



GAINFUL EMPLOYMENT PROGRAM DISCLOSURE

Metro Technology Centers

OPEID: 005339

PROGRAM NAME AND LENGTH:

CIP/SOC **22.0399/ NO MATCH**
 Legal Receptionist A program that provides basic legal office procedures to prepare for an entry level position in the legal field. In this major, students gain basic office and computer skills along with legal terminology, billing and mailing handling specific to the law office.

CREDENTIAL LEVEL: **01**
 PROGRAM LENGTH IN MONTHS: **6 Months/ 645 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)

**Receptionists and Information Clerks/ Data Entry Keyers/ Word Processors and Typists
 Customer Service Representative/ Computer operator**

COSTS:

Tuition: **\$1613**
 Books and Supplies: **\$108**
 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: **0**
 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: **6 Months/ 645 hours**
 Number of students completing program within the normal time: **0**

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 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