

Professional Administrative Assistant Education Report

CIP 52.0401

Cochise, Pima, SC

Administrative Assistant and Secretarial Science, General

CIP 2010: A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Target Occupations

10,377 Jobs (2016) 2% below National average	1.3% % Change (2017-2022) Nation: 2.6%	\$16.01/hr Median Hourly Earnings Nation: \$18.42/hr
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Occupation	2017 Jobs	Annual Openings	Median Hourly Earnings	Growth (2017 - 2022)	Location Quotient (2017)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	9,123	122	\$14.92/hr	1.37%	1.08
Executive Secretaries and Executive Administrative Assistants	1,248	16	\$24.16/hr	0.96%	0.58

* Target Occupations - Settings

Occupational Programs						
2.00	101.00	322.00				
Programs (2015)	Completions (2015)	Openings (2015)				
CIP Code	Program	Completions (2011)	(2012)	(2013)	(2014)	(2015)
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	107	85	19	41	65
52.0401	Administrative Assistant and Secretarial Science, General	15	23	25	49	36

Programs by Institution				
CIP Code	Title	Institution	Award Level	Completions (2015)
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	Pima Medical Institute-Tucson	Award of less than 1 academic year	65
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	Pima Community College	Award of less than 1 academic year	0
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	Brookline College-Tucson	Award of less than 1 academic year	0
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	Pima Community College	Award of at least 1 but less than 2 academic years	0
52.0401	Administrative Assistant and Secretarial Science, General	Pima Community College	Award of less than 1 academic year	20
52.0401	Administrative Assistant and Secretarial Science, General	Tucson College	Award of less than 1 academic year	5
52.0401	Administrative Assistant and Secretarial Science, General	Pima Community College	Award of at least 1 but less than 2 academic years	2
52.0401	Administrative Assistant and Secretarial Science, General	Tohono O'Odham Community College	Award of at least 1 but less than 2 academic years	1
52.0401	Administrative Assistant and Secretarial Science, General	Pima Community College	Associates degree	6
52.0401	Administrative Assistant and Secretarial Science, General	Cochise County Community College District	Associates degree	1
52.0401	Administrative Assistant and Secretarial Science, General	Tohono O'Odham Community College	Associates degree	1

Regional Completions by Award Level

Award Level	Completions (2015)	Percent
Award of less than 1 academic year	25	69.4%
Award of at least 1 but less than 2 academic years	3	8.3%
Associates degree	8	22.2%
Award of at least 2 but less than 4 academic years	0	0.0%
Bachelors degree	0	0.0%
Postbaccalaureate certificate	0	0.0%
Masters degree	0	0.0%
Post-masters certificate	0	0.0%
Doctors degree	0	0.0%

* Regional Completions by Award Level - Settings

Regional Completions by Institution

Institution	Certificates (2015)	Degrees (2015)	Total Completions (2015)
Pima Community College	22	6	28
Tucson College	5	0	5
Cochise County Community College District	0	1	1
Tohono O'Odham Community College	1	1	2

* *Regional Completions by Institution - Settings*

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

State Data Sources

This report uses state data from the following agencies: Arizona Department of Administration, Office of Employment and Population Statistics