

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, **Iisagvik 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