



GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

Metro Technology Centers

OPEID: 005339

PROGRAM NAME AND LENGTH:

CIP/SOC

51.0710/ 31-9092, 43-6013

Administrative Medical Assistant

A program that prepares individuals, under the supervision of office managers and other professionals, to perform routine administrative duties in a medical, clinical, or health care facility/system office environment. Includes instruction in general office skills, data processing, office equipment operation, principles of medical record-keeping and business regulations, medical/clinical office procedures, and communications skills.

CREDENTIAL LEVEL:

01

PROGRAM LENGTH IN MONTHS:

12 Months/ 1270 hours

Link to occupational profiles on O*NET:

<http://www.onetonline.org/find/career?c=4&q=Go>

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

- Medical Assistant/ Medical Secretaries**
- Dental Secretary**
- Veterinary Secretary**

COSTS:

Tuition: **\$3175**
Books and Supplies: **\$876**
Room and Board: **N/A**

For more information on career options at Metro Technology Centers return to the <http://www.metrotech.edu/majors/> 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:	9
Of completers reported above, enter the number of completing with student loan debt:	0
Federal Student Loan Debt:	0
Private Loan Debt:	N/A
Institutional Financing plan debt:	N/A

PROGRAM COMPLETION IN NORMAL TIME:

Enter the normal time in months to complete program as published in institution catalog:	12 Months/ 1270 hours
Number of students completing program within the normal time:	9

JOB PLACEMENT:

Job Placement Rate for Program Completers: **88%**

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 180 days of completion.

How were graduates tracked?

Follow Up Data

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

Oklahoma Department of Career and Technology Education