GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

RED RIVER TECHNOLOGY CENTER

OPEID: 005312

PROGRAM NAME AND LENGTH:

CIP: 52.0401 SOC: 43-6014
NAME: Administrative Assistant
CREDENTIAL LEVEL: **01 Undergraduate Certificate**
PROGRAM LENGTH: **37 weeks/ 970 clock hours**
Link to occupational profiles on O*NET: ***http://www.onetonline.org/find/career***

RELATED OCCUPATIONS: (List all occupations for which this program prepares students)

Administrative Assistant, Receptionist, General Office Clerk, Legal Secretary, Financial Secretary, Bank Clerk, Customer Service Call Center Representative

COSTS:

Tuition:	**$1,575.00**
Books and Supplies:	**N/A**
Room and Board:	**N/A**

For more information on career options with Red River Technology Center return to the RRTC Home Page http://www.rrtc.edu or visit Oklahoma Department of Career and Technology at ***http://www.okcareertech.org/***

DEBT AT PROGRAM COMPLETION:

Number of students completing program between 7/1/09 and 6/30/10:	**6**
Of completers reported above, enter the number of completing with student loan debt:	**N/A**
Federal Student Loan Debt:	**N/A**
Private Loan Debt:	**N/A**
Institutional Financing plan debt:	**N/A**

PROGRAM COMPLETION IN NORMAL TIME:

Enter the normal time in weeks to complete program as published in institution catalog:	**37 weeks/970 clock hours**
Number of students completing program within the normal time:	**6**

JOB PLACEMENT:

Job Placement Rate for Program Completers: **17%**

Who is included?
All adult students who completed between July 1, 2009 and June 30, 2010 are included in this calculation.
What type of job?
This job placement rate looks only at jobs that were in the field of study.
When were they employed?
This rate is based on program completers who were employed within 180 days of completion.
How were graduates tracked?
Completer survey
What agencies (state or accrediting), if any, is this rate reported to?
Oklahoma Department of Career and Technology Education

Form Date: 06/14/2011