

Ashtabula County Technical and Career Campus

Undergraduate certificate in Business Office Specialist

Program Length: 9 months

Students graduating on time

N/A* of Title IV students complete the program within 9 months¹

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

Program Costs*

\$4,500 for tuition and fees

\$0 for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: www.atech.edu

*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 debt³

*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***⁴.

*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

50% of program graduates got jobs according to the [Ohio job placement rate](#)⁷

50% of program graduates got jobs according to the [Accrediting Commission of Career Schools and Colleges job placement rate](#)⁸

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 Requirements⁶

Program meets licensure requirements in:

Ohio

Additional Information:

No additional notes provided.

Date Created: 2/28/2018

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

Footnotes:

- ¹ The share of students who completed the program within 100% of normal time (9 months).
- ² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- ³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- ⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
- ⁵ The median earnings of program graduates who received Federal aid.
- ⁶ 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:

Ohio

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

<http://www.atach.edu> (<http://www.atach.edu>)

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: Administrative Assistant

When were the former students employed?

This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks

How were completers tracked?

Completer/alumni survey (50% response rate)

8. Accreditor Job Placement Rate:

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

Accrediting Commission of Career Schools and Colleges

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

<http://www.atech.edu> (<http://www.atech.edu>)

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