

# MT Training Center

Undergraduate certificate in Administrative Assistant

Program Length: 24 weeks

## Students graduating on time

**N/A\*** of Title IV students complete the program within 24 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

## Program Costs\*

**\$10,483** for tuition and fees

**\$0** for books and supplies

Other Costs:

\$7,467.00

Visit website for more program cost information: [www.mttrainingcenter.org/vocational-programs/administrative-assistant/](http://www.mttrainingcenter.org/vocational-programs/administrative-assistant/)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

## Students Borrowing Money

### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

## Graduates who got jobs

**100%** of program graduates got jobs according to the [Texas job placement rate](#)<sup>7</sup>

**100%** of program graduates got jobs according to the [Council on Occupational Education job placement rate](#)<sup>8</sup>

### Program graduates are employed in the following fields:

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive:

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

## Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**Texas**

**Additional Information:**

No additional notes provided.

Date Created: 12/18/2019

These disclosures are required by the U.S. Department of Education

---

## Footnotes:

- <sup>1</sup> The share of students who completed the program within 100% of normal time (24 weeks).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:

Name of the state this placement rate is calculated for:

*Texas*

Follow the link below to find out who is included in the calculation of this rate:

[https://apps.twc.state.tx.us/CSC/glossary.do#emp\\_rate](https://apps.twc.state.tx.us/CSC/glossary.do#emp_rate) ([https://apps.twc.state.tx.us/CSC/glossary.do#emp\\_rate](https://apps.twc.state.tx.us/CSC/glossary.do#emp_rate))

What types of jobs were these students placed in?

*The job placement rate includes completers hired for: Jobs within the field*

*Positions that recent completers were hired for include: Secretary*

When were the former students employed?

*180*

How were completers tracked?

*Completer/alumni survey (70% response rate)*

8. Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

*Council on Occupational Education*

Follow the link below to find out who is included in the calculation of this rate:

<https://council.org/wp-content/uploads/2019/05/2019-FEDERAL-Handbook-w-Covers-5-28-2019.pdf> (<https://council.org/wp-content/uploads/2019/05/2019-FEDERAL-Handbook-w-Covers-5-28-2019.pdf>)

What types of jobs were these students placed in?

*The job placement rate includes completers hired for: Jobs within the field*

*Positions that recent completers were hired for include: Secretary*

When were the former students employed?

*180*

How were completers tracked?

*Completer/alumni survey (70% response rate)*