Dakota County Technical College  
Gainful Employment Disclosure Report  
Administrative Assistant and Secretarial Science, General -- Diploma

PROGRAMS
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 Assistant - 38 credit Diploma

COSTS
Q: How much will this program cost me?
A: Tuition and fees: Ranges from $6,705 to $7,211

Books and supplies: $2,058

Tuition and fees are based on rates for 2012-2013. Other costs are based on the most recent year available. 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 educational loans: No data reported -- less than 10 graduates in 2012
Private & state educational loans: No data reported -- less than 10 graduates in 2012

SUCCESS
Q: How long will it take me to complete this program?
A: The program is designed to take 2 semesters to complete. 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 2012

Q: What are the chances of getting a job when I graduate?
A: Job placement rate is not reported -- too few graduates in 2011. 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 Executive Administrative Assistants  
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive  

Source: Minnesota State Colleges and Universities: Research, Planning and Policy  
Prepared for non-degree programs in response to the US Department of Education Gainful Employment Program Regulations.  
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Gainful Employment  
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