarianship Education Administration Education Psychology Guidance and Counselling Curriculum Specialization Measurements and Evaluation Education Foundations Other Non-Teaching Fields
13900	Physical Education
14000	Kinesiology, Human Kinetics and Kinanthropology
14100	Recreation
20000	Fine and Applied Arts
20300	Fine Art
20500	Music
20800	Other Performing Arts
21400 21401 21499	Applied Arts Industrial Design Other Applied Arts
30000	Humanities and Related
30300	Classics, Classical and Dead Languages
30500	English Language and/or Literature
30600	French Language and/or Literature
30900	History
31000	Jounalism

31100 31101 31102 31103 31104 31199	Languages and/or Literatures, Other Comparative Literature Mediaeval Languages Asian Languages and Literatures Slavic Languages and Literatures Other Languages and Literatures
31200	Library Science
31300	Other Records Science
31400	Linguistics
31700	Other Mass Communication Studies
32100	Philosophy
32400	Religious Studies
32500	Theological Studies (Professional Program, Preparation for the Ministry)
32700	Translation and Interpretation
40000	Social Sciences and Related
40300	Anthropology
40600	Archaeology
40800	Canadian Studies
40900 40910 40920 40940 40999	Area Studies, Other Mediaeval Studies Asian Studies Slavic Studies Other Area Studies
41200	Commerce, Management, Business Administration, Administrative Studies/Sciences
41300	Criminology
41400 41401 41402 41403 41499	Specialized Administration Studies Public Administration Health Administration Hotel and Food Administration Other Specialized Administration Studies

41500	Demography
42700	Economics
43000	Geography
43300	Law and Jurisprudence
44000 44008 44010	Man/Environment Studies Regional, Rural, Urban, City Planning and Community Development Resource Management, Environmental Studies
44300	Political Science
44600	Psychology
44700	Secretarial Studies
44900	Social Work and Social Welfare
45200	Sociology
45500	Military Studies
45700	Other Social Services
50000	Agriculture and Biological Sciences
50300 50310 50322 50326 50399	Agriculture Animal Science Plant Science Soil Science Other Agriculture
50600	Biochemistry
50900 50910 50912 50999	Biology Genetics Microbiology Other Biology
51200	Biophysics
51500	Botany

41500	Demography
42700	Economics
43000	Geography
43300	Law and Jurisprudence
44000 44008 44010	Man/Environment Studies Regional, Rural, Urban, City Planning and Community Development Resource Management, Environmental Studies
44300	Political Science
44600	Psychology
44700	Secretarial Studies
44900	Social Work and Social Welfare
45200	Sociology
45500	Military Studies
45700	Other Social Services
50000	Agriculture and Biological Sciences
50300 50310 50322 50326 50399	Agriculture Animal Science Plant Science Soil Science Other Agriculture
50600	Biochemistry
50900 50910 50912 50999	Biology Genetics Microbiology Other Biology
51200	Biophysics
51500	Botany

51600	Fisheries and Wildlife Management
51800 51808 51899	Household Science and Related Food Science and Nutrition Other Household Science and Related
52100	Veterinary Medicine
52200	Veterinary Sciences
52300	Veterinary Medicine Specialties
52400	Zoology
60000	Engineering and Applied Sciences
60300	Architecture
60500	Aeronautical and Aerospace Engineering
60600	Chemical Engineering
60700	Civil Engineering
60800	Design, Systems Engineering
60900	Electrical Engineering
61000	Industrial Engineering
61100	Mining Engineering
61200	Mechanical Engineering
61300	Metallurgical Engineering
61400	Other Engineering
61500	Engineering Science
61600	Engineering General
· 62000	Forestry
62200	Landscape Architecture

70000	Health Professions and Occupations
70300	Dentistry (Professional Programme)
70400	Dental Specialties
70500	Medicine (Professional Programme)
70600 70604 70606 70608 70610 70612 70614 70616 70622 70626 70628	Basic Medical Sciences Anatomy Biochemistry Biophysics Embryology Endocrinology Genetics Histology Neurophysiology Pharmacology Physiology
70699	Other Basic Sciences
70800	Medical Specialties
71000 71010 71006 71014 71099	Paraclinical Sciences Microbiology Immunology Pathology Other Paraclinical Sciences
71200	Surgical Specialties
71500	Nursing
71800	Optometry
72100	Pharmacy
72400	Epidemiology and Public Health
72700 72702 72704 72706 72799	Rehabilitation Medicine Aural and Oral Rehabilitation Occupational Therapy Physical Therapy Other Rehabilitation
73600	Medical Technology
79900	Other Health Professions and Occupations

80000	Mathematics and Physical Sciences
80600	Computer Science
81200	Mathematics
81500	Chemistry
81800	Geology and Related
82100	Metallurgy, Materials Science
82400 82404 82499	Meteorology Climatology Other Meteorology
82700	Oceanography and Water Studies
83000 83001 83002 83099	Physics Astronomy Aerospace Sciences Other Physics

## College Field of Study Codes (CCSIS)

```
20000
          Arts
  21000
           Fine Arts
    21100
           Performing Arts/Theatre Arts
      21110 Dance
      21120 Music
      21130 Drama
      21140 Performing Arts - Other
   21200
            Sculpture and Painting
    21300
            Handicrafts
    21400
            Other Fine Arts
  22000
         Commercial and Promotional Arts
    22100
            Advertising
            Modelling
    22200
    22300
            Commercial Arts
    22400
            Other Commercial and Promotional Arts
  23000
          Graphic and Audio-Visual Arts
    23100
            Photography
    23200
            Recorded Music Production
    23400
            Printing and Publishing
    23500
            Other Graphic and Audio-Visual Arts
 24000
          Creative and Design Arts
    24100
            Jewellery Design
    24400
            Fashion Arts
    24500
            Interior Decorating
    24600
            Other Creative and Design Arts
  25000
         Personal Arts
    25100
           Barbering/Hairdressing
    25200
            Other Personal Arts
 26000
         Mass Communications
    26100
            Cinematography/Film Production/Animation
    26200
            Radio and T.V. Broadcasting
    26300
            Other Mass Communications Studies
  29000
          Other Applied Arts
            Repair and Renovation
      29210 Furniture/Upholstery
      29220 Jewellery Repair
      29230 Musical Instruments
      29240 Clocks and Timepieces
```

Other Applied Arts N.E.C.

29300

```
30000
          Humanities and Related
  31000
          Journalism
  32000
          Library Science
    32100
            Library/Documentation Sciences
    32200
            Archival Sciences
  33000
          Religion/Theology
  34000
          Languages
    34100
            English - Literature, Grammar, Composition
    34200
            English as a Second Language
            French - Literature, Grammar, Composition
    34300
    34400
            French as a Second Language
    34500
            Other Language Studies
  35000
          History
  36000
          Philosophy
  37000
          Other Humanities N.E.C.
40000
          Health Sciences and Related
  41000
          Nursing
    41100
             Diploma Nursing
    41200
             Nursing Aide/Orderly
    41300
             Nursing Refresher
            Psychiatric or Mental Health Nursing
Public Health Nursing
    41400
    41500
    41600
             Dental Nursing
    41700
             Other Specialized Nursing
  42000
          Diagnostic and Treatment Medical Technologies
    42100
             Emergency Para-medical Technologies
    42200
             Chiropractic Technologies
    42300
             Medical Laboratory Technologies
             X-ray/Radiology/Radiotherapy/Nuclear Medicine Technologies
    42400
             Combined Lab. and X-ray Technology
    42500
    42600
             Physiotherapy
    42700
             Dental Hygiene/Assistant Technologies
             Pharmacy Technologies
    42800
    42900
             Other Diagnostic and Treatment Medical Technologies
  43000
           Medical Equipment and Prosthetics
    43100
             Dental Appliances
    43200
             Optical Phrosthetics/Lenses
    43300
             Orthopaedic Prosthetics
```

43400

43500

Auditory Prosthetics

Other Medical Equipment Technologies

```
44000
          Other Health Related Technologies
    44100
            Dietetics/Dietary Technologies
    44200
            Mental Health Technologies
    44300
            Speech Therapy
    44400
            Health-care Support Technologies
    44500
            Biological Sciences/Technologies
    44600
            Public/Environmental Health
    44700
            Health Education
    44800
            Other Health-care Technologies
50000
          Engineering and Applied Sciences
  51000
          Chemical Technologies
    51100
            Chemical Engineering Technologies
    51200
            Biochemical Technologies
    51300
            Metallurgical Chemical Technologies
    51400
            Industrial Chemical Technologies
      51410 Textiles
      51420 Plastics and Fiberglass
51430 Chemical Processing
      51440 Other Industrial Chemical Technologies
    51500
            Photographic Chemical Technology
            Chemistry
    51600
    51700
            Other Chemical Technologies N.E.C.
  52000
          Electrical/Electronic Technologies
            Electrical/Electronic Engineering Technologies
      52110 Electrical
      52120 Electronics
      52130 Other Electrical/Electronic Tech. N.E.C.
            Avionics Technologies
    52200
            Marine Electronics Technologies
    52300
    52400
            Electro-Mechanical Technologies
      52410 Electric Motors
      52420 Microwave
            Telecommunications Technologies
      52510 Radio and T.V. (Broadcasting Electronics)
      52520 Telephone, telegraph, telex
      52530 Radar
      52540 Other Telecommunications Electronics
 53000
          Mathematics and Computer Science
    53100
            Mathematics
    53200
            Computer Science
      53210 Computer Programming
      53220 Computer Science - systems design and analysis
      53230 Computer Technology
```

53240 Data Processing

```
54000
           Transportation Technologies
             Air Transportation
      54110 Aviation and Flight Technologies
      54120 Air Transport Ground Support
      54130 Flight Attendants
      54140 Air Transportation - Other
    54200
            Motor Transportation
      54210 Public Transportation
      54220 Commercial Vehicle Transportation
      54230 Driver Training/Education
      300 Rail Transportation
54310 Rail Transportation Operation/Maintenance
      54320 Rail Transportation - Passenger Services
            Marine Transportation
      54410 Nautical Science/Navigation Technologies
      54420 Seamanship
    54500
            Other Transportation Technologies N.E.C.
 55000
         Engineering Technologies
   55100
            Engineering - General
     55110 Civil Technologies
       55111 Road Construction
       55112 Piping Technologies
       55113 Bridge Construction
     55120
             Surveying
     55130
             Drafting
       55131 Engineering Design or Drafting
       55132 Cartography
       55133 Mechanical Drafting
     55140
             Instrumentation
     55150
             Repair and Services
     55160
             Meteorology
     55170
             Physics
     55180
             Other Engineering Technologies N.E.C.
55200
         Engineering - Mechanical
    55210
             Agricultural Equipment Mechanics
    55220
            Aircraft Mechanics
    55230
            Auto Technology
      55231 Auto Mechanics
      55232 Auto Body Repair
    55240
            Marine Mechanics
    55250
            Heavy Equipment Mechanics
    55260
            Small Engine Mechanics
    55270
            Other Mechanical Engineering Technologies
    55280
            Hydraulies
        Engineering - Architectural and Construction
55300
```

Architectural Design/Drafting Technology

55310

```
55320
                Construction
          55321 Masonry - Brick, Stone, Concrete
55322 Drywall, Plastering, Lathing
          55323 Heat, Insulation
          55324 Plumbing
          55325 Construction Electrician
          55326 Interior Finishing
         55327 Woodworking and Carpentry
         55328 Metal Working
         55329 Other Construction or Building Technologies
       55330
               Historical Structures Renovation
       55340
               Naval Architecture/Construction Technologies
       55350
               Welding Technologies
       55360
               Other Architectural and Construction Technologies
     55400
             Engineering - Aeronautical
               Áeronautical Engineering Technologies
       55410
       55420
               Aerospace Engineering Technologies
     55500
             Engineering - Industrial
       55510
               Industrial Design/Operations Technologies
       55520
               Manufacturing Technologies
         55521 Automobile/Mechanical and Related
        55522 Electrical/Electronic Equipment and Related
        55523 Metal
        55524 Wood and Paper Products
        55525 Aircraft
        55526 Clothing/Other Fabric Products
        55527 Rubber, Glass & Plastics
        55528 Chemicals
        55529 Other Manufacturing
      55530
              Quality Control
      55540
              Materials Science or Management
      55550
              Machinist
              Other Industrial Engineering Technologies
      55560
60000
          Natural Sciences and Primary Industries
 61000
          Natural Sciences
   61100
            Agriculture
           Agricultural Technology/Science/Engineering
   61200
   61300
            Agricultural Business
   61400
           Biology
           Plant Sciences
   61500
     61510 Botany
     61520 Crops and Horticulture
     61530 Landscaping
     61540 Soils, Pesticides, Fertilizer
     61550 Irrigation/Water Management
     61560 Other Plant Sciences
```

```
Animal Sciences
      61610 Zoology
      61620 Veterinary Technologies/Animal Health
     61630 Cattle Technologies (Beef and Dairy)
     61640 Poultry and Eggs Technologies
     61650 Swine Technologies
     61660 Equine Studies/Horse Husbandry
     61670 Other Animal Sciences
           Other Agricultural Technologies N.E.C.
   61700
 63000
         Primary Industries (excluding Agriculture)
   63100
           Forestry Technologies
   63200
           Mining Technologies
     63210 Geogology and Prospecting
     63220 Drilling and Extractive Technologies
   63300
           Fishing Technologies
     63310 Fish Farming
     63320 Fishing
   63400
           Hunting and Trapping
   63500
           Petroleum Resources Technology
   63600
           Other Primary Industries N.E.C.
 65000
         Resource Processing Technologies
  65100
           Forest Products Processing
    65110 Pulp and Paper Technology
    65120 Wood Products Processing
         Metal Processing
    65210 Iron and Steel
    65220 Processing of Other Metals
  65300
          Petroleum Refining Technologies
    400 Food Processing Technologies
65410 Marine Products Processing
  65400
    65420 Meat Processing
    65430 Poultry & Egg Processing
    65440 Dairy Products Processing
    65450 Fruit and Vegetables Processing
    65460 Other Food Processing
  65500
          Other Resource Processing
        Environmental and Conservation Technologies
67000
          Environmental Control/Protection Technologies
  67100
  67200
          Land Resources Technologies
          Wildlife and Forest Conservation Technologies
 67300
 67400
          Water Science Technologies
 67500
          Air Purification Technologies
         Other Environmental and Conservation Technologies N.E.C.
 67600
```

```
70000
        Social Sciences and Services
 71000
          Protection and Correction Services
    71100
            Correctional Technologies
            Para-legal Technologies/Legal Studies/Legal Asst.
    71200
    71300
            Police Technologies/Criminology
            Protection Technologies
    71400
      71410 Fire
     71420 Security
     71430 Safety
            Other Protection and Correction Technologies
   71500
 72000
         Social Services
   72100
            Child Care Services
   72200
            Youth Services
   72300
            Gerontology
   72400
            Care of the Disabled
           Social Services/Welfare Technologies
   72600
   72700
           Domestic Science and Related
   72800
           Community Planning/Urban Design
   72900
           Other Social Services
73000
         Recreation and Sport
           Recreation Leadership/Leisure Services
  73100
   73200
           Physical Education Instruction
   73300
           Travel and Tourism
    73310 Guiding
    73320 Travel Counsellor/Agent
    73330 Ticket Agents
    73340 Parks/Forest/Wildlife Recreation
  73400
           Other Recreation and Sport Technologies
74000
        Educational and Counselling Services
  74100
          Counselling Services Technologies
    74110 Counsellor - Addiction
74120 Counsellor - Handicapped
74130 Counsellor - Marriage/Family
    74140 Counsellor – Financíal
    74150 Counsellor - Labour
74160 Counsellor - Education/Career/Vocational
    74170 Other Counselling Services
  74200
         Educational Services
    74210 Education - Early Childhood
    74220 Education - Handicapped
   74230 Teachers Aide/Educational Support
    74240 Industrial Arts Education
    74250 Adult Education
    74260 Teacher Training
   74270 Supervisory Training for on-the-job instruction
         Other Educational and Counselling Services
```

```
75000
           Personal Development
    75100
             Orientation Courses
    75200
            Communications Skills Development
    75300
             Life Skills
    75400
            Occupational Skills Development
    75500
            Other Personal Development Courses
  76000
          Social Sciences
    76100
            Anthropology
    76200
            Archeology
    76300
            Economics
    76400
            Geography
    76500
            Political Science
            Psychology
    76600
    76700
            Sociology
    76900
            Other Social Sciences
80000
        Business and Commerce
  81000
          Secretarial Science
    81100
            Secretary - General
Secretary - Legal
      81210 Legal Secretary/Law Crlerk
     81220 Court Reporting
    81300
            Secretary - Medical
     81310 Health Records Technology
     81320 Medical Secretary
   81400
            Business Machine Operations
     81410 Word Processing
     81420 Other Business Machine Operation
            Secretary - Accounting, Bookkeeping
   81500
            Switchboard Operator/Receptionist
   81600
   81700
           Bank Teller
   81800
            Other Secretarial/Clerical
 82000
         Management and Administration
           Management and Administration - Business and Commerce
   82100
   82200
           Financial Management
     82210 Accounting
     82220 Investment Management
     82230 Assessment/Appraisal
     82240 Property Management
     82250 Banking
     82260 Other Financial Management
           Industrial Management
   82300
   82400
           Institution Management
     82410 Health-care Facilities Management
     82420 Hotel/Restaurant/Resort Management
```

82430 Other Institutional Management

```
82500
               Public Administration
               Personnel Administration
    82600
               Manufacturing Management/Administration
    82700
    82800
               Transportation Management
    82900
               Other Management and Administration N.E.C.
  83000
          Merchandising and Sales
    83100
              Marketing
    83200
               Insurance/Securities Sales
              Real Estate
    83300
    83400
              Retail Sales
    83500
              Other Merchandising and Sales
  84000
          Service Industry Technologies
    84100
              Food Services
              Food Preparation
      84110
        84111 Baking
        84112 Cooking
        84113 Food Preparation - Other
      84120
              Food Serving
    84200
              Home Economics
    84300
              Laundry and Dry Cleaning
    84400
              Hospitality and Tourism Services
    84500
              Building Custodian
    84900
              Other Service Industries
90000
        Other
```

91000 Miscellaneous 92000 Unknown