

# Pennsylvania Highlands Community College

## Undergraduate certificate in Office Administrative Specialist

### Program Length: 8 months

[Print](#)

### Students graduating on time

**N/A\*** of Title IV students complete the program within 8 months [i](#)

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

### Program Costs\*

**\$5,670** for in-state tuition and fees

**\$11,310** for out-of-state tuition and fees

**\$2,000** for books and supplies

#### Other Costs

[Visit website for more program cost information](#)

\*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 [i](#)

\*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\***. [i](#)

\*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

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

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

[Executive Secretaries and Executive Administrative Assistants](#)

## **Secretaries and Administrative Assistants, Except Legal, Medical, and Executive**

### **Licensure Requirements**

**The following do not have licensure requirements for this profession:**

**Pennsylvania**

### **Additional Information**

**Date Created 10/1/2018**

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