

# Gainful Employment Disclosure Statement 2019-20

## Certificate - Administrative Assistant

| Standard Occupation Code (SOC) | Description   | 2023 Job Openings | 2018–2023 % Change | Hourly Earnings Range | Typical Entry Level Education     | Average Hourly Earnings |
|--------------------------------|---|-------------------|--------------------|-----------------------|-----------------------------------|-------------------------|
| <a href="#">43-6014</a>        | Secretaries and Administrative Assistants, Except Legal, Medical, and Executive | 6,642             | 0%                 | \$11.42-\$28.76       | High school diploma or equivalent | \$19.35                 |
| <a href="#">43-6011</a>        | Executive Secretaries and Executive Administrative Assistants                   | 937               | -5%                | \$20.38-\$40.66       | High school diploma or equivalent | \$29.55                 |

For more info, Control + Click on the numbers in the SOC column to follow the link.

### Program Completion

→ Required Units: 22

→ Program Length: 2-3 semesters, at 12 units per semester

### Program Costs

\$2,064 for in-state tuition and fees

\$11,721 for out-of-state tuition and fees

\$2,062 \$for books and supplies†

The **Job Placement Rate** for students completing our program:\*\*

The **median loan debt** incurred by students who complete our program:\*\*\*

\*Tuition = Enrollment Fee

\*\*NA – Not applicable: the methodology for the Job Placement Rate is currently being defined by the U.S. Department of Education and will be available next year.

\*\*\*San Bernardino Valley College does not participate in the loan program; therefore, students do not have any loan debt.

†Being recalculated due to Online Education Resources (OER).