

## Consumer Information on Gainful Employment

**Business/Office Automation/Technology/Data Entry**  
**Classification of Instruction Programs (CIP) Code:** 52.0407

**Location:** GateWay Community College (GWCC) - Phoenix, Arizona  
**Office of Postsecondary Education Identifier (OPEID):** 008303

### GWCC Certificate Programs for Business/Office Automation/Technology/Data Entry (CIP: 52.0407)

**Office Technology** (GWCC Academic Plan 5261)  
 Credit Hours Required: 18 - Award Level = 01 (Undergraduate Certificate)  
 Program Length: 2 semesters (32 weeks)

**Business Technology Specialist** (GWCC Academic Plan 5762)  
 Credit Hours Required: 22.5 - 23 - Award Level = 01 (Undergraduate Certificate)  
 Program Length: 2 semesters (32 weeks)

*Note: Program length assumes full time enrollment and college readiness. Program length would vary base on part time enrollment and enrollment in developmental coursework*

**Enrollment Information:** <http://www.gatewaycc.edu/Future/>

**Related Occupational Fields:** Data Entry Keyers

<http://www.onetonline.org/link/summary/43-9021.00>

### 2011-2012 Estimated Cost of Completing Certificate Programs:

Program	Tuition (1)	Registration Fees	Class Fees	Books	Program Prerequisites Tuition	Equipment/Supplies (2)	Other Program Cost (3)	Total
Office Technology (5261)	\$1,368	\$30	\$422	\$1,053	\$0	\$0	\$0	\$2,873
Business Technology Specialist (5762)	\$1,710 - \$1,748	\$30	\$422	\$1,053	\$0	\$0	\$0	\$3,215 - \$3,253

1. Tuition is for Maricopa County Residents.
2. Equipment/Supplies costs include items such as uniforms, specialized equipment or tools required for participation in the program.
3. Other program costs include items such as immunizations, fingerprint cards, drug screenings, background checks or certifications.

Program Prerequisites costs may vary based on a student's educational and work experience. Consult with program director or advisor for specifics.

Note: Room & board not offered at GWCC.

**Information on Loan debt of 2009-2010 completers:**

Median\* Title IV and private loan debt: 0

Median Title IV unsubsidized loan debt: 0

Median Title IV subsidized loan debt: 0

Percentage of students with loan debt: 15%

\*Median is the middle value for all completers. If a majority of students do not have loan debt, the median will be \$0.

**Program Completion in Normal Time**

**Number of students who completed within normal time frame: 14**

**On-Time completion rate: 85%**

(Completion in normal time requires full-time enrollment.)

**Job Placement:**

Job placement information will be posted when the US Department of Education publishes the methodology for this item later this year.

\*Information on Debt at Program Completion and Program Completion in Normal time is only disclosed when there are 10 or more program completers during award year.