OPEID: 005312

**PROGRAM NAME AND LENGTH:**

CIP: 52.0302  SOC: 43-3031

NAME: Billing Clerk

CREDENTIAL LEVEL: 01 Undergraduate Certificate

PROGRAM LENGTH: 35 weeks/936 clock hours

Link to occupational profiles on O*NET: [http://www.onetonline.org/find/career](http://www.onetonline.org/find/career)

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

General Office Clerk, Accounting Clerk, Receptionist, Auditing Clerk, Financial Secretary, Bank Clerk, Billing Company Clerk, CPA Office Clerk

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](http://www.rrtc.edu) or visit Oklahoma Department of Career and Technology at [http://www.okcareertech.org/](http://www.okcareertech.org/)

**DEBT AT PROGRAM COMPLETION:**

- Number of students completing program between 7/1/09 and 6/30/10: 0
- 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: 35 weeks/936 clock hours
- Number of students completing program within the normal time: 0

**JOB PLACEMENT:**

- Job Placement Rate for Program Completers: 0%
  - 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