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| <b>Name of Certificate</b><br>Information Systems Technology – Office Assistant   | <b>Program Description</b><br>This flexible program focuses on marketable skills in the area of office assistant. The program is a one-year certificate program, consisting of ten core courses and one elective. Courses will be offered at night over a period of semesters.   |
| <b>CIP Code</b><br>11.0103  | <b>Credential Level</b><br>Certificate<br>(Certificates are granted upon completion of all required courses plus directed elective courses totaling a minimum of 33 hours)   |
| <b>Program Length</b><br>One academic year (2 semesters)  | TRC also offers an Associate of Applied Science in Information Systems Technology  |
| <b>Potential Job Titles/Occupation</b><br>Administrative Assistant  | <b>U.S. Department of Labor’s Standard Occupational Classification (SOC) Code</b><br>43.9060.00  |
| <b>U.S. Department of Labor’s O*NET Occupational Profile</b><br><br><a href="http://www.onetonline.org/link/summary/43-9060.00">http://www.onetonline.org/link/summary/43-9060.00</a> | <b>Cost of Tuition and Fees for Program</b> (2011-2012 rates, include \$17/credit hour Common fees and \$10 Lab fee)<br><br>In-district resident: \$72/credit hour * 33 credit hours = \$2,376<br>Out-of district resident: \$117/credit hour * 33 credit hours = \$3,861<br>Out of State resident: \$144/credit hour *33 credit hours = \$ 4,752<br><br>Online and Hybrid courses have additional fees. Visit Financial Aid’s website for more information about tuition and fees:<br><a href="http://www.trcc.edu/financialaid/tuition.php">http://www.trcc.edu/financialaid/tuition.php</a> |
| <b>Job Placement Rate for Program Completers</b><br>No data available   | <b>Average Cost of Books and Supplies for the entire one-year program</b><br>\$1,200   |
| <b>On-Time Graduation Rate for Program Completers</b><br>No data available  | <b>Average Room and Board Expenses for the entire one-year program</b><br>On-campus housing (no meal plans): \$3,324<br>With Parents: \$2,000<br>Without Parents: \$6,570  |
| <b>Median Title IV Student Loan Debt Incurred by Program Completers</b><br>\$0.00   | <b>Median Non-Title IV Student Loan Debt and Institutional Financing Plan Debt Incurred by Program Completers</b><br>\$0.00  |

**Three Rivers College**  
**Gainful Employment Program Disclosure Form**