

MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
ACCOUNTING – A.S. Degree

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Accountants and auditors help to ensure that the Nation's firms are run efficiently, its public records kept accurately, and its taxes paid properly and on time. They analyze and communicate financial information for various entities such as companies, individual clients, and government. Beyond carrying out the fundamental tasks of the occupation- preparing, analyzing, and verifying financial documents in order to provide information to clients- many accountants also offer budget analysis, financial and investment planning, information technology consulting, and limited legal services. Specific job duties vary widely among the four major fields of accounting and auditing: <i>public, management, government accounting, and internal auditing.</i></p> <p><i>Public accountants</i> perform a broad range of accounting, auditing, tax, and consulting activities for their clients, which may be corporations, governments, nonprofit organizations, or individuals. Some public accountants specialize in <i>forensic accounting</i>- investigating and interpreting white-collar crimes such as securities fraud and embezzlement, bankruptcies and contract disputes, and other complex and possibly criminal financial transactions.</p> <p><i>Management accountants</i>- also called cost, managerial, industrial, corporate, or private accountants- record and analyze the financial information of the companies for which they work. Among their other responsibilities are budgeting, performance evaluation, cost management, and asset management.</p>	<p>Employment of accountants and auditors is expected to grow by 18 percent between 2006 and 2016, which is faster than the average for all occupations.</p>	<p align="center">+ 18 %</p>	

<p><i>Government accountants and auditors</i> work in the public sector, maintaining and examining the records of government agencies and auditing private businesses and individuals whose activities are subject to government regulations or taxation. Accountants employed by Federal, State, and local governments ensure that revenues are received and expenditures are made in accordance with laws and regulations.</p>			
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MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT

BUSINESS ADMINISTRATION / INFORMATION SYSTEMS TECHNOLOGY – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Employment of computer support specialists is expected to increase by 13 percent from 2006 to 2016, which is about as fast as the average for all occupations. Demand for these workers will result as organizations and individuals continue to adopt increasingly sophisticated technology.</p>	<p>Job growth among computer support specialist reflects the rapid evolution of technology. As computers and software become more complex, support specialists will be needed to provide technical assistance to customers and other users. The adoption of new mobile technologies, such as the wireless Internet will continue to create a need for these workers to familiarize and educate computer users.</p> <p>Consulting jobs for computer support specialists also should continue to increase as businesses seek help managing, upgrading, and customizing even more complex computer systems.</p>	<p>+ 13%</p>	

MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
BUSINESS ADMINISTRATION / MARKETING – A.S.
AND
BUSINESS ADMINISTRATION / MANAGEMENT – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Advertising, marketing, promotions, public relations, and sales managers coordinate their companies' market research, marketing strategy, sales, advertising, promotion, pricing, product development, and public relation activities.</p>	<p>Employment of advertising, marketing, promotion, public relations, and sales managers is expected to increase by 12 percent through 2016- about as fast as the average for all occupations. Job growth will be spurred by intense domestic and global competition in products and services offered to consumers and increasing activity in television, radio, and outdoor advertising. Projected employment growth varies by industry. College graduates with related experience, a high level of creativity, strong communication skills, and computer skills should have the best job opportunities.</p>	<p>+ 12 %</p>	

MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
DENTAL HYGIENE – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Dental hygienists remove soft and hard deposits from teeth, teach patients how to practice good oral hygiene, and provide other preventive dental care. They examine patients' teeth and gums, recording the presence of diseases or abnormalities. Dental hygienists use an assortment of different tools to complete their tasks. Hand and rotary instruments and ultrasonic devices are used to clean and polish teeth, including removing calculus, stains, and plaque. Hygienists use x-ray machines to take dental pictures, and sometimes develop the film. They may use models of teeth to explain oral hygiene, perform root planning as a periodontal therapy, or apply cavity-preventative agents such as fluorides and pit and fissure sealants. In some States, hygienists are allowed to administer anesthetics, while in others they administer local anesthetics using syringes. Some States also allow hygienists to place and carve filling materials, temporary fillings, and periodontal dressings; remove sutures; and smooth and polish metal restorations. Dental hygienists also help patients develop and maintain good oral health. For example, they may explain the relationship between diet and oral health or inform patients how to select toothbrushes and show them how to brush and floss their teeth.</p>	<p>Dental hygienists rank among the fastest growing occupations, and job prospects are expected to remain excellent.</p> <p>Employment change. Employment of dental hygienists is expected to grow 30 percent through 2016, much faster than the average for all occupations. This projected growth ranks dental hygienists among the fastest growing occupations, in response to increasing demand for dental care and the greater use of hygienists.</p> <p>The demand for dental services will grow because of population growth, older people increasingly retaining more teeth, and a growing focus on preventative dental care. To meet this demand, facilities that provide dental care, particularly dentists' offices, will increasingly employ dental hygienists, and more hygienists per office, to perform services that have been performed by dentists in the past.</p>	<p align="center">+ 30%</p>	<p align="center">2010 – 100%</p>

MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
EARLY CHILDHOOD EDUCATION – A.A.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p><i>Preschool, kindergarten, and elementary school teachers</i> play a vital role in the development of children. What children learn and experience during their early years can shape their views of themselves and the world and can affect their later success or failure in school, work, and their personal lives. Preschool, kindergarten, and elementary school teachers introduce children to mathematics, language, science, and social studies. They use games, music, artwork, films, books, computers, and other tools to teach basic skills. Preschool children learn mainly through play and interactive activities. <i>Preschool teachers</i> capitalize on children’s play to further language and vocabulary development (using storytelling, rhyming games, and acting games), improve social skills (having the children work together to build a neighborhood in a sandbox), and introduce scientific and mathematical concepts (showing the children how to balance and count blocks when building a bridge or how to mix colors when painting). Thus a less structured approach, including small-group lessons, one-on-one instruction, and learning through creative activities such as art, dance, and music, is adopted to teach preschool children. Play and hands-on teaching also are used by <i>kindergarten teachers</i>, but academics begin to take priority in kindergarten classrooms. Letter recognition, phonics, numbers, and</p>	<p style="text-align: center;">Preschool and kindergarten teachers</p>	<p style="text-align: center;">+ 23%</p>	

awareness of nature and science, introduced at the preschool level, are taught primarily in kindergarten.

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MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
EXPANDED FUNCTIONS DENTAL ASSISTING – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Dental assistants work closely with, and under the supervision of, dentists. Assistants perform a variety of patient care, office, and laboratory duties. Dental assistants should not be confused with dental hygienists, who are licensed to perform different clinical tasks. Dental assistants sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain patients' dental records. Assistants make patients as comfortable as possible in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. They hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. They also instruct patients on postoperative and general oral health care. Dental assistants may prepare materials for impressions and restorations; take dental x-rays, and process x-ray film as directed by a dentist. They also may remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place rubber dams on the teeth to isolate them for individual treatment. Some States are expanding dental assistants' duties to include tasks such as coronal polishing and restorative dentistry functions for those assistants that meet</p>	<p>Employment is expected to increase much faster than average; job prospects are expected to be excellent.</p> <p>Employment change. Employment is expected to grown 29 percent from 2006 to 2016, which is much faster than the average for all occupations.</p> <p>In fact, dental assistants and expanded functions dental assistants are expected to be among the fastest growing occupations over the 2006-2016 projection period.</p>	<p align="center">+ 29%</p>	<p align="center">2010- 100%</p>

<p>specific training and experience requirements. Dental assistants with laboratory duties make casts of the teeth and mouth from impressions, clean and polish removable appliances, and make temporary crowns. Those with office duties schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, and order dental supplies and materials.</p>			
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MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
PARALEGAL – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>While lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. In fact, paralegals- also called legal assistants- are continuing to assume a growing range of tasks in legal offices and perform many of the same tasks as lawyers. One of a paralegal’s most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals might investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. After they analyze and organize the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled. If attorneys decide to file lawsuits on behalf of clients, paralegals may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. Paralegals also organize and track files of all important case documents and make them available and easily accessible to attorneys. In addition to this preparatory work, paralegals perform a number of other functions. For example, they help draft contracts, mortgages, and separation agreements. They also may assist in preparing tax returns, establishing trust funds, and planning estates. Some paralegals</p>	<p>Despite projected rapid employment growth, competition for jobs is expected to continue as many people seek to go into this profession; experienced, formally trained paralegals should have the best employment opportunities.</p> <p>Employment change. Employment of paralegals and legal assistants is projected to grow 22 percent between 2006 and 2016, much faster than the average for all occupations.</p> <p>Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks once done by lawyers.</p>	<p style="text-align: center;">+ 22%</p> <p style="text-align: center;">--</p>	<p style="text-align: center;">2010- 70% and 20% transferred to continue B.S. degree</p>

coordinate the activities of other law office employees and maintain financial office records. Computer software packages and the Internet are used to search legal literature stored in computer databases.

MANOR COLLEGE
Jenkintown, Pennsylvania

GAINFUL EMPLOYMENT
VETERINARY TECHNOLOGY – A.S.

*Information obtained from the Occupational Outlook Handbook 2008-2009 Edition; January 2008, U.S. Department of Labor

*Nature of Work	*Job Outlook	*Employment % 2006 - 2016	Employment % Manor Graduates
<p>Veterinary technologists and technicians typically conduct clinical work in a private practice under the supervision of a licensed veterinarian. They often perform various medical tests and treat and diagnose medical conditions and diseases in animals. For example, they may perform laboratory tests such as urinalysis and blood counts, assist with dental prophylaxis, prepare tissue samples, take blood samples, or assist veterinarians in a variety of tests and analyses in which they often use various items of medical equipment, such as test tubes and diagnostic equipment. While most of these duties are performed in a laboratory setting, many are not. For example, some veterinary technicians obtain and record patients' case histories, expose and develop x-rays and radiographs, and provide specialized nursing care. In addition, experienced veterinary technicians may discuss a pet's condition with its owners and train new clinic personnel. Veterinary technologists and technicians assisting small-animal practitioners usually care for companion animals, such as cats and dogs, but can perform a variety of duties with mice, rats, sheep, pigs, cattle, monkeys, birds, fish, and frogs. Very few veterinary technologists work in mixed animal practices where</p>	<p>Employment of veterinary technologists and technicians is expected to grow 41 percent over the 2006-2016 projection period, which is much faster than the average for all occupations. Pet owners are becoming more affluent and more willing to pay for advanced veterinary care because many of them consider their pet to be part of the family. This growing affluence and view of pets will continue to increase the demand for veterinary care.</p> <p>The availability of advanced veterinary services, such as preventive dental care and surgical procedures, also will provide opportunities for workers specializing in those areas as they will be needed to assist licensed veterinarians.</p> <p>The number of 2-year programs has recently grown to 131, but due to small class sizes, fewer than 3,000 graduates are anticipated</p>	<p align="center">+ 41%</p>	<p align="center">2010 – 90%</p>

<p>they care for both small companion animals and larger, nondomestic animals. Besides working in private clinics and animal hospitals, veterinary technologists and technicians may work in research facilities, where they administer medications orally or topically, prepare samples for laboratory examinations, and record information on animal's genealogy, diet, weight, medications, food intake, and clinical signs of pain and distress. Some may sterilize laboratory and surgical equipment and provide routine post-operative care. At research facilities, veterinary technologists typically work under the guidance of veterinarians or physicians. Some veterinary technologists vaccinate newly admitted animals and occasionally may have to euthanize seriously ill, severely injured, or unwanted animals.</p> <p>Training, Other Qualifications, and Advancement. A 2-year program for veterinary technicians and a 4-year program for veterinary technologists. About 16 colleges offer veterinary technology programs that are longer and that culminate in a 4-year bachelor's degree in veterinary technology. These 4-year colleges, in addition to some vocational schools, also offer 2-year programs in laboratory animal science.</p> <p>Licensure and certification. Each State regulates veterinary technicians and technologists differently; however, all States require them to pass a credentialing exam following coursework.</p>	<p>each year, which is not expected to meet demand.</p>		
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