

Community Enhancement Services

Undergraduate certificate in Office Administration

Program Length: 38 weeks

Students graduating on time

N/A* of Title IV students complete the program within 38 weeks¹

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$5,800 for tuition and fees

\$190 for books and supplies

Other Costs:

No other costs provided.

Visit website for more program cost information: cescollege.com/tuitions-and-fees/

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt³

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***⁴.

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Graduates who got jobs

50% of program graduates got jobs according to the [California job placement rate](#)⁷

86% of program graduates got jobs according to the [Council on Occupational Education job placement rate](#)⁸

Program graduates are employed in the following fields:

Data Entry Keyers: <http://onetonline.org/link/summary/43-9021.00>

Licensure Requirements⁶

The following do not have licensure requirements for this profession:

California

Additional Information:

No additional notes provided.

These disclosures are required by the U.S. Department of Education

Footnotes:

- ¹ The share of students who completed the program within 100% of normal time (38 weeks).
- ² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- ³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- ⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
- ⁵ The median earnings of program graduates who received Federal aid.
- ⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

⁷ State Job Placement Rate:

Name of the state this placement rate is calculated for:

California

Follow the link below to find out who is included in the calculation of this rate:

https://www.dca.ca.gov/webapps/bppe/2015_annual_report.php (https://www.dca.ca.gov/webapps/bppe/2015_annual_report.php)

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Office clerk

When were the former students employed?

Employed at the moment of submission the annual report

How were completers tracked?

Written/verbal confirmation from employers and/or graduates

⁸ Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

Council on Occupational Education

Follow the link below to find out who is included in the calculation of this rate:

<http://cescollege.com/wp-content/uploads/2018/04/CES-College-Graduation-and-Employment-Rate-Disclosure.pdf> (<http://cescollege.com/wp-content/uploads/2018/04/CES-College-Graduation-and-Employment-Rate-Disclosure.pdf>)

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