

**Department of Consumer Affairs  
Bureau for Private Postsecondary Education  
Capstone College  
School Performance Fact Sheet-2011**

**Completion Rate**

**HVAC Installer – 32 weeks day, 50 weeks evening**

**Physical Therapy Aide – 30 weeks**

**Computerized Accounting – 30 weeks**

Calendar Year 2010	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
HVAC Installer	45	45	18	40%
Physical Therapy Aide	13	13	1	7.6%
Computerized Accounting	12	12	6	50%

**Students Completing After Published Program Length – 150% Completion Rate**

Calendar Year 2010	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	150% Graduates <sup>5</sup>	150% Completion Rate <sup>6</sup>
HVAC Installer	45	45	13	28.8%
Physical Therapy Aide	13	13	5	38.4%
Computerized Accounting	12	12	5	41.6%

<sup>1</sup> “Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup> “Students available for graduation” is the number of students who began program minus the number of “Students unavailable for graduation,” which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup> “Graduates” is the number of students who completed the program within 100% of the published program length.

<sup>4</sup> “Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

<sup>5</sup> “150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

<sup>6</sup> “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length.

\_\_\_\_\_  
Initial \_\_\_\_\_ Date.  
I have received and reviewed the Completion Rate data provided by the College

## Placement Rate

Calendar Year 2010	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>2</sup>	Graduates Available for Employment <sup>3</sup>	Graduates Employed in the Field <sup>4</sup>	Placement Rate % Employed in the Field <sup>5</sup>	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
HVAC Installer	45	18	18	9	50%	0	9
Physical Therapy Aide	13	1	1	1	100%	1	0
Computerized Accounting	12	6	6	4	66.6%	0	4

<sup>1</sup> "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

"Number of Graduates" is the number of students who have completed the program within 100% of the published program length.

"Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

"Graduates employed in the field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

\_\_\_\_\_  
Initial \_\_\_\_\_ Date.

I have received and reviewed the Placement Rate data provided by the College

## License Examination Pass Rates

HVAC Installer, Physical Therapy Aide, and Computerized Accounting do not require licensure to work in the field. There is no licensure requirement to gain entry level employment for these programs.

\_\_\_\_\_ Initial \_\_\_\_\_ Date.

I have received and reviewed the License Examination data provided by the College

## Salary and Wage Information

Calendar Year 2010	Graduates Available for Employment <sup>1</sup>	Graduates Employed, in the Field <sup>2</sup>	Annual Salary and Wages Reported, by Graduates Employed in the Field <sup>3</sup>					
			15,001- 20,000	20,001- 25,000	25,001- 30,000	30,001- 35,000	50,000- 55,000	Not Reported
HVAC Installer	18	9	0	3	4	0	0	2
Physical Therapy Aide	1	1	1	0	0	0	0	0
Computerized Accounting	6	4	1	0	0	2	1	0

<sup>1</sup> "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup> "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

Salary is as reported by the student. Not all graduates reported salary.

### Occupational Employment Statistics (OES) Survey Results (May 2010) & Wage (2011 – 1<sup>st</sup> Quarter) Data

These survey data are from the 2010 Occupational Employment Statistics (OES) survey.

For details of the methodology, see the Overview of the OES Survey at <http://www.labormarketinfo.edd.ca.gov>.

Geographic Area Name	SOC Code	Occupational Title	Mean Hourly Wage	25th Percentile Hourly Wage	50th Percentile (Median) Hourly Wage	75th Percentile Hourly Wage
Los Angeles-Long Beach-Glendale, CA	49-9021	HVAC Installer	\$23.29	\$15.99	\$22.78	\$29.54
Los Angeles-Long Beach-Glendale, CA	43-3031	Computerized Accounting	\$18.45	\$14.52	\$17.88	\$21.87
Los Angeles-Long Beach-Glendale, CA	31-2022	Physical Therapy Aide	\$13.37	\$11.28	\$13.22	\$15.59

\_\_\_\_\_ Initial \_\_\_\_\_ Date.

I have received and reviewed the Salary and Wage data provided by the College

I have read this 4 page School Performance Fact Sheet provided by Capstone College:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Date

**HVAC INSTALLER**  
**D.O.T. # 637.261-014 and D.O.T. # 637.664-010**

**OBJECTIVE:**

The objective of the HVAC Installer program is to provide students with the basic knowledge, skills, work habits, and practical applications of HVAC systems required for entry-level employment.

The HVAC Installer Program is a total of 800 hours and 32 weeks. The program is divided into course modules. Students must complete all modules starting with any module and continuing until all modules are successfully completed. Students will have the opportunity to learn the basic HVAC processes in a real-world, hands-on laboratory environment on the same equipment used by business and industry and to be able to efficiently perform the entry-level duties required in the HVAC Industry.

The HVAC Installer program includes a study of air conditioning and heating systems including safety procedures for the use of tools and materials, basic electricity, theory of heating and air-conditioning systems, sheet metal installation, schematics, brazing and soldering, heating fundamentals, and installation of HVAC systems.

Students who complete the program in a satisfactory manner and graduate are awarded a Certificate as an HVAC Installer. Career opportunities in the HVAC industry for graduates include: HVAC Installers, Apprentices, HVAC Helpers, Maintenance Technicians and Sheet Metal Workers. All class sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA.

<b>COURSE/SUBJECT AREA</b>	<b>SEMESTER CREDITS</b>
HVAC Trade Orientation	1.0
Human Relations	1.0
Safety and First Aid	1.5
Construction Math	2.0
Tools, Materials, Supplies	1.5
HVAC Sheet Metal Installation	2.0
HVAC National and Local Codes	1.0
HVAC Fundamentals	2.0
HVAC Systems	3.0
HVAC Theory	3.0
HVAC Electrical	4.0
Brazing & Soldering	1.0
Refrigerants & Charging Techniques	2.0
Heating Fundamentals	4.0
HVAC Schematics	0.5
Residential Installation Labs	2.75
Refrigerant Certification Seminar	0.5
Job Search Seminar	0.25

**PROGRAM TOTALS:**

800 Hours - 33 Semester Credits	Tuition:	\$ 11,500.00 (Includes books & supplies)
36 Weeks - Day	Registration Fee:	\$ 100.00
50 Weeks - Evening	STRF	\$ 30.00
<b>TOTAL COST</b>		<b>\$ 11,630.00</b>

**COMPUTERIZED ACCOUNTING**  
**(BOOKKEEPER)**  
**D.O.T. # 210.382-018 and D.O.T. # 216.482-010**

**OBJECTIVE:**

The objective of the Computerized Accounting Program is to provide the student with the knowledge, skills and work habits required for an entry level position in Computerized Accounting. The program provides the student with a broad knowledge of accounting operations, including basic bookkeeping and computer spreadsheets. It also provides a good background in office operations and extensive "hands-on" experience using current equipment.

The Computerized Accounting Program is a total of 600 hours (30 weeks) of lecture and computer laboratory training. The Program is divided into course modules and students must complete all modules starting with any module and continuing until all modules are successfully completed. The program provides the student with a broad knowledge of accounting operations, including basic bookkeeping and computer spreadsheets. It also provides a good background in office operations and extensive "hands-on" experience using current equipment.

Graduates can obtain entry-level employment as a Bookkeeper, Accounts Receivable/Payable Bookkeeper, Ledger-Entry Clerk, Payroll Processor, Invoicing Clerk, Tax Preparation, and related positions in accounting offices and comparable places of work.

Students who complete the program in a satisfactory manner are awarded a Certificate in Computerized Accounting. All class sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA.

<b>COURSE/SUBJECT AREA</b>	<b>SEMESTER CREDITS</b>
Payroll and Banking	2.0
Bookkeeping I, II and III	4.0
Introduction to Computers	1.0
Business Mathematics I and II	3.0
Ten-Key by Touch, Typing I and II	3.0
Word Processing II	1.0
Computer Spreadsheets I	1.0
Computer Spreadsheets II	1.0
Telephone Skills	1.0
Job Search Skills	1.0
Office Procedures	1.0
Basic Business English	2.0
Integrated Accounting I	1.0
Integrated Accounting II	1.0
Database Software	1.0

PROGRAM TOTALS:	600 Hours - 24 Semester Credits
	30 Weeks - Day Program
	38 Weeks - Eve Program

Tuition	\$ 9,500.00 (Includes books & supplies)
Registration Fee	\$ 100.00
STRF	\$ 25.00
<b>TOTAL PROGRAM COST</b>	<b>\$ 9,625.00</b>

## PHYSICAL THERAPY AIDE

D.O.T.: 353.354-010

### OBJECTIVE:

The objective of the Physical Therapy Aide Program is to provide the students with the knowledge, skills and work habits required for entry level employment as a Physical Therapy Aide. The program prepares students to efficiently perform the clinical and administrative tasks of assisting a Registered Physical Therapist in a variety of settings. This include: physical therapy offices, hospitals, chiropractic clinics, long-term care facilities, aquatic facilities, sport medicine clinics and health fitness centers.

The Physical Therapy Aide Program is a total of 750 hours (30 weeks) that includes classroom, laboratory and clinical setting. The Program is divided into course modules and Externship. Students must complete all modules starting with any module and continuing until all modules are successfully completed. Students learn a variety of patient care modalities including: massage therapy, ultrasound therapy, traction and electrical stimulation. They are also trained in patient care, positioning patients, the proper use of exercising techniques, transporting patients, use of ambulatory aids, customer service, patient charting and basic computer operations. Students in the Physical Therapy Aide Program must complete 125 hours of Externship training in a physical therapy setting.

Career opportunities for graduates include; Physical Therapy Aide, Chiropractic Assistant; Sports Medicine Aide, Rehabilitation Aide and Restorative Aide. Graduates work under a licensed supervisor of patient care applying a variety of modalities, preparing the patient and the treatment area, front office, maintaining patient records and communicate effectively with patients and other health care providers, and help make therapy sessions productive for all patients in this rewarding healthcare industry.

Students who complete the program in a satisfactory manner are awarded a Certificate of Physical Therapy Aide completion. All theory sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA. Externship locations include: The Chiropractic Wellness Center & Spa; 15701 Vanowen Street, Van Nuys, CA 91406; Advantage Health & Rehabilitation; 8780 Van Nuys Blvd. Suite #8, Panorama City, CA 91402; Dynamic Physical Therapy; 9612 Van Nuys Blvd., Panorama City, CA 91402.

COURSE/SUBJECT AREA	SEMESTER CREDITS
Medical Terminology	5.5
Medical Office/Customer Service	1.5
Physical Therapy and Rehabilitation (Basic and Records)	3.8
Physical Therapy Agents and Modalities	4.8
Electrical Modalities	3.0
Ranges of Motion and Traction	1.0
Work and Ambulation	4.7
Typing I and Word Processing	2.0
Job Search Skills	1.0
Externship	2.7

### PROGRAM TOTALS:

750 Hours - 30 Credits	Tuition:	\$ 10,500.00 (Includes books & supplies)
30 Weeks - Day	Registration Fee:	\$ 100.00
47 Weeks - Evening	STRF	\$ 27.50
	TOTAL	\$ 10,627.50