Gainful Employment Disclosure
July 1, 2011 – June 30, 2012

BSC OPEID: 00298800

Program Name:
- Program Name: Administrative Assistant/General
- CIP Code: 52.0401 Administrative Assistant and Secretarial Science, General
- Level: Certificate

Related Occupations*
- 43-6011.00 Executive Secretaries and Administrative Assistants; 43-6014.00 Secretaries, Except Legal, Medical, and Executive

*from the Standard Occupational Classification code (SOC) of occupations, Department of Labor

Program Cost
- Tuition and fees: $4006
- Estimated books and supplies: $1000
- Room and board: $4622

Program Completion
- Normal time to complete: 9 months
- Number of students completing the program in normal time between July 1, 2011 and June 30, 2012: Not a sufficient number of students to report

Debt at Program Completion
- Number of students completing the program with loan debt: N/A
- Median program debt from: N/A
  - Federal student loans:
  - Private student loans:
  - Institutional financing plan debt:

Job Placement
- Job placement rate: 100%
- Students included: All students who graduated between July 1, 2011 and June 30, 2012
- Types of jobs students accepted: Placement rates are based on percentage of graduates employed or pursuing additional college. Students accepted position as secretary for an attorney’s office and an optician office.
- Employment timeline: This rate is based on self-reported data from the students within 150 days of receiving their certificates.
- Graduate tracking: Self-reported data from students and faculty
- Data is reported to: North Dakota State Board of Higher Education; Higher Learning Commission