



SER-Jobs for Progress, Inc.
 1243 E. Warner Ave., Santa Ana, CA 92705

**Annual Report-Performance Fact Sheet
 July 1, 2012 - June 30, 2013**

Name of Educational Program: Clerical Business Skills and Computer Skills
Program Length: 780 hours for both (390 hours each)

Completion Rate:

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2012-2013	32	15	10	66%

Students Completing After Published Program Length – 150% Completion Rate

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴

¹ “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.

² “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.

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

⁴ “Completion Rate” is the number of graduates divided by the Number of students Available for Graduation.

⁵ “150% Graduates” is the number of students who completed the program within 101%-150% of the Published program length.

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

Placement Rates:

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ²	Graduates Available for Employment ³	Graduates Employed In the Field ⁴	Placement Rate% Employed In the Field ⁵	Employed In the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2012-13	42	10	6	5	83%	0	5

¹ “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.

² “Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

³ “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.

⁴ “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 provide a significant advantage to the graduate in obtaining the position.

⁵ “Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

License Examination Passage Rates: Not Applicable. A license examination passage is not a requirement for this program.

Number of Students Taking Exam ¹	Exam Date ²	Number Who Passed Exam	Number Who Failed Exam	Passage Rate ³

Salary and Wage Information:

Calendar Year	Graduates Available For Employment ¹	Graduates Employed In the Field ²	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	\$35,001 - \$40,000	Students Not Reporting Salary
2012-13	6	5	4			1	

¹ “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, became 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.

² “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 provide a significant advantage to the graduate in obtaining the position.

In today’s job market almost any job requires that the employees be computer literate to be able to perform their job duties. Our graduates stated that they were able to obtain employment through the education and training they had received. The salaries listed above were reported by the students.

Calendar Year	Nursery Attendant	Teacher's Aide	Assistant Manager	Office Clerk	Other
2012 2013	0	0	1	4	0

³ “Salary is as Reported by the Student.” Not all graduates reported salary.