

Rend Lake College Program Costs

Program Title	OFFICE TECHNOLOGIES ASSISTANT	Total Credit Hours	30
Credential	OCCUPATIONAL CERTIFICATE		

ESTIMATED PROGRAM COSTS

	Per Credit Hour	In-District Cost
Tuition	\$110	\$3,300.00
Instructional Support Fee	\$40	\$1,200.00
Course Fees	Details Below	\$30.00
Supplies	Details Below	\$0.00
Other Costs	Details Below	\$0.00
Total Program Costs		\$4,530.00

Textbooks are included in the Instructional Support Fee, except for those courses with COSM, EMTP, MEDC, NURS, and RAD prefixes. The support fee for those courses is \$25.00 per credit hour and text books are the responsibility of the student.

General Information

Tuition for students who reside outside of the RLC district is \$175 per credit hour and out of state is \$200 per credit hour. Effective with the Fall 2023 semester, out-of-district and out-of-state tuition will be \$220 per credit hour.

First Year Experience (ORIE 1101) is required for first-time degree seeking students.

The in-district cost of this 1.5 credit hour course is \$225.

Employability Skills (BUSI 1202) is required for certificate seeking students who have not taken First Year Experience.

The in-district cost of this 1 credit hour course is \$150.

EMPLOYMENT OPPORTUNITIES

Occupation	Soc Code	Hyperlink

TRANSFER OPTIONS

College	Major	Articulation Agreement

PROGRAM COURSES

SUPPLY LIST

Course Title	Course Fee	Supply	Cost
BUSI 1202-EMPLOYABILITY SKILLS	\$0.00		
BUSI 2107-BUSINESS COMMUNICATIONS	\$0.00		
CSCI 1102-INTRO TO COMPUTERS WITH BUSI APPL...	\$0.00		
CSCI 1263-MICROSOFT EXCEL SPREADSHEET	\$0.00		
OFTC 1233-OFFICE ACCOUNTING	\$0.00		
OFTC 1234-COMMUNICATION IN TECHNICAL SERV...	\$0.00		
BUSI 2203-BUSINESS ETHICS	\$0.00		
COOP 1101-COOPERATIVE EDUCATION	\$30.00		
CSCI 1255-MICROSOFT ACCESS DATABASE	\$0.00		
CSCI 1275-MICROSOFT POWERPOINT	\$0.00		
CSCI 2243-INTERMEDIATE MICROSOFT WORD	\$0.00		
OFTC 1206-COMPUTERIZED ACCOUNTING W/QUI...	\$0.00		

RECOMMENDED ELECTIVES

OTHER REQUIREMENTS

Course Title	Course Fee	Requirement	Cost

ADDITIONAL INFORMATION

--

Date Published:2023-02-15T16:40:32