Highland Community College

Administrative Assistant
Program Level - Undergraduate certificate
Program Length - 9 months

Q. How much will this program cost me?*
A. Tuition and fees: $4,384
   Books and supplies: $650
   On-campus room & board: $4,920

What other costs are there for this program?*
For further program cost information, visit
http://highlandcc.edu/pages/tuition-costs_1
* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Q. How long will it take me to complete this program?
A. The program is designed to take 9 months to complete. Of those that completed the program in 2013-2014, *% finished in 9 months.

* Fewer than 10 students completed this program in 2013-14. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q. What are my chances of getting a job when I graduate?
A. The job placement rate for students who completed this program is *%.

* We are required to calculate this information; however, due to privacy concerns, we are unable to provide this data.

For additional information related to this program and/or the information provided above.  

Date Created: 5/30/2015
Additional costs for this program
No additional information provided.

Additional information related to this program and/or the information provided above
We publish two time frames for students to complete the Auto Collision program.

09 month= full-time attendance
18 month= half-time attendance

More information on jobs related to this program
Executive Secretaries and Executive Administrative Assistants
http://online.onetcenter.org/link/summary/43-8011.00

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
http://online.onetcenter.org/link/summary/43-8014.00