

## Performance Fact Sheet

Program				Length of Program					
Entry Level Clerical with Microcomputer Applications				432	Hours				
Calendar Year	Number of Students who began the program	Students available for Graduation	Number of Students who graduated the program	Completion Rate	Placement Rate	Graduates employed in field less than 32 hours per week	Graduates employed in field at least 32 hours per week		
2011	48	45	45	100%	62%	6	22		
2010	60	57	57	100%	65%	17	20		
Annual Salary and Wages Reported by Graduates Employed in the Field									
Calendar Year	Graduates available for employment	Graduates employed in the field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	Students not Reporting Salary		
2011	45	28	1	15	4	8			
2010	57	37		21	6	10	0		

Program				Length of Program					
General Office Basics with Microcomputer Applications				632	Hours				
Calendar Year	Number of Students who began the program	Students available for Graduation	Number of Students who graduated the program	Completion Rate	Placement Rate	Graduates employed in field less than 32 hours per week	Graduates employed in field at least 32 hours per week		
2011	13	11	11	100%	27%	1	2		
2010	7	6	6	100%	100%	2	4		
Annual Salary and Wages Reported by Graduates Employed in the Field									
Calendar Year	Graduates available for employment	Graduates employed in the field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	Students not Reporting Salary		
2011	11	3		1	1	1			
2010	6	6		3	2	1			

Program			Length of Program					
General Office with Microcomputer Applications			736 Hours					
Calendar Year	Number of Students who began the program	Students available for Graduation	Number of Students who graduated the program	Completion Rate	Placement Rate	Graduates employed in field less than 32 hours per week	Graduates employed in field at least 32 hours per week	
2011	0	0	0	0	0	0	0	
2010	0	0	0	0	0	0	0	
Annual Salary and Wages Reported by Graduates Employed in the Field								
Calendar Year	Graduates available for employment	Graduates employed in the field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	Students not Reporting Salary	
2011	0	0	0	0	0	0	0	
2010	0	0	0	0	0	0	0	

Program			Length of Program					
General Office with Extended Microcomputer Applications			864 Hours					
Calendar Year	Number of Students who began the program	Students available for Graduation	Number of Students who graduated the program	Completion Rate	Placement Rate	Graduates employed in field less than 32 hours per week	Graduates employed in field at least 32 hours per week	
2011	6	6	6	100%	50%	0	3	
2010	3	3	3	100%	100%	2	1	
Annual Salary and Wages Reported by Graduates Employed in the Field								
Calendar Year	Graduates available for employment	Graduates employed in the field	\$15,000 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	Students not Reporting Salary	
2011	6	3	1	1		1		
2010	3	3		3				