# 1996 CENSUS OF CANADA 

## Major Field of Study Training Guide <br> BUBLBRABY



Automated Coding

MFS-2

## Major Field of Study

Training Guide

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## I. Introduction

This Training Guide has been written to assist you in coding the Major Field of Study (MFS) variable.

It is to be used in conjunction with the Major Field of Study Procedures Manual (MFS-1).
For each type of case in the Major Field of Study Procedures Manual there is a corresponding chapter in this guide containing exercises on the procedures involved. The purpose of the exercises is not to test your memory but to give you a chance to apply the procedures.
Always refer to your Major Field of Study Procedures Manual while completing the training exercises.

When you have completed the exercises, the group will participate in a review of the exercises with the supervisor.

## II. Introduction to Major Field of Study Variable

Read Chapter I - Introduction to the Major Field of Study Variable in your MFS Procedures Manual, then return to this guide to complete the exercises.

## Exercise 1

In the spaces provided below, match the sentence fragments in column $\mathbf{A}$ with the appropriate endings in column $\mathbf{B}$.
A

## B

(1) The Major Field of Study question was first introduced in the
(2) The Major Field of Study question is asked on the
(b) hierarchical in nature.
(3) One reason planners require this data is to assess the need
(4) For persons who earned more than one degree at the same level
(5) Questions 24 to 26 serve to determine
(6) Question 27 identifies those who are
(7) The Major Field of Study variable is
(a) attending school.
(c) the level of schooling.
(d) report the most recent one.
(e) to guide immigration policies.
(f) 1986 Census.
(g) 2B questionnaire.

Your answers.
A
B
(1)
(2)
$\qquad$
$\qquad$
(3)
(4)
$\qquad$
$\qquad$
(5)
(6)
$\qquad$
$\qquad$
(7)

## Exercise 2

List the five categories of responses found in coding Major Field of Study responses.
(1) $\qquad$
(2) $\qquad$
(3) $\qquad$
(4) $\qquad$
(5)

## III. Standard Process Flow-Single Responses

Read Chapter II - Standard Process Flow, Single Responses, in your MFS Procedures Manual, then return to this guide to complete the exercises.

## Exercise 1

Answer True (T) or False (F) for each of the following statements.
(a) Responses made up of more than one word are not valid.
(b) Coding of a single response containing several words follows the same coding procedures as that for a single response with only one word.
(c) ACTR stands for Applied Computer Technologies and Research.
(d) If a phrase is returned by ACTR, compare the phrase with the response to be coded to determine if it is a suitable match.
(e) When ACTR returns a phrase, and a match is found, the response should be referred to the next level of coding.
(f) You can only use the response to the Major Field of Study question (29) to code the write-in.
(g) You can browse the data for the same question for each household member.
(h) You can browse responses to all census questions in order to code a write-in.
(i) Only the respondent's responses can be browsed when determining the correct code to use.
(j) Home Language is one cultural variable which can be browsed when determining the correct code.
(k) Name of school is one education variable which can be browsed when determining the correct code.
(l) When in doubt about the correct code to assign, always refer the response to the next level of coding.

## Exercise 2

Use the screen below to assign a valid code to the write-in "American History" and indicate the corresponding code description in the space provided following the screens.

Coding Screen


Major Field of Study screen


CODE:

## Exercise 3

Match the following items with the appropriate letter in both the coding and Major Field of Study screens shown below.

1. Write-in to be coded
2. Phrase returned by ACTR
3. Codes
4. Secondary/Elementary education
5. University education
6. Other Post-secondary education
7. School attendance
8. Diploma, Certificate or Degree
9. Occupation
10. Industry
11. Birth date
12. Relationship to Person 1
13. Sex

Coding screen


Major Field of Study screen


## IV. Misspelled Responses

The first category of response you may encounter is a misspelled response.
Read Chapter III - Misspelled Responses, in your MFS Procedures Manual, then return to this guide to complete the exercises.

Use the screens below to complete exercises $1,2,3$ and 4 on the following pages.

## Coding screen



## Major Field of Study screen



## Exercise 1

Circle the correct answer.
Refer to the coding screen. The correct spelling for the word appearing under the text "Write-in to be coded" is:
(a) Compter Programming
(b) Computer Programing
(c) Coputer Programming
(d) Computer Programming
(e) None of the above

## Exercise 2

Circle the correct answer.
Refer to the coding screen. To find the correct spelling for the write-in "Computer Prigraming", you should first look in/at:
(a) Major Field of Study Code Book
(b) Encyclopedia
(c) ACTR returned phrase
(d) Dictionary
(e) None of the above

## Exercise 3

Circle the correct answer.
When the correct spelling of the write-in "Computer Prigraming" is found, the second step is to:
(a) Examine the response.
(b) Commit the code.
(c) Examine if the response is a multiple response.
(d) Refer to next level of coding.
(e) Type in the valid code.

## Exercise 4

Circle the correct answer.
Refer to both the coding and Major Field of Study screens. In this case of "Computer Prigraming", the code to validate is:

Description
(a) Data Processing-General Traitement des données-Général318
(b) Computer Science TechnologyTechnologies informatiques319
(c) Computer Programming and Software Programmation d'ordinateurs ..... 320 et élaboration de logiciels(d) Microcomputer and Information SystemsMicro-ordinateurs et systèmes d'information 321
(e) Business and Commerce-General Affaires et commerce-Général 188
(f) None of the above

## V. Abbreviated Responses

The second category of response you may encounter is an abbreviated response.
Read Chapter IV - Abbreviated Responses, in your MFS Procedures Manual, then return to this guide to complete the exercises.

Use both screens below to complete exercises 1,2 and 3 on the following page.

## Coding screen



## Major Field of Study screen



## Exercise 1

Refer to the coding screen on the previous page.
The unabbreviated form of this write-in is $\qquad$ .

## Exercise 2

Refer to Coding screen and Major Field Screen.
Here are the steps necessary to code the write-in "ITAL. LIT". Put the steps in the right order and list them in the space below.
(a) Type the valid code.
(b) Commit the code.
(c) Examine the response to be coded.
(d) Expand the abbreviated write-in response to its fullest form.
1.
2. $\qquad$
3. $\qquad$
4. $\qquad$

## Exercise 3

Assign a valid code to the write-in appearing in the coding screen and indicate the description which corresponds to the code. The Major Field of Study screen provides the respondent's answers to other questions which will assist you in resolving this case.

CODE:
DESCRTPTION:

## VI. Multiple Responses

The third category of response you may encounter is a multiple response.
Read Chapter V - Multiple Responses, in your MFS Procedures Manual, then return to this guide to complete the exercises.

## Exercise 1

Mark an " X " beside each write-in which represents a multiple response.
(a) __ Clinical Psychology
(b) __ Biology, Genetic and Developmental Biology
(c) _ Civil Engineering and Piping Technologies
(d) - Classical Studies and Classical Languages
(e) __ Physical Anthropology, Anthropometry and Archaeology
(f) __ M.D. in Medicine with sub-specialities in Neurology
(g) _Organic and Inorganic Chemistry
(h) _ Drafting
(i) - Surgery
(j) __ Medieval and Ancient History
(k) ___ Education with specialisation in Kinesiology and Kinanthropology
(l) __ Legal Secretary and Business Administration
(m) __Dental Public Health and Dental Assistant

## Exercise 2

Identify whether the following statements are True (T) or False (F).
(a) You should refer to the Major Field of Study Code Book to find a code.
(b) A single response of: "Film Studies - Cinematography" will have the same code as "Cinematography and Film Studies".
(c) A multiple response of: "Drama and Theatre" will have the same code as "Theatre and Drama".
(d) If a match is found in the Major Field of Study Code Book, you should type, validate and commit the code.
(e) Multiple word responses should always be referred to the next level of coding.
(f) When coding multiple responses at the same level, you should consider only the first Major Field of Study response.

## Exercise 3

Use both screens below to assign the valid code for the response to be coded and indicate the corresponding code description in the space provided following the screens.

## Coding screen



Major Field of Study screen


CODE:
DESCRIPIION:

## VII. Other Categories of Responses

The final category of response you may encounter is a response which cannot be categorized into any of the previously described types.

Read Chapter VI - Other Categories of Responses, in your MFS Procedures Manual, then return to this guide to complete the exercises.

Use the screens below to complete exercises 1 and 2 on the following page.

## Coding screen



Major Field of Study screen


## Exercise 1

Circle the right answer.
Which of the following steps is not part of the procedure for coding the write-in appearing in the coding screen?
(a) Examine the response to be coded.
(b) Verify for ACTR returned phrases.
(c) Type of response does not fit into those categories previously described.

## Exercise 2

Refer to both screens. In this case, the code to validate for the write-in "PINBALL" is:
Description
Code
(a) Drafting - general

Dessin industriel-général335
(b) Physical Education and Health

Éducation physique et hygiène 033
(c) Secondary School Teaching

Enseignement au secondaire 005
(d) Recreology, Recreation and Leisure Services

Récréologie et services de loisirs 035
(e) Fine Arts - General

Beaux arts-général 047
(f) None of the above

## Exercise 3

Mark an " X " beside the write-ins below which represent "other types of responses".
(a) __ None of your business
(b) __ Man - Environment Studies
(c) _ Assessment and Appraisal
(d) _I don't know
(e) - Forestry and Mining
(f) -_ Interior Fishing
(g) - Autodidact
(h) - Why do you want to know?
(i) - Music and Recording Engineering and Music Education
(j) _I I don't care
(k) $\quad$ Heinz 57
(l) _ Math.
(m) __ Not in your life
(n) - Sci. Pol.
(o) -_ Mars
(p) _ I don't want to tell you
(q) __ Je ne comprends pas la question
(r) _ Brother-in-law

## VIII. Review Exercises

The following is a series of exercises which cover all the material discussed in this guide. In all cases, use the coding screen and Major Field of Study screen to determine the type of response, indicate the code to be assigned and the description which corresponds to that code.

## Exercise 1

## Coding screen



Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPTION:

## Exercise 2

## Coding screen



Major Field of Study screen


## CATEGORY OF RESPONSE:

CODE:
DESCRIPTION:

## Exercise 3

Coding screen


Major Field of Study screen


CATEGORY OF RESPONSE:
cone:
DESCRIPTION:

## Exercise 4

Coding screen


## Major Field of Study screen



## CATEGORY OF RESPONSE: <br> CODE: <br> DESCRIPTION:

## Exercise 5

Coding screen


Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPIION:

## Exercise 6

## Coding screen



Major Field of Study screen


## CATEGORY OF RESPONSE: <br> CODE: <br> DESCRIPTION:

## Exercise 7

## Coding screen



Major Field of Study screen


CATEGORY OF RESPONSE:

## code:

DESCRIPTION:

## Exercise 8

Coding screen


Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPIION:

## Exercise 9

Coding screen


Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPTION:

## Exercise 10

## Coding screen



Major Field of Study screen


## CATEGORY OF RESPONSE: <br> CODE: <br> DESCRIPTION:

## Exercise 11

## Coding screen



Major Field of Study screen


## CATEGORY OF RESPONSE: <br> CODE <br> DESCRIPTION:

## Exercise 12

## Coding screen



Major Field of Study screen


## CATEGORY OF RESPONSE:

## CODE:

DESCRIPTION

## Exercise 13

Coding screen


Major Field of Study screen


## CATEGORY OF RESPONSE:

CODE:
DESCRIPTION:

## Exercise 14

## Coding screen



Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPTION:

## Exercise 15

Coding screen


Major Field of Study screen


## CATEGORY OF RESPONSE: <br> CODE <br> DESCRIPIION:

## Exercise 16

## Coding screen



Major Field of Study screen


CATEGORY OF RESPONSE:
CODE:
DESCRIPIION:

## Exercise 17

Coding screen


Major Field of Study screen


CATEGORY OF RESPONSE:

## IX. Conclusion

Now that you have read the MFS Procedures Manual and have completed the exercises in this Training Guide you are ready to use the ACTR system.

If you have any remaining questions, be sure to ask your supervisor for clarification.
The answers to the training exercises can be found in the Supervisor's Manual.

## 68 80:

