



Transforming
Our Community...
One Student
at a Time

GAINFUL EMPLOYMENT DISCLOSURE 2019-2020

OFFICE PROFESSIONAL

Certificate of Achievement Program – CIP: 52.0401, SOC: 43-6011

PROGRAM DESCRIPTION

The Office Professional certificate of achievement program provides a strong background in technology courses. Prior to entering the program, students must have successfully completed English Composition and Keyboarding. The normal time to complete this program, based on the recommended sequence, is one year (two part-time semesters).

PROGRAM COSTS

Based on the 2019-2020 cost of attendance, this program will cost \$4,215 if completed within normal time. This figure includes course fees (where applicable) and an estimate for books and supplies. Living expenses, transportation, and other miscellaneous expenses are not included in these calculations. Please note that this information is subject to change.

STUDENTS BORROWING MONEY

The median debt of borrowers who completed this program has been withheld to preserve the confidentiality of the students.

CAREER OPPORTUNITIES

Program graduates may be employed as '**Executive Secretaries and Administrative Assistants**' which include administrative assistant, administrative secretary, administrative specialist, executive administrative assistant, executive secretary, and office assistant. For more information, please visit: <https://www.onetonline.org/link/summary/43-6011.00>.

LICENSURE REQUIREMENTS

New Jersey does not have a licensure requirement for this profession.

ADDITIONAL INFORMATION

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>.

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Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

Union County College is accredited by the Middle States Commission on Higher Education.