
CAREERS THAT DO NOT REQUIRE PURE OR APPLIED MATH

The career options are categorized according to Post-Secondary Institutions and their individual faculties.

These faculties do not require **ANY** math pre-requisites for admission.



NOTE: Although this document was accurate at the time of print (April 15th, 2011), it is advised that you contact the Post-Secondary Institutes' Admissions directly to confirm their Math/course pre-requisites.

Left Brain vs Right Brain

Have you ever wondered why some people seem to understand Math easier than others? The answer may lie with which part of our brains we subconsciously use. Many recent theories suggest that although we all use both sides of our brains, we may process information differently because some people are right-brained dominant or left-brained dominant. This does not suggest that a right-brained person could not do left-brain tasks. It just means they may have to work at it a little harder on some skills/problems/tasks.

Generally Speaking...

People who tend to naturally use the right brain hemisphere excel at English and History because they tend to be deep thinkers who are skilled in seeing the big picture and express their emotions easily.

People who tend to naturally use the left brain hemisphere excel at Math and Science because they enjoy analyzing theoretical information and instinctively process information sequentially.

Who Should Use This Document?

This document is intended to be a quick overview of careers that do not require a Math background beyond Math 24. By no means should you consider this document to be an exhaustive list of careers that do not require Math. Nor is it an endorsement for any one to choose a career based solely on Post-Secondary course pre-requisites.

Source Of Career Profiles

The career profiles for this document have been directly sourced from the Post - Secondary Institutes' Admissions web sites or www.alis.gov.ab.ca/occinfo & www.nextsteps.org.

Do Not Let Math Stand In Your Way

If you truly wish to be a Paramedic or Engineer, but currently lack the Math credentials, you should consider finding a way to upgrade your Math in order to pursue your dream. If you require information on what your Math upgrading options are, see a Student Advisor, Career Practitioner or Guidance Counsellor for advice.

Alternative Career Paths

It may take a little imagination and a lot of research, but it is possible to find a career that you will enjoy that does not require a Pure or Applied Math 30 background. In fact, many career tracks such as Management do not necessarily require a formal education. For instance, a position as a Retail Sales Clerk could lead to an Assistant Manager role. An Assistant Manager role could then lead to Manager and in turn could lead to a District Sales Representative. If you do not want to remain in the retail sector, you could then transfer these management skills into any other industry you wish. All without ever taking Math 30!

Good luck on your career pursuits!

The University of Calgary

Depending on your choice of Related Degree, the following represents careers that a Bachelor of Arts Degree student might consider.

Bachelor of Arts & Related Degrees (4-Year Degree)

You can enter the Bachelor of Arts without having Pure Math 30, except for Archaeology, Economics, Geography and Psychology.

Copy Editor

Copy editors write headlines, do layout work, and edit written text to make it concise and readable. In general they correct errors in spelling, grammar, punctuation and style, check for legality, good taste, accuracy, fairness and balance in each story.

International Relations

The study of International Relations focuses on cross-border interactions between various groups in the world and how those interactions affect people, states, regions and the global community. Specializations include: International Political Economy, Security and Strategy, International Institutions and Governance, and focus on a particular region, including North America, Latin America, Middle East and North Africa, Asia/Pacific, Western Europe or Africa.

Areas of employment could include: International Relations Officer, International Recruitment Assistant, International Relations Officer, Foreign Services Officer, Humanitarian Issues Coordinator

Interpreting/Translating

Interpreters may translate during pauses in a monologue (i.e. provide consecutive interpretation services) or interpret immediately as the words are spoken (i.e. provide simultaneous interpretation services via headphones) at conferences and meetings.

Journalist

Journalists research and verify information from meetings, conferences, court hearings, artistic performances, sporting events and press statements. They interview, in person or by telephone, individuals involved in news events, witnesses, knowledgeable people and others whose activities are of public interest. They translate complex issues into concise, informative articles, as assigned by the editors or find stories on their own initiative.

Labour Relations Negotiator

Labour Relations negotiators interpret and negotiate collective agreements. They also mediate labour relations disputes on employee benefit plans (e.g. group life insurance, sickness and accident benefits, health insurance, holidays and retirement pension plans).

Guide/ Heritage Interpreter

Heritage interpreters may work indoors in museums or galleries, or outdoors at historical or heritage sites. They may spend much of their time on their feet. A costume or uniform often is required. They spend much of their time researching information relevant to the museum, gallery, exhibit or historical site. Heritage interpreters make information interesting and meaningful to visitors by acting as a fictional character, providing orientations and general information. They may also prepare brochures, write newspaper articles and assist with exhibit or display development.

Historical Researcher

Historical researchers attempt to reconstruct and interpret the past by studying and analyzing original documents such as correspondence, diaries, newspaper files, oral history tapes, photographs, artifacts and other physical evidence. They research and prepare manuscripts in support of public programming and the development of exhibits at historic sites, museums, libraries and archives.

Career Consultant/Recruitment Specialist

Career Counsellors work with clients individually or in groups helping people develop a better appreciation of their unique characteristics and how those characteristics relate to career choices. They use various assessment tools to help clients identify their interests, values, beliefs, lifestyle preferences, aptitudes and abilities, and relate them to the world of work. They help clients identify educational requirements and develop training plans on an individual basis or in group workshops.

Fundraising Specialist

Fundraisers often work in conjunction with volunteer committees, fund development professionals and are involved in a broad range of programs to raise awareness of and support for charities and other not-for-profit organizations. They may be responsible for raising money for current needs (programs, services, operating budgets and capital needs) as well as building endowment funds to secure long range and future funding recruiting and orienting volunteers. They spend much of their time preparing proposals and grant applications, and making presentations to service organizations, corporations, foundations and other community groups and individuals to solicit donations.

Volunteer Coordinator

Volunteer coordinators plan volunteer programs and identify opportunities for volunteer involvement in not-for-profit and public sector organizations. They write role descriptions, design orientation programs and recruit, interview, select and orient volunteers. Much of the work involves supporting volunteers in their duties and helping staff members and volunteers work together co-operatively.

Event Coordinator

Event Coordinators identify the objectives of the event and determine the requirements that must be met to accomplish those objectives (for example, facilities and services). They meet with trade and professional associations and other groups to promote conference, convention and trade show services and research potential sponsors. They are also in charge of co-coordinating services (for example, accommodation and transportation for participants, catering, signage, displays, translation services, audiovisual equipment, printing, security) and deal with any problems that arise.

Faculty of Fine Arts (4-Year Degree)

Although Pure Math 30 is not a prerequisite for the Faculty of Fine Arts, you will be required to audition and/or provide a portfolio for the Bachelor of Music and BA Dance program.

Photojournalist

Photojournalists take pictures of events, people, places and objects for newspapers and magazines. They must be able to recognize a scene or event as important or unusual, and act quickly. Writing may be part of a photojournalist's assignment. Magazines and newspapers sometimes buy a "picture story" which includes both the pictures and a written narrative.

Dancer

Most dancers in professional dance companies work in classical or contemporary ballet, modern dance or jazz. However, there are also professional ballroom and country and western dance duos and a limited number of professional tap, folk and ethnic dance companies.

Costume Designer

Designers read and analyze scripts, consult with the director and other designers (set designer, lighting designer, make-up artist) on the production team to develop design concepts. They also research to flesh out design concepts (e.g. geographical setting, time period, characters and their relationships and actions), produce drawings and colour renderings of costumes.

The University of Calgary (continued)

Actor

Actors spend a considerable amount of time building a network of contacts (agents, casting directors, producers) in the entertainment industry. They audition for roles, spend hours researching, studying, rehearsing and learning lines and cues, work closely with directors, other actors and, sometimes, playwrights to find the interpretation they think is most suited to the role.

Musician

Instrumental musicians usually specialize in playing one instrument or type of instrument. They play almost every day, practicing on their own or in rehearsals with other musicians, or in live performances or recording sessions. Popular musicians work with other performers, booking agents, promoters, music publishers, producers, recording directors, songwriters, club owners and radio announcers.

Art Critic

Critics review all facets of the arts and entertainment field: plays, films, books, operas, art exhibits, dance productions, musical recordings, concerts and nightclub acts. In general, they attend performances or exhibits or preview books or recordings, summarize the theme or story, and critique the quality of the performance or artistic work based on their judgment, experience and knowledge.

Art Gallery Curator

Most curators specialize in human history artifacts, natural history specimens, art objects or cultural heritage. In general, Curators initiate and supervise collection development and research by studying the subject area(s) of the museum's collections and locating suitable objects in the community or through field work (for example, archaeological excavations) or through other museums, private collectors, artists and dealers.

Illustrator

Most illustrators specialize in a particular field and/or style of drawing which include the following:

Advertising illustrators work on storyboards for commercials and create illustrations for print advertisements, labels and packaging.

Book illustrators create illustrations that convey the spirit of a story and expand on it.

Editorial illustrators create images that support and help communicate the main ideas of articles in newspapers and magazines.

Illustrators employed by television studios create storyboards and/or courtroom sketches for news broadcasts.

Fashion illustrators sketch models in different poses to emphasize clothing and accessories. They must be familiar with the latest trends in hair, makeup and clothing, and usually work closely with fashion designers or art directors.

Technical illustrators are employed in a broad range of industrial specialties. For example, they may draw enlarged views of machinery parts for operating manuals, create wildlife illustrations, or draw commercial and residential buildings from structural information provided by blueprints. They spend a lot of time researching the products or subjects they draw, and often work closely with engineers or scientists.

**For a more comprehensive list of Fine Arts careers, go to
ACAD's Bachelor of Fine Arts program.**

The University of Calgary (continued)

Faculty of Social Work (Requires Previous University Study)

Complete 1-full year of University studies in either the *Bachelor of Arts* or *Bachelor of Fine Arts* program or complete a 2 year Social Work Diploma at Mount Royal University, then apply to the Faculty of Social Work at the U of C.

Social workers help individuals, families, groups, communities and organizations develop the skills and resources they need to enhance their social functioning and social environments.

Areas of employment include:

Family counseling agencies providing assessment, counselling and referral services to individuals and their families in such areas as parenting and marriage counselling

Health care teams in hospitals or mental health working with parents and family members to overcome emotional, behavioral, social and financial difficulties

Correctional services working with youth and adult offenders

The educational system providing counselling and consultation services for students, parents and teachers

Government social services departments delivering social policy and advocacy programs, including income support programs, child protection programs, childcare programs and foster care programs

Employment assistance programs and private agencies providing employment-related assessment, counselling, treatment and referral services

Areas of employment include: Addictions Counsellor, Family Counsellor, Crisis Intervention Worker or Mental Health Worker, Labour Relations Specialist, Family Court Advisor or Child Welfare Generalist.

Faculty of Education (Two-Year After Degree Program)

Complete a 4-year Bachelor of Arts Degree or Fine Arts Degree and then apply for the 2 year Bachelor of Education Elementary route.

Elementary School Teacher

Teachers identify student's individual and collective learning needs, plan and deliver instruction based on student learning needs. They provide a stimulating learning environment in which each student can experience growth and develop to his or her potential, help students learn appropriate knowledge, skills and attitudes.

Faculty of Education (Five-Year Concurrent Program)

Beginning in Fall 2011, students can apply directly to a five year concurrent program, completing both a Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, or Bachelor of Kinesiology and a Bachelor of Education.

Students without Pure Math 30 can apply to either the Faculty of Arts or Faculty of Fine Arts and declare that they are pursuing the Education Combined Degree. They will spend the first two years in their declared Arts Major of choice, then spend one year in Education, then go back to their Arts Major for one more year and, in their fifth and final year, finish in the Faculty of Education.

Please note in order to teach some courses such as Math and Science at a secondary level (Junior/Senior High), you may require Pure Math 30 as a pre-requisite.

The University of Calgary (continued)

Faculty of Environmental Design (After Degree)

Complete a 4-year Bachelor of Arts Degree or Fine Arts Degree first with a minimum 3.00 Grade Point Average (GPA) in your last two years of study.

Note: Applicants are advised to use opportunities within their baccalaureate studies to develop knowledge in design, the humanities, social sciences, arts, biological and physical sciences, and skills in design and graphics.

Urban Planner

Urban, regional and park planners study the social, economic, political and physical conditions of urban and rural communities, and develop plans for the overall management of specific land/regions. They also prepare statutory/community plans and guide community development.

Park Planners

Park planners specialize in the overall planning, design and establishment of parks and natural areas. In general, they co-ordinate plans to preserve the natural features of parks and wilderness areas while allowing visitors to enjoy the outdoor experience. Park planners also undertake studies concerning the total recreational use of parks (type of facilities, research management, education and interpretation, and operation).

Faculty of Law (Three Year After Degree)

Complete a 4-year Bachelor of Arts Degree or Fine Arts Degree first. Then write your Law School Admission Test (SAT).

Lawyer

Lawyers study and interpret points of law to advise clients of their rights and legal obligations, and represent client interests in legal transactions and proceedings. There are two main types of legal practice:

Barristers (court work practitioners) handle criminal and civil law suits. Criminal law involves breaches of the Criminal Code of Canada (e.g. arson, theft, murder) or violations of other statutes (e.g. the *Controlled Drug and Substances Act*). Civil cases involve non-criminal actions and are often settled out of court. For example, civil cases include: personal injury law suits, family and divorce actions, contract lawsuits, employment and labour disputes, estates.

Solicitors (office work lawyers) deal with those areas, which generally do not require courtroom appearances such as real estate transactions, corporate law, commercial law, administrative law, patents, probate and administration of estates, international law and some aspects of family law. In general, solicitors act as advisors in legal transactions, draft documents and contracts, administer estates and incorporate companies.

Lawyers in private practice sometimes become senior partners in their firms. A few are appointed to the Bench or to administrative tribunals. Government legal advisors may advance to positions as department heads or diplomats, and corporate lawyers may become company executives. Lawyers also may combine their training in law with other professional training (for example, in arbitration, mediation, medicine, business, library studies or political science).

The University of Calgary provides in-depth career examples for students that graduate from each faculty. Visit “What Can I Do With My Degree?” at

www.ucalgary.ca/counselling/careerdevelopment/careerpossibilities

Mount Royal University

Bachelor of Applied Child Studies (4-Year Degree)

Child and youth care workers usually work as part of a team of social workers, psychologists, recreation therapists, foster care workers, teachers and other professionals. They help integrate the efforts of all these specialized professionals with children and adolescent youth who may be experiencing emotional and behavioral problems.

Areas of employment include: Family resource centers, early intervention and family support programs, boys and girls clubs, family day home programs, child and family support services, preschool, nursery and infant and toddler services

Bachelor of Communication Degree (4-Year Degree)

Although Pure Math 30 is not a pre-requisite for the Bachelor of Communications Degree, you will be subject to an interview and will require Social Studies 30-1 for the Journalism and Public Relations Majors).

Information Design Major

Information designers produce clear, concise and visually attractive materials, enhancing how people read, understand and use information.

Information Designers use their writing and analytical skills to transform unstructured ideas into concrete, meaningful information.

Graphic Designers use their creativity to develop innovative graphic design, adding to the attractiveness and readability of print and digital materials.

Technical Writers translate a sea of complex information into a variety of print and digital formats, including web-based applications, print manuals, and multimedia materials.

Areas of employment include: *Web designer/content coordinator, Layout Production Coordinator and Design/Publishing Assistant*

Journalism Major

Journalists are creative, insightful, and interested in their community and the events and issues that shape their world. They research and verify information from meetings, conferences, court hearings, artistic performances, sporting events and press statements. They interview, in person or by telephone, individuals involved in news events, witnesses, knowledgeable people and others whose activities are of public interest.

Areas of employment include: Reporter, Writer, Editor/Copy Editor, Photographer, Producer, Assignment Editor, TV and Web Reporter

Public Relations Major

Public relations representatives create and maintain public awareness of their organizations' policies and actions. They also facilitate communications within the organization between employees and management. Public relations specialists also develop comprehensive communications programs that include news/media releases, brochures, advertisements, articles, newsletters and websites.

Areas of employment include: Public relations Coordinator, Media Relations Director, Community Relations Officer, Special Events Coordinator, Publicity Officer, Corporate Communications Coordinator

Mount Royal University (continued)

Bachelor of Applied Ecotourism and Outdoor Leadership (4-Year Degree)

This program prepares you to work in the broad field of Ecotourism, Adventure Tourism and Outdoor Pursuits rather than a specific job in this field. In order to participate, you be physically active and healthy.

General areas of employment may include:

Outdoor adventure business manager, tour operation and guiding, eco and adventure tourism planning and management, parks patroller, government parks and recreational facilities and conservationist

Specific areas of employment may include:

Mountain guides organize and conduct climbing, hiking and skiing expeditions in the mountains. They are responsible for planning expeditions and instructional sessions that are appropriate for client skill and ability levels. Mountain guides may also teach skills to skiers, climbers and mountaineers. They may also specialize in skiing, rock climbing, alpine climbing, hiking or instructing on climbing structures.

White-water rafting guides lead groups of people on rafting trips through scenic stretches of river and white-water rapids. In general, they are responsible for planning expeditions, assembling supplies and equipment prior to departure, instructing clients on safe rafting procedures, and preparing base camps for longer expeditions.

Broadcasting Diploma (2-Year Diploma)

This program requires **Social Studies 30-1** and an interview for admission.

Broadcasters are out-going, imaginative and self-motivated and thrive in a diverse/fast-paced environment. Broadcast reporters, sometimes called newscasters on radio or television, often report "live" from the scene of a news event, composing their story on the spot. They may also obtain video footage of current news events, conduct interviews, write and edit their own reports, and assist in directing camera operators.

Radio Disc Jockey, broadcasting the latest music, announcing news and sports highlights and providing commentary about the music scene.

Television Producer, creating documentaries and independent projects or commercials and public service announcements, or writing and editing news program scripts.

Audio or Video Technician, part of the team on a television mobile unit, covering live major sporting events.

Areas of employment include: Commercial Writer/Producer, Production Assistant, Current Affairs Researcher, Reporter, Announcer, Technician, Sales and Marketing

Child and Youth Care Counsellor Diploma (2-Year Diploma)

(Note: This program requires you to be 19 years of age or older for admission)

Child and youth care workers often work as part of a team of social workers, psychologists, recreation therapists, foster care workers, teachers and other professionals. They help integrate the efforts of all these specialized professionals with children, youth and families who may be experiencing emotional or behavioral challenges.

In general, Child and Youth Care Counsellors implement strategies such as planned daily activities, coordinated treatment interventions, structured environments, and organized recreational and social activities. They also help youth identify personal strengths and resources for positive change and help develop and maintain individual and group treatment programs.

Mount Royal University (continued)

Open Studies

There are no specific course requirements to apply for Open Studies

Open Studies does not lead directly to a career, but may be a useful starting point for some students who want to sample courses to help them decide which career path that fits their future.

- Open Studies is designed for individuals **who are undecided about their Post-Secondary goals**, or who need to pick up High School courses to gain admission to a program. Note these upgrading courses do not provide High School credits towards your High School transcripts and they may not be transferable to all Post-Secondary Institutes across Canada.
- Although you are able to enroll in up to five courses per semester – using any combination of credit and upgrading courses you like - your course choices are limited and you may still be required to upgrade your math to meet the requirements of the Degree or Diploma you eventually pursue.

Social Work Diploma (2-Year Diploma)

(Note: This Diploma is transferable to U of C's Bachelor of Social Work)

Social workers help individuals, families, groups, communities and organizations develop the skills and resources they need to enhance their social functioning and social environments.

See the University of Calgary's *Faculty of Social Work* for details on employability options

Funeral Director & Embalmer Extension Certificate

(Continuing Education 1800 Hours)

Funeral directors co-ordinate the work involved in bringing the deceased to the funeral home and making all the necessary arrangements for a funeral service. They provide information about funeral service options and arrange funeral services according to the wishes of the clients. They also work directly with bereaved families assisting them with immediate legal, social and emotional concerns.

Note: Although they are not prerequisites (except for an age requirement of 21 years), completing both Biology 30 and Chemistry 30 is strongly recommended.

Massage Therapy Extension Certificate

(Continuing Education 2200 Hours)

(Note: There may be an age requirement of 21 year of age in order to apply)

Massage therapists assess the soft tissue and joints of the body and administer massage treatments to relieve pain and symptoms of stress. They administer appropriate massage treatments including soft tissue manipulation, relaxation techniques, stretching techniques and finger/hand pressure to specific points on the body. Massage therapists work in a variety of settings such as clinics, spas, cruise lines and hospitals.

Reflexology Extension Certificate (part-time studies)

(Continuing Education 315 Hours)

Reflexologists apply varying degrees of finger pressure to specific points and areas on clients' bodies, usually their feet or hands, to improve health and well-being. Reflexology is based on the idea that stimulating reflexes in the feet, hands, ears, face and scalp affects the functioning of other parts of the body. The reflexologist's goal is to help the body achieve optimum health by removing blockages to normal body function and self-healing.

Administrative Information Management Diploma (2-Year Diploma)

This is a unique specialized program in the School of Business that provides a mix of business theory courses and hands-on computer applications training. Graduates have a learn how to gather, analyze and present various types of business information.

Graduates work as office managers, project assistants, accounting assistants, office administrators, software coordinators, executive assistants, administrative assistants, and document design specialists.

Radio, Television and Broadcast News Diploma (2-Year Diploma)

This course is divided into three major categories:

Broadcast news provides comprehensive hands-on training in a realistic newsroom environment. You learn how to research, write, edit, and report news, sports and weather for both radio and television.

Radio allows you to progress from audio basics to advanced multi-track production, and they gain valuable experience by helping operate SAIT's campus radio station. They take on every role in rotation, from production supervisor to on-air host.

Television students learn the fundamentals of writing, production and technical operations by participating in newscasts, sports coverage, variety shows, commercials and public service announcements. All students work with professional-quality audio and video equipment.

Journalism Diploma (2-Year Diploma)

The Journalism program involves writing, taking, selecting and editing of photos, as well as designing newspaper and magazine pages. While writing is the core subject, students also learn digital photography, advertising, public relations, publication design, printing and publishing techniques. In general, Journalists research and verify information from meetings, conferences, court hearings, artistic performances, sporting events and press statements. They interview, in person or by telephone, individuals involved in news events, witnesses, knowledgeable people and others whose activities are of public interest.

Areas of employment include: Reporter, Writer, Editor/Copy Editor, Photographer, Producer, Assignment Editor, Videographer and TV Reporter

Legal Assistant Diploma (2-Year Diploma)

Paralegals do independent legal work under the general supervision of lawyers. They perform routine legal and administrative functions and assist lawyers with more complex matters. Paralegals may draft legal documents such as pleadings, wills, real estate documents, incorporation documents and draft follow up correspondence. As a Legal Assistant, you can work in any one of the following areas of law: family, corporate and commercial, real estate, criminal, credit and collections, litigation, oil and gas, legal resources, legal research, legal document preparation and wills & estates.

The Legal Assistant training can also be recognized as an asset towards becoming a **Land Titles Examiner**. A land Titles Examiner determines whether transfers, mortgages, caveats, liens etc. and other documents conform to the appropriate legislation.

SAIT (Continued)

Library Information Technology Diploma (2-Year Diploma)

Although this course does not require Math, in addition to ELA 30-1 or 30-2, you will need to present **two** of the following Grade 12 subjects: Math, Science, Social Science, Accounting, Law or a second language

Library technicians support and assist librarians by performing the technical library tasks. These tasks include collection management, cataloguing and document delivery. They also provide reference services and may manage small corporate, school or public libraries.

Areas of employment include: library technician/assistant, information specialist, cybrarian, research assistant/analyst, and records management technician. You may also work in the public and school libraries, as well as in the specialty libraries of petroleum, law, medical, geological, social services, government, or in related organizations such as records management, library wholesalers, software companies and bookstores.

New Media Production Design Diploma (2-Year Diploma)

Interactive media developers are computer specialists, who modify, integrate and test Internet applications, computer-based training software, computer games, film, video and other interactive media. They also produce interactive and computer based products such as web pages, web sites and large screen presentations. They may also package interactive content into CDs, DVDs and Internet-based applications.

Sterile Processing Technician Certificate (21-Week Certificate)

Sterile processing technicians gather, disassembles, clean, assemble, sterilize, store and distribute hospital instruments, supplies and equipment for re-use.

Their duties vary from one position to another, but in general, they sort, disassemble, clean and disinfect trays, instruments, carts, supplies and equipment. Sterile processors also perform standard tests to monitor the effectiveness of sterilization procedures, while sorting and assembling medical/surgical instruments.

Travel and Tourism (2-Year Diploma) (*Accepts Math 24 as a prerequisite*)

Travel Agents describe and sell travel destinations, products and services to clients. They are responsible for ensuring the customer receives the best available routes and schedules according to the customer's needs.

Areas of employment include: retail travel counselling, tour wholesale operations, government tourist bureaus, airlines, cruise lines and marketing positions within the travel industry.

Health Information Office Assistant (5-Month Certificate)

Health Information Office Assistants are responsible for basic billing duties, office procedures, and health information law in a client care setting. The health information office assistant will be an integral member of the health care team, supporting the professional staff in collecting, accessing, and transmitting health information in a secure environment.

ACAD

Note: Most programs with the exception of the *Media Arts and Digital Technologies* do not require Math as a prerequisite. Personal Statement essays and portfolios of recent artwork are required. You will also need to have at least a 60% average on 4 grade 12 subjects that includes ELA 30-1 or ELA 30-2 with a minimum grade of 65%.

Bachelor of Fine Arts

Majors include: Ceramics, Drawing, Fibre, Glass, Jewellery + Metals, Media Arts + Digital Technologies, Painting, Print Media and Sculpture.

The following represents a comprehensive list of careers that a Fine Arts student might consider when they graduate. For full occupational descriptions go to www.alis.gov.ab.ca/occinfo or www.nextsteps.org.

Advertising Artist, Fashion Artist/Designer, Advertising Designer, Filmmaker, Motion Picture Scenic Designer, Calligrapher, Floral Designer, Graphic Designer, Airbrush Artist, Car and Bus Card Artist, Freelance Designer, Mural Artist, Animator, Caricaturist, Furniture Designer, Museum Artist, Antiques Dealer, Cartoonist, Gallery Owner, Newspaper Artist, Architectural Model Builder, Catalog Illustrator, Gemologist, Newspaper Illustrator, CD/Record Cover Designer, Glass Blower, Newspaper Layout Artist, Art Administrator, Ceramic Artist,

Graphic Arts Technician, Photographer, Art Buyer, Cinematographer, Motion Picture Animator/Photojournalist, Art Conservator, Color Expert, Art Consultant, Greeting Card Artist, Printing Layout Artist, Art Critic, Costume and Mask Designer, Illustrator, Product Designer/Illustrator, Art Dealer, Courtroom Sketcher, Impressionist, Quick Sketch Artist, Art Director, Decorator, Interior Decorator, Sculpturist, Art Exhibition Coordinator, Internet Homepage Designer, Set Designer/Illustrator, Art Graphic Assistant, Jewelry Designer, Silhouette Artist, Art Historian, Direct Mail Layout Designer, Kitchenware Designer, Silkscreen Artist, Art Teacher, Display Artist, Label Designer, Stained Glass Artist, Urban Designer, Illustrator/Designer

Art Therapist, Display Designer, Landscape Architect, Artist Display Painter, Layout Artist, Still Photographer, Artist's Agent, Magazine Cover Artist, Textile Designer, Assistant Curator, Editorial Illustrator, Magazine Designer/Illustrator, Topographer, Auctioneer, Mannequin Decorator, Toy Designer, Audio Visual Artist/Designer, Mechanical & Production Artist, Tracer Bank Note Designer, Environmental Designer, Medical Illustrator, Trademark Designer, Billboard Artist, Etcher, Memorial Designer, Typographical Artist, Book Millinery Designer, Upholstery Fabric Designer, Book Jacket Designer, Fabric Designer

Bow Valley College

Administrative Professional Certificate (Online Course) **(Math 14 is accepted as a prerequisite)**

Administrative Professionals coordinate and maintain an effectively run office. They manage the administrative activities within an office setting including: preparation of various types of correspondence, reports and spreadsheets; maintaining files and inventories; handling inquires; scheduling appointments; and compiling and recording data. You will also be expected to have extensive knowledge of computers and electronic equipment.

Industries that employ Administrative Professionals include:

Government – municipal, provincial, and federal, Oil and gas companies, Legal agencies, Land development companies, Engineering firms, Transportation and logistic companies, Not-for-profit organizations, Banking and other financial institutions, Sales and marketing

Justice Studies Diploma (2-Year Diploma)

Correctional occupations ensure institutes/facilities are safe and secure through building relationships with offenders and youth. They also make recommendations regarding the initial placement of an offender and plan programs for the offender or youth that will aide in their rehabilitation.

Areas of employment include: Correctional Officers, Probation Officer, Youth Worker, Customs Worker

Education Assistant Certificate (1-Year Certificate)

Teacher Assistants are employed by schools, childcare centres and other educational organizations to provide support for teachers and other professionals. In a school setting, teacher assistants may work under the supervision of one teacher or several different teachers, work independently with students or in the classroom (under teacher supervision). They may also work with a particular special needs child or a group of children within a class, work as part of a multidisciplinary team and assist with playground supervision.

Areas of employment include: Educational Assistant and Behavior Support Worker

Early Learning & Childcare Certificate (1-Year Certificate)

In general, Early Childhood Educators develop and implement programs designed to meet children's social, physical, intellectual, creative, cultural and emotional needs. They build children's self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe.

Areas of employment include: Child and Youth Care Worker and Educational Assistant

Hospital Unit Clerk Certificate (24-Week Certificate – requires Math 24)

Hospital Unit Clerks play a vital role in hospital nursing units by managing the information flow. This role is very demanding and requires mental and physical stamina to be successful. Hospital Unit Clerks need to have a strong understanding about basic human needs, hospital organization, medical terminology, processing medical orders, communication skills, telephone and reception activities and basic computer skills.

Areas of employment include: Hospital Unit Clerk or Ward Clerk

Medical Office Assistant Certificate (24-Week Certificate - requires Math 24)

Medical Office Assistants support doctors and other health care professionals by performing a wide variety of clerical and administrative tasks such as scheduling appointments, word processing, bookkeeping/accounting, photocopying, filing and answering telephone calls and correspondence.

Areas of employment include: Medical Office Assistant, Administrative Assistant, Health Information Management Professional

The University Of Lethbridge

High school applicants DO NOT need Pure Mathematics for admission to any first-year program (except to the Bachelor of Nursing, Public Health & Pre-Engineering). Some U of L programs DO include courses that eventually require Mathematics 30 or Pure Mathematics 30 as prerequisites. If you do not eventually enroll in Math 0500 (Pure Math 30) while attending U of L, you will be limited to the following faculties and majors:

Bachelor of Arts (4-Year Degree)

Majors Include:

Anthropology, Archaeology and Geography (without GIS), Art, Canadian Studies, Dramatic Arts, English, French, French/German, Geography, German, History, Kinesiology, Music, Native American Studies, Philosophy, Political Science, Psychology, Recreation and Leisure Studies, Religious Studies, Sociology, Urban and Regional Studies, General Major in the Humanities, General Major in the Social Sciences

Bachelor of Fine Arts (4-Year Degree)

New Media (Portfolio & Questionnaire Required for Admission)

New Media is a relatively new program that combines digital and interactive media with traditional art, drama, and music practice and theory. It trains the artist to be capable of participating at every level of the production process—conceiving, editing, storyboarding, designing, programming, producing, promoting and publishing.

Areas of employment include: Careers in CD-ROM development, animation, film, television, web design, game design and DVD authoring.

For more thorough list of Fine Arts careers, go to ACAD'S Bachelor of Fine Arts program

Bachelor of Music (4-Year Degree)

(Audition Required for Admission)

Conductor

Orchestra and band conductors produce their own interpretations of musical works by directing performers in musical groups such as chamber orchestras, wind ensembles, concert bands, symphony orchestras, jazz bands and orchestras for ballet and opera performances.

Composer

Composers create and write a wide variety of original music (e.g. symphonies, operas, ballet scores, musical theatre scores, jazz or rock pieces). They also write music for commercial advertising and film soundtracks.

Orchestrator/Arranger

Orchestrators transcribe musical compositions into scores and assign specific passages to particular instruments to add desired variations of sound. Arrangers rewrite original musical scores in different musical styles by changing the rhythm, harmony or tempo.

Archeology & Geography Major

Areas of employment include: Archaeological Assessment Consultant; Conservator; Exhibit Director; Field Archaeologist; Historic or Cultural Resource Management; Museum Curator; Museum Technician; and Parks and National Historic Sites Interpreter, Remote Sensing Consultant and advanced digital image processor.

The University of Lethbridge provides in-depth career examples for students that graduate from each faculty. Visit "What Can I Do With A Major In...?" at www.uleth.ca/ross/ces/majors.html

Lethbridge College

Communication Arts Diploma (2-Year Diploma)

Areas of specialization include: Print Journalism, Broadcast Journalism and Advertising/Public Relations

Areas of employment include: Commercial Writer, Broadcast Radio Producer, Promoter, Advertising Layout, News Reporter, Announcer, Public Relations Practitioner, News Anchor and Graphic Designer

Correctional Studies Diploma (2-Year Diploma)

(This Diploma can then be used to enter the Correctional Studies – Bachelor of Applied Arts program)

Areas of employment include:

Correctional officers are responsible for the supervision, control and custody of offenders who have been sentenced or are awaiting trial in a court of law. In general, correctional officers ensure security at all times within the institution by observing the conduct and behaviour of inmates to prevent disturbances and escapes.

Parole officers and Probation officers help offenders integrate into the community and, at the same time, protect the community by supervising offenders. Parole officers are employed by Correctional Services Canada to manage the conditional release of federal and provincial offenders. Probation officers are also employed by the Alberta Solicitor General to conduct investigations and supervise offenders in the community.

Early Childhood Education Diploma (2-Year Diploma)

In general, early childhood educators develop and implement programs designed to meet children's social, physical, intellectual, creative, cultural and emotional needs. They build children's self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe.

Areas of employment include: Day Care Centres, Kindergartens, Nursery Schools, Recreational Facilities, Parenting Centres, Cruise Lines, Public Libraries and Family Day Homes

Multimedia Production Diploma (2-Year Diploma)

Interactive media developers blend audio, video, animation, graphics and text in a digital environment to create multimedia content. This course allows you to choose an area of applied concentration in Video and Motion Graphics, Web and Interactive Programming, or e-Learning Technologies.

Areas of employment include:

Multimedia Art, Web Design, Graphic Design, Video Producers and New Media Animation

Special Needs Educational Assistant Diploma (2-Year Diploma)

Assist teachers in providing a healthy learning environment that helps students overcome obstacles to achieve their learning potential.

Areas of employment include: Elementary & Junior High Schools, Kindergartens, Lunch Programs, Recreation & Community Centres, Preschools and After School Programs

Unit Clerk Training (20-weeks including a three week practicum)

Unit Clerks transcribe and process doctor's orders and manage patient records. They also play a large role in helping the doctors communicate with the nurses to ensure the patients receive proper care.

Areas of employment include: Hospitals, Long-term Care Facilities, Medical Clinics, Hospice Facilities, Private Health Care Providers and Respite Facilities

Grant MacEwan University

Note: Some Certificate/Diploma programs require the applicant to be at least 20 years of age or older and out of High School for at least one full year

Bachelor Of Education Transfer

Note: Some Secondary (Junior/Senior High) subjects such as Math, Science and Social Studies may require Pure Math 30 as a pre-requisite to teach.

Elementary School Teacher

Teachers identify student's individual and collective learning needs, plan and deliver instruction based on student learning needs. They provide a stimulating learning environment in which each student can experience growth and develop to his or her potential, help students learn appropriate knowledge, skills and attitudes.

English As a Second Language Instructor

ESL teachers provide English language and life skills instruction to immigrants, international students and others whose first language is not English.

Technology Training

Public college, technical institute and vocational college instructors provide instruction to adults in a variety of areas including vocational, technical, business and trades.

Non-traditional teaching settings may include: business (computer training software, career development, business schools, and employee training organizations), technical (apprenticeship training, truck driving schools, commercial art schools, flying schools) and personal (dance studios, music conservatories, swimming pools, martial arts schools and language schools) organizations.

Design Studies

Majors include: Photography, Digital Media, Motion Image, Illustration, Exhibit Presentation

Depending on your Major areas of employment could include:

Cartoonist, Cinematographer, Exhibit Designer, Film Director, Graphic Designer, Illustrator, Lighting Designer, Lighting Technician, Photographer, Photographic Processing Technician, Producer - Film, Radio, Television and Theatre, Television Audio/Video Operator, Television Camera Operator, Visual Merchandiser, Web Designer

Police & Investigation Studies

Investigations provide a foundation of knowledge in risk management, loss prevention, investigative techniques, law and emergency management. Typical duties in this field include investigating loss caused by theft, observing fraudulent disability insurance claims, conducting missing persons searches or gathering information for Layers or witnesses in court cases.

Areas of employment include:

Private investigations, or government and corporate investigations and security management

Bylaw Enforcement Officer

Bylaw enforcement officers look after a wide range of bylaws including traffic control, animal control, and business licensing and weed control. In general, Bylaw Enforcement Officers respond to complaints by explaining the bylaw infraction and obtain a voluntary compliance with the bylaw to correct the problem.

Grant MacEwan University (Continued)

Emergency Communications and Response Certificate

911 Emergency Services has evolved into a very dynamic and ever-expanding field of communications. You will learn how to manage a commercial call center and coordinate emergency services within complex organizations.

Areas of employment include:

Graduates find employment with a variety of federal, provincial or municipal fire, police or emergency medical services. Graduates find career opportunities with highly specialized communication centers.

Hearing Aid Practitioner Diploma

Hearing aid practitioners test hearing ability, select appropriate hearing aids for clients to purchase, and provide counseling and support to clients for their hearing and communication needs.

Areas of employment include:

Many grads work in hearing aid clinics on their own or with other hearing aid practitioners and/or audiologists, while other graduates own their own hearing aid dispensing businesses, or work for hearing aid manufacturing companies.

Library & Information Management Technology Diploma

Library Technicians help clients from CEOs to preschoolers access an enormous amount of information. You will know how to organize information using Database Management software and Indexing classification systems.

Areas of employment include:

Library Technologists generally hold a position of responsibility between that of a library clerk and a librarian. Library Technicians support and assist librarians in the many services offered by libraries. They may direct the work of clerical staff, student assistants or other library technicians.

Public Relations Diploma

Note: Admission to this course requires a minimum of 30 post-secondary credits that includes post-secondary English.

The role of the public relations practitioner is to help organizations send messages that their audiences want and need to receive. This is a vibrant, dynamic field in the business environment because organizations are increasingly being challenged by their audiences to do a better job of communicating their message.

Areas of employment include:

Graduates join the team of public relations professionals in corporate communication departments, government, private industry, professional organizations, media, not-for-profit and community organizations. Potential job opportunities exist as public affairs officers, communication assistants, community assistants, community relations and special event co-coordinators, media spokespersons and promotions co-coordinators.

Special Needs Educational Assistant Certificate

Special Needs Educational Assistants provide one-on-one and small group support to students with special needs. They may assist students with speech-language delay, severe medical, emotional, social and behavioral difficulties and support the special needs facilitator or classroom teacher in off-site activities.

The University Of Alberta

Bachelor of Arts

Majors Include:

Ancient and Medieval History, Anthropology, Art and Design (includes Art History), Central/East European Studies, Christian Theology, Film Studies, French, German, Globalization Certificate, Hebrew, History, History of Art, Design, and Visual Culture, Human Geography, Individualized Studies, International Studies (minor), Italian, Japanese, Linguistics, Middle Eastern and African Studies, Middle Eastern and African Studies Certificate, Native Studies, Philosophy, Political Science, Religious Studies, Romance Languages, Science, Technology, Sociology.

What Can You Do With An Arts Degree?

An arts degree provides you with a broad-based education that gives you skills that are highly regarded by employers. You will learn to be a critical, adaptable and creative thinker who can communicate, reason, write and speak effectively.

Bachelor of Arts In Criminology

This program requires *30 units of course weight* (10 full time classes) in the Bachelor of Arts Faculty to be completed first with a 2.7 GPA

Bylaw Enforcement Officer

Bylaw enforcement officers look after a wide range of bylaws including traffic control, animal control, business licensing and weed control. In general, Bylaw Enforcement Officers respond to complaints by explaining the bylaw infraction and obtain a voluntary compliance with the bylaw to correct the problem.

For in-depth information on what type of career you can have with any of the majors in an Arts Degree, go to:

www.uleth.ca/ross/ces/majors.html

Or

www.uncwil.edu/stuaff/career/Majors/

Or

www.ucalgary.ca/counselling/careerdevelopment/careerpossibilities/

Or

www.sass.uottawa.ca/careers/studies/

*If you have any comments or suggestions regarding this document, please contact
Glenda Huber at gmhuber@cbe.ab.ca*