Gainful Employment Disclosures

52.0401 Administrative Assistant and Secretarial Science, General

Wor-Wic Office Technology Certificate of Proficiency Options

- Applications Specialist Option
- Health Information Technology Option
- Medical Transcription Option
- Office Assistant Option

Related Occupations

Standard occupational classification (SOC) codes are listed with the names of the occupations that the certificate program options prepare students to enter. Links to the corresponding occupational profiles on O*NET are provided.

29-2071.00 Medical Records and Health Information Technicians
43-6011.00 Executive Secretaries and Administrative Assistants
43-6014.00 Secretaries, Except Legal, Medical, and Executive

Costs

Costs include the average tuition, institutional and course fees, and books and supplies required for a student to complete an entire office technology certificate.

<table>
<thead>
<tr>
<th>FY 2012 Rates</th>
<th>Tuition</th>
<th>Fees</th>
<th>Books/Supplies</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-County</td>
<td>$1,997</td>
<td>$270</td>
<td>$929</td>
<td>$3,196</td>
</tr>
<tr>
<td>Out-of-County</td>
<td>$4,466</td>
<td>$270</td>
<td>$929</td>
<td>$5,665</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$5,500</td>
<td>$270</td>
<td>$929</td>
<td>$6,699</td>
</tr>
</tbody>
</table>

On-Time Completion Rate

In compliance with federal government guidelines, for privacy reasons, the on-time completion rate for programs with less than 10 certificate graduates in the reported year is not disclosed.

Job Placement Rate

In compliance with federal government guidelines, job placement rates will be reported after federal methodology is approved since there currently is not a state requirement to calculate job placement rates.

Median Loan Debt

In compliance with federal government guidelines, for privacy reasons, median loan debt for programs with less than 10 certificate graduates in the reported year is not disclosed.