

Anoka Technical College
Gainful Employment Disclosure Report
Administrative Assistant and Secretarial Science, General

PROGRAM(S)

Q: What program(s) are included in the measures below?

A: The institution has been approved to offer the following program(s) in this program area, but they may not all have had graduates.

Administrative Specialist - 28 credit Certificate

Administrative Specialist - 45 credit Diploma

COSTS

Q: How much will this program cost me?

A: Tuition and Fees: Ranges from \$4,616 to \$7,419

Books and supplies: Ranges from \$1,120 to \$1,800

Costs are based on 2010-2011 rates. Actual costs will vary depending upon the specific program and courses taken.

FINANCING

Q: What are my financing options to pay for the program?

A: In addition to any grant and scholarship aid for which they are eligible, graduates may use loans to finance their education. The median debt for program graduates, including all loans while at this institution:

Federal loans: No data reported -- less than 10 graduates in 2010

Private educational loans: No data reported -- less than 10 graduates in 2010

SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 2 to 3 semesters to complete for students attending full-time (15 credits/semester). It is expected that students who attend part-time, pursue multiple programs/majors or change their program/major will take longer to complete the program.

No data reported -- less than 10 graduates in 2010

Q: What are the chances of getting a job when I graduate?

A: Job placement rate is not reported -- too few graduates in 2009.

Related job placement rate is not reported -- no graduates or no graduates responded to the employment survey.

EXAMPLES OF JOBS RELATED TO THIS PROGRAM

The links below provide information from the Department of Labor's Occupational Information Network (O*NET -- www.onetonline.org) about occupations that may be related to this program including the knowledge, skills and education level that may be required.

Executive Secretaries and Administrative Assistants

<http://www.onetonline.org/link/summary/43-6011.00>

Secretaries, Except Legal, Medical, and Executive

<http://www.onetonline.org/link/summary/43-6014.00>