PROGRAM NAME AND LENGTH:

CIP: 52.0401  SOC: 43-6014
NAME: Administrative Assistant
CREDENTIAL LEVEL: 01 Undergraduate Certificate
PROGRAM LENGTH: 33 weeks/880 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: $2,100.00
Books and Supplies: $101.30
Room and Board: N/A

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

DEBT AT PROGRAM COMPLETION:
Number of students completing program between 7/1/10 and 6/30/11: 8
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: 33 weeks/880 clock hours
Number of students completing program within the normal time: 8

JOB PLACEMENT:
Job Placement Rate for Program Completers: 37.5%

Who is included?
All adult students who completed between July 1, 2010 and June 30, 2011 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.

Form Date: 06/05/2013
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