

**GAINFUL EMPLOYMENT PROGRAM DISCLOSURE**  
**SOUTH SEATTLE COMMUNITY COLLEGE**  
OPEID 009706

**Office Management and Supervision Certificate**

Program Name & Length: Office Management and Supervision

CIP (classification of instructional programs) 52.0204

CIP Program Description: A program that prepares individuals to supervise and manage the operation and personnel of business offices and management-level divisions. Includes instruction in: employee supervision, management, labor relations, budgeting, scheduling, coordination, office systems, operation and maintenance, office records management, organization, security; office facilities design and space management, preparation and evaluation of business management data and public relations.

Program Name (if different from CIP): Business Information Technology

**COST OF PROGRAM**

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Tuition & Fees: \$8307, \$42 (lab) \$60/Qtr. (Fees)

Books & Supplies: \$3000

On-Campus Room & Board: NA

Additional Program Costs: \$0

**Total Cost** (BEFORE grants/scholarships): \$11,349

Supplemental Information:

**LENGTH OF PROGRAM**

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Intended time to complete: 8 quarters

Percentage of graduates who completed on time: 100%

**EMPLOYMENT**

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Jobs related to this program:

- Not Available

**DEBT**

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Median program debt at program completion from:

- Title IV Loans:
- Private Educational Loans:
- Institution Financing Plan:

Percentage of program graduates who used educational loans: