

**GAINFUL EMPLOYMENT (GE) INFORMATION**  
**FOR**

**Office Administration I Certificate**

1) The following links will provide general information that is available on the Crowder College website describing the general nature of the program, academic information or admission information:

a) General information – <http://www.crowder.edu/business/>

b) The program of study can be found in the College catalog. The index at the end of the catalog can be used to locate each program.

[http://www.crowder.edu/CATALOGS/catalog\\_2011\\_2012\\_20110407.pdf](http://www.crowder.edu/CATALOGS/catalog_2011_2012_20110407.pdf)

c) Admissions information – <http://www.crowder.edu/student-services/admissions/index.php>

2) This program prepares students to enter the following occupations (by name and SOC code).

a) The Occupational Network (O\*Net) has developed an online database that analyzes hundreds of occupations in terms of the tasks that they perform, the tools and technologies that are used in that occupation, the educational requirements of that program and wage and employment trends for the program at the state and national level. You can access this data base online at:

O\*NET Online - <http://www.onetonline.org/>

You can search for a specific occupation by entering key words (e.g. CNA or Wind) or by using the SOC code (Standard Occupational Classification) in the Occupation Search dialog box.

b) Here are O\*NET links to two occupations that are especially relevant to Crowder's geographic region:

43-9061.00 [Office Clerks, General](#)  [Bright Outlook](#)

43-4171.00 [Receptionists and Information Clerks](#) 

3) The anticipated costs for this program include the following:

- a) This program will require 19 credits of college course work and will normally take 1-2 semesters to complete. Tuition rates and fees will depend on your legal residency: in-district, out-of-district and out-of-state. The current tuition rates and fees can be found in the online catalog:

Tuition rates and fees - <http://www.crowder.edu/about/tuition-rates.php>

Additional fees include:

- Facility use fee - \$12/crhr
- Online fee - \$14/crhr (this fee applies to courses taken via the internet)
- Flex fee - \$7/crhr (this fee applies to courses that have some internet-based instruction and some face-to-face instruction)
- Special laboratory or clinical fee – Not Applicable.
- Books and supplies – An estimate of average per semester costs of books and supplies for the program is approximately \$875. This is a net cost based on a 60% buy-back refund from the book store.
- Technical Skills Assessment (TSA) – \$25.00

For example, based on the 2011-2012 catalog, an in-district student who took 19 credits during the year, 3 of which were online, would incur the following tuition, fee and other expenses:

Tuition	19cr @ \$73/cr	\$1387
Facility use fee	16cr @ \$12/cr	\$192
Online fee	3cr @ \$14/cr	\$42
Books & supplies		\$875
Special laboratory/clinical		
Technical Skills Assessment		\$25

- b) Room & board – On-campus residence is not required for this program. For information on Housing go to: <http://www.crowder.edu/student-services/student-local-housing.php>
- c) Certification or Licensure examination – Not Applicable
- 4) Job placement rates for students completing the program – We have provided a link to data that details the success of our graduating students in finding employment relevant to the various GE programs.

<http://www.crowder.edu/gainfulemployment.php>