

# Gainful Employment Program Disclosure

Certificate Name	Office Technology	
Program Level	Certificate	
Effective Date	August 1974	
Taxonomy of Programs (TOP) Code	0514.00	
Classification of Instructional Program (CIP) Code	52.0401	
Total Units	24	
Program Completion Time *	9	Months
Program Cost (Tuition, Books, Fees, Housing)	<a href="#">Budget</a>	
Other fees (Special equipment/Supplies)	None	
Program Website Link	<a href="http://www.portervillecollege.edu/catalog10-11/certificate:">http://www.portervillecollege.edu/catalog10-11/certificate:</a>	

\*The completion rate for students will vary depending on if they enroll part time taking an average of 6 units per semester, and/or are required to complete basic skills courses prior to taking college level courses. Consequently, the program completion time will vary relative to the number of units enrolled per semester and basic skills courses needed.

**Median Loan debt incurred for students:** None (PC does not participate in loan programs)

Other Occupational Categories

[Link to Standard Occupational Classification \(SOC\)](#)

<http://www.onetonline.org>