

**GAINFUL EMPLOYMENT PROGRAM DISCLOSURE**  
**EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER**

OPEID: 02250900

**PROGRAM NAME AND LENGTH:**

CIP/SOC 52.0407 / 43-6011.00  
Local name: Office Information Specialist  
CREDENTIAL LEVEL: 01 – Undergraduate Certificate  
PROGRAM LENGTH IN MONTHS: 8 months / 960 clock hours  
Link to occupational profiles on O\*NET: <http://www.onetcodeconnector.org/ccreport/43-6011.00>

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

- Administrative Assistant
- Executive Assistant
- Executive Secretary
- Administrative Secretary
- Office Manager
- Administrative Coordinator
- Administrative Aide
- Administrative Associate
- Executive Administrative Assistant
- Secretary

**COSTS:**

Tuition: \$960  
Books and Supplies: Included in Tuition Cost  
Room and Board: N/A

For more information on career options with Eastern Oklahoma County Technology Center (EOC Tech), return to EOC Tech's home page at <http://www.eoctech.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: 1  
Of completers reported above, enter the number of completing with student loan debt: 0  
Federal Student Loan Debt: N/A  
Private Loan Debt: N/A  
Institutional Financing plan debt: \$0

**PROGRAM COMPLETION IN NORMAL TIME:**

Enter the normal time in months to complete program as published in institution catalog: 8 months / 960 clock hours  
Number of students completing program within the normal time: 1

**JOB PLACEMENT:**

Job Placement Rate for Program Completers: 0%

**Who is included?**

All known 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 9 months after the end of the school year.

**How were graduates tracked?**

Completers are tracked by instructors conducting person-to-person interviews.

**What agencies (state or accrediting), if any, is this rate reported to?**

Oklahoma Department of Career and Technology Education