

Job Titles Relating to Jones College Degree Programs

The Accrediting Council For Independent Colleges and Schools (ACICS) requires that member institutions publish a list of job titles for which the institution's academic programs prepare students for employment upon graduation. Job titles relating to the academic programs offered by Jones College are provided and categorized by Standard Occupational Classification (SOC) code and Classification of Instructional Programs (CIP) code.

Computer Information Systems

11.0201 - A program that focuses on the general writing and implementation of generic and customized programs to drive operating systems and that generally prepares individuals to apply the methods and procedures of software design and programming to software installation and maintenance. Includes instruction in software design, low- and high-level languages and program writing; program customization and linking; prototype testing; troubleshooting; and related aspects of operating systems and networks.

CIP Code

SOC Code

11.0201	Computer Programming/Programmer, General.	15-1131	<p>15-1131 Computer Programmers</p> <p>Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.</p>
11.0201	Computer Programming/Programmer, General.	15-1132	<p>15-1132 Software Developers, Applications</p> <p>Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers.</p>
11.0201	Computer Programming/Programmer, General.	15-1133	<p>15-1133 Software Developers, Systems Software</p> <p>Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles</p>

			and techniques of computer science, engineering, and mathematical analysis.
11.0201	Computer Programming/Programmer, General.	15-1134	15-1134 Web Developers Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. Excludes "Multimedia Artists and Animators" (27-1014).
11.0201	Computer Programming/Programmer, General.	15-1152	15-1152 Computer Network Support Specialists Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. Excludes "Network and Computer Systems Administrators" (15-1142) and "Computer Network Architects" (15-1143).
11.0201	Computer Programming/Programmer, General.	25-1021	Computer Science Teachers, Postsecondary – N/A

Elementary Education

13.1210 - A program that prepares individuals to teach students ranging in age from infancy through eight years (grade three), depending on the school system or state regulations. Includes preparation to teach all relevant subject matter.

CIP Code

SOC Code

13.1210	Early Childhood Education and Teaching.	25-2012	25-2012 Kindergarten Teachers, Except Special Education Teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. Promote physical, mental, and social development. May be required to hold State certification. Substitute teachers are included in "Teachers and Instructors, All Other" (25-3099). Excludes "Special Education Teachers" (25-2050).
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Legal Assistant

22.0302 - A program that prepares individuals to perform research, drafting, investigatory, record-keeping and related administrative functions under the supervision of an attorney or court. Includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

CIP Code		SOC Code	
22.0302	Legal Assistant/Paralegal.	23-2011	23-2011 Paralegals and Legal Assistants Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries" (43-6012).
22.0302	Legal Assistant/Paralegal.	23-2099	23-2099 Legal Support Workers, All Other All legal support workers not listed separately. Illustrative example: <i>Legal Technician</i>

Interdisciplinary Studies

24.0102 - An undifferentiated program that includes instruction in the general arts, general science, or unstructured studies.

CIP Code		SOC Code	
24.0102	General Studies.	25-1199	25-1199 Postsecondary Teachers, All Other All postsecondary teachers not listed separately.

Medical Assistant / Allied Health Management

51.0801 - A program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

CIP Code		SOC Code	
51.0801	Medical/Clinical Assistant.	31-9092	31-9092 Medical Assistants Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and

			medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Excludes "Physician Assistants" (29-1071).
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Business Administration

52.0201 - A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

CIP Code

SOC Code

52.0201	Business Administration and Management, General.	11-1011	<p>11-1011 Chief Executives</p> <p>Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.</p>
52.0201	Business Administration and Management, General.	11-1021	<p>11-1021 General and Operations Managers</p> <p>Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Excludes First-Line Supervisors.</p>
52.0201	Business Administration and Management, General.	11-2022	<p>11-2022 Sales Managers</p> <p>Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.</p>
52.0201	Business Administration and Management, General.	11-3011	<p>11-3011 Administrative Services Managers</p> <p>Plan, direct, or coordinate one or more administrative services of an</p>

			<p>organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Purchasing Managers" (11-3061).</p>
52.0201	Business Administration and Management, General.	11-3051	<p>11-3051 Industrial Production Managers</p> <p>Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.</p>
52.0201	Business Administration and Management, General.	11-3071	<p>11-3071 Transportation, Storage, and Distribution Managers</p> <p>Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.</p>
52.0201	Business Administration and Management, General.	11-9021	Construction Managers - N/A
52.0201	Business Administration and Management, General.	11-9151	<p>11-9151 Social and Community Service Managers</p> <p>Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.</p>
52.0201	Business Administration and Management, General.	11-9199	<p>11-9199 Managers, All Other</p> <p>All managers not listed separately. Illustrative examples: <i>Utilities Manager, Social Science Manager, Clerk of Court</i></p>
52.0201	Business Administration and Management, General.	13-1051	<p>13-1051 Cost Estimators</p> <p>Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.</p>
52.0201	Business Administration and Management, General.	13-1111	<p>13-1111 Management Analysts</p> <p>Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement</p>

			studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. Excludes "Computer Systems Analysts" (15-1121) and "Operations Research Analysts" (15-2031).
52.0201	Business Administration and Management, General.	25-1011	Business Teachers, Postsecondary - N/A