Office Administration I & II Certificate(s)

Click on the links for more information on jobs related to this program:

Secretaries and Administrative Assistants; Office and Administrative Support Worker
Supervisors and Managers

COST AND FINANCING

Q: How much will this program cost me?
A: Tuition and Fees: (approximate) $2,740.00 (Alaska Resident)
$3,940.00 (Non-Alaska Resident)

Books and Supplies: (approximate) $1,002.85

On-campus room and board: $4,000-$5,300

Q: What are my options to pay for the program?
A: You may be eligible to receive financial aid depending on your income and family circumstances. However, Ilisagvik College does not provide loans. To receive an estimate of what financial aid may be available please click on the link to our Net Price Calculator

PROGRAM SUCCESS RATES

Q: How long will it take me to complete this program?
A: This program is designed to take 2 semesters long.

100% of graduates from this program finished in this time

Q: How successful are the graduates of this program in finding jobs?
A: The Class of 2012 number of graduates of this program 6

After 6 months-

Students for whom we have information 2

Available for employment N/A

Employed in related occupation N/A
Employed in unrelated occupation     N/A
Unemployed but looking for work     N/A

**Job placement rate**     33%

**LOCATION/TYPES OF JOBS**

Some of the graduates are employed in these jobs
North Slope Borough – Health Department
T.N.H.A