52.0402 Administrative Assistant

The Department of Labor’s Summary Report for this occupation:

**13-1199 Business Operations Specialists, All Other**

**Program Length:** 3 Semesters

**Costs:**
- Tuition & Fees: $3,054
- Books & Supplies: $1,575


*The above is based on FY 12 tuition, fees, course fees, and estimated books/other at $175 per class. In cases where there are electives for students to choose from, the highest course fees are used.*

**Number of Graduates:** 4 (July 1, 2011 – June 30, 2012)

**Job Placement Rate:**

The National Center for Education Statistics (NCES) is currently developing a methodology to calculate job placement rates. When the methodology is available, we will calculate placement rates for this program.

Test changes