

Office Assisting Certificate Program: Kishwaukee College

Cost of Program

Tuition and Fees	\$2350.00
Books and Supplies	\$450.00
On-campus Room & Board	Not Offered
Total Cost	\$2800.00

Length of Program

Intended Time to Complete	21 months
% of graduates who completed on time*	0%

Employment

<u>Jobs Related to this Program</u>	<u>SOC Code</u>
Switchboard Operators	43-2011
Telephone Operators	43-2021
Bill & Account Collectors	43-3011
Billing & Posting Machine Clerks	43-3021
Bookkeeping, Accounting & Auditing Clerks	43-3031
Payroll & Timekeeping Clerks	43-3051
Procurement Clerks	43-3061
Correspondence Clerks	43-4021
Court, Municipal & License Clerks	43-4031
Credit Authorizers, Checkers & Clerks	43-4041
Customer Service Representatives	43-4051
Eligibility Interviewers, Government Programs	43-4061
File Clerks	43-4071
Order Clerks	43-4151
Human Resources Assistants	43-4161
Receptionists & Information Clerks	43-4171
Couriers & Messengers	43-5021
Production, Planning & Expediting Clerks	43-5061
Shipping, Receiving & Traffic Clerks	43-5071
Stock Clerks & Order Fillers	43-5081
Weighers, Measurers, Checkers & Samplers	43-5111
Executive Secretaries & Administrative Assistants	43-6011
Secretaries	43-6014
Office Clerks, General	43-9061
For more info: http://www.onetonline.org/	
Job Placement Rate**	75%

Debt

Median Federal Loan Debt of Graduates*	\$0.00
% of Graduates who took Federal Loans*	0%

*Based on Summer 2009 to Spring 2010 Graduates

**Based on Summer 2007 to Spring 2010 Graduates