



**Reid State Technical College**  
**Gainful Employment Disclosure for Certificate Programs**  
**For Period July 1, 2015 – June 30, 2016**

**OPEID: 00569200**      **Program: Office Administrative Assistant Certificate**  
**CIP: 520401**            **Program Length: 12 months or 3 semesters (43 credit hours)**

For additional program information, select  
<http://www.rstc.edu/ost.html>

For more information regarding admission to this program, select  
<http://www.rstc.edu/cdlinfo.html>

<b>Programs Cost:</b>		
Tuition	\$117.00 per credit hour * 43 credit hours	\$5031.00
Insurance	\$ 5.12 per semester * 3 semesters	\$15.36
All Fees	\$ 30.00 per credit hour * 43 credit hours	\$1290.00
Diploma Fee		<u>\$ 15.00</u>
Total Fees		\$6351.36
Total Tools/Supplies		\$ 220.00
Total Books		<u>\$1720.00</u>
<b>Estimated Total Amount</b>		<b>\$8291.36</b>

**Reid State Technical College Completion Rate for Office  
Administration Assistant Certificate:**

	2008- 2009	2009- 2010	2010- 2011	2011- 2012	2012- 2013	2013- 2014	2014- 2015	2015- 2016
Employment Rate	*	*	*	*	*	*	*	**
On-time Graduation Completion Rate	*	*	*	*	*	*	*	**

\*To protect against identifiable information, rates on student cohorts less than 10 students will not be disclosed.

\*\*The following information will not be available until the end of the 2016-2017 school year.



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Who's included?	All students who graduated are included in the chart.
What type of job?	<b>SOC codes:</b> <b>52-0401.00</b> Administrative Assistant and Secretarial Science, General <b>43-6011.00</b> Executive Secretaries and Administrative Assistants. <b>43-6014.00</b> Secretaries, Except Legal, Medical, and Executive  Go to <a href="http://www.onetonline.org">http://www.onetonline.org</a> for occupational profiles on O*NET
When were they employed?	Teachers reported student's employment a semester after their graduation.
How were graduates tracked?	Instructors do Council on Occupational Education verification and call students a semester after they graduate.
What agencies (state or accrediting), if any is this rate reported?	We report to the Council on Occupational Education and The Alabama Commission on Higher Education.

**Median Loan Debt incurred by students who complete the program:**

Reid State Technical College does not participate in and Title IV federal student aid loan program and does not have a financial payment plan.

Title IV loan debt: \$0

Private education loan debt: not reported to college

Institutional finance plans: \$0