

Garnet Career Center

Undergraduate certificate in Office Administration/Word Processing

Program Length: 45 weeks

[Print \(52.0499-GedtPrint.html\)](#)

Students graduating on time

N/A* of Title IV students complete the program within 45 weeks

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

Program Costs*

\$4,092 for tuition and fees

\$1,400 for books and supplies

\$9,000 for off-campus room and board

Other Costs

(file:///C:/Users/DMahon/AppData/Local/Temp/Temp3_Gedt.zip/52.0499-Gedt.html#myModal)

Visit website for more program cost information (<http://www.garnet.edu>)

*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

0% of students who attend this program borrow money to pay for it

The typical graduate leaves with

N/A* in debt

*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 **N/A*** interest rate.

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The typical graduate earns

not provided per year after leaving this program

Graduates who got jobs

100% of program graduates got jobs according to

state job placement rate

(file:///C:/Users/DMahon/AppData/Local/Temp/Temp3_Gedt.zip/52.0499-the_Gedt.html#myModal4)

100% of program graduates got jobs according to

accreditor job placement rate

(file:///C:/Users/DMahon/AppData/Local/Temp/Temp3_Gedt.zip/52.0499-the_Gedt.html#myModal3)

Program graduates are employed in the following fields:

Procurement Clerks (<http://online.onetcenter.org/link/summary/43-3061.00>)

Customer Service Representatives (<http://online.onetcenter.org/link/summary/43-4051.00>)

Patient Representatives (<http://online.onetcenter.org/link/summary/43-4051.03>)

Receptionists and Information Clerks (<http://online.onetcenter.org/link/summary/43-4171.00>)

Cargo and Freight Agents (<http://online.onetcenter.org/link/summary/43-5011.00>)

Freight Forwarders (<http://online.onetcenter.org/link/summary/43-5011.01>)

Dispatchers, Except Police, Fire, and Ambulance (<http://online.onetcenter.org/link/summary/43-5032.00>)

Production, Planning, and Expediting Clerks (<http://online.onetcenter.org/link/summary/43-5061.00>)

Executive Secretaries and Executive Administrative Assistants (<http://online.onetcenter.org/link/summary/43-6011.00>)

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (<http://online.onetcenter.org/link/summary/43-6014.00>)

Data Entry Keyers (<http://online.onetcenter.org/link/summary/43-9021.00>)

Word Processors and Typists (<http://online.onetcenter.org/link/summary/43-9022.00>)

Insurance Claims Clerks (<http://online.onetcenter.org/link/summary/43-9041.01>)

[Insurance Policy Processing Clerks \(http://online.onetcenter.org/link/summary/43-9041.02\)](http://online.onetcenter.org/link/summary/43-9041.02)

[Office Clerks, General \(http://online.onetcenter.org/link/summary/43-9061.00\)](http://online.onetcenter.org/link/summary/43-9061.00)

Licensure Requirements

*Program has no licensure requirements in any state.

Additional Information

file:///C:/Users/DMahon/AppData/Local/Temp/Temp3_Gedt.zip/52.0499-Gedt.html#myModal2

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