**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.

Office Specialist - 32 credit Diploma

**Costs**

**Q:** How much will this program cost me?

**A:** Tuition and fees: $5,988

Books and supplies: $1,067

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 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 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 -- too few graduates in 2011.

**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  

[http://www.onetonline.org/link/summary/43-6011.00](http://www.onetonline.org/link/summary/43-6011.00)  
[http://www.onetonline.org/link/summary/43-6014.00](http://www.onetonline.org/link/summary/43-6014.00)
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.
Office Assistant - 24 credit Certificate

Q: How much will this program cost me?
A: Tuition and fees: $4,491
Books and supplies: $800

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.

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

Q: How long will it take me to complete this program?
A: The program is designed to take 2 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 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 -- too few graduates in 2011.

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.

Cargo and Freight Agents
Freight Forwarders
Insurance Claims and Policy Processing Clerks
Insurance Claims Clerks
Insurance Policy Processing Clerks
Office Clerks, General
Procurement Clerks
Word Processors and Typists

http://www.onetonline.org/link/summary/43-5011.00
http://www.onetonline.org/link/summary/43-5011.01
http://www.onetonline.org/link/summary/43-9041.00
http://www.onetonline.org/link/summary/43-9041.01
http://www.onetonline.org/link/summary/43-9041.02
http://www.onetonline.org/link/summary/43-9061.00
http://www.onetonline.org/link/summary/43-3061.00
http://www.onetonline.org/link/summary/43-9022.00

Prepared for non-degree programs in response to the US Department of Education Gainful Employment Program Regulations.
Source: Minnesota State Colleges and Universities: Research, Planning and Policy
R:\Gainful Employment Disclosure Data\06_CombinedDisclosureMeasures.accdb
Gainful Employment
January 28, 2013
**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.

Receptionist - 24 credit Certificate

**COSTS**

**Q:** How much will this program cost me?

**A:** Tuition and fees:  $4,491
Books and supplies:  $800

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 2011
- Private & state educational loans: No data reported -- less than 10 graduates in 2011

**SUCCESS**

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

**A:** The program is designed to take 2 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 2011

**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 -- too few graduates in 2011.

**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.

Customer Service Representatives  
Receptionists and Information Clerks  
http://www.onetonline.org/link/summary/43-4051.00  
http://www.onetonline.org/link/summary/43-4171.00

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Prepared for non-degree programs in response to the US Department of Education Gainful Employment Program Regulations.

Source: Minnesota State Colleges and Universities: Research, Planning and Policy  
R:\Gainful Employment Disclosure Data\06_CombinedDisclosureMeasures.accdb  
Gainful Employment  
January 28, 2013