

Gainful Employment Disclosure Reported Academic Year 2009-2010



Office of Postsecondary Education Identifier (OPEID): 007555

LRCC provides the following information about this Certificate program to assist students in making an informed decision about their education, in compliance with U.S. Department of Education regulations.

Program Information:	Administrative Office Assistant Certificate	Classification of Instructional Program Code (CIP Code) and CIP Description:	52.0401 Administrative Assistant and Secretarial Science, General. A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.		
Number of Credits:	28	Number of Courses:	10	Program Length, Based on Full-Time Attendance Status:	12 Months

Associated Occupations, Standard Occupational Classification Code (SOC) and O*NET links to Occupational Profiles Information:		

On Time Graduation Rate for Students Completing the Program in this Reported Academic Year:	NA 0 Completers in this Reporting Year
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Program Costs as of July 1, 2011	
Based on Program Completion within Normal Time at Full-Time Attendance Link to more Program Cost information: http://www.lrcc.edu/businessoffice/businessoffice.html	
Tuition and Fees*:	\$ 6,378.00
Typical Cost of Books and Supplies:	\$ 875.00
Cost of Room and Board if Residing on Campus:	NA
Total:	\$7,253.00

*Note: Based on NH Resident In-State Tuition and Fees Rates

Placement Rate for Students Completing the Program in this Reported Academic Year	
Percentage of Program Completers who were Employed at Six Months	NA 0 Completers in this Reporting Year

Median Loan Debt at Program Completion for Students Completing the Program in this Reported Academic Year	
Number of Program Completers:	0
Title IV Federal Loan Debt:	NA
Private Loan Debt:	NA
Institutional Financing Plan Debt:	NA
Total:	NA