

PERFORMANCE FACT SHEET

2010 - 2012

**COMPLETION RATES
CLERICAL SPECIALIST II – 33 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	0	0	0	0
2011	0	0	0	0
2012	0	0	0	0

**PLACEMENT RATES
CLERICAL SPECIALIST II – 33 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-9199)

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Any question a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number (916) 431-6959, fax number (916)263-1897.

PERFORMANCE FACT SHEET

2010- 2012

**COMPLETION RATES
CLERICAL SPECIALIST IV – 39 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	2	2	2	100%
2011	1	1	1	100%
2012	1	1	1	100%

**PLACEMENT RATES
CLERICAL SPECIALIST IV – 39 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	2	2	2	2	100%	0	2
2011	1	1	1	1	100%	0	1
2012	1	1	1	1	100%	0	1

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-9199/43-3031)

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PERFORMANCE FACT SHEET

2010- 2012

**COMPLETION RATES
EXECUTIVE SECRETARY – 34 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	0	0	0	0
2011	0	0	0	0
2012	0	0	0	0

**PLACEMENT RATES
EXECUTIVE SECRETARY – 34 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-6011)

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PERFORMANCE FACT SHEET

2010-2012

**COMPLETION RATES
LEGAL SECRETARY – 36 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	11	11	8	73%
2011	4	4	3	75%
2012	4	4	4	100%

**PLACEMENT RATES
LEGAL SECRETARY – 36 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	11	8	6	5	83%	0	5
2011	4	3	2	2	100%	0	2
2012	4	4	4	3	75%	0	3

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-6012)

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PERFORMANCE FACT SHEET

2010-2012

COMPLETION RATES

MICROCOMPUTER SPECILAIST II – 35 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	0	0	0	0
2011	0	0	0	0
2012	2	1	1	50%

PLACEMENT RATES

MICROCOMPUTER SPECIALIST II – 35 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0
2012	2	1	1	1	100%	0	1

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online’s Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-9020/439061)

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PERFORMANCE FACT SHEET

2010-2012

COMPLETION RATES

MICROCOMPUTER SPECIALIST IV – 31 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	9	9	8	89%
2011	2	2	2	100%
2012	1	1	1	100%

PLACEMENT RATES

MICROCOMPUTER SPECIALIST IV – 31 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABLE FOR EMPLOYMENT	GRADUATES EMPLOYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	9	8	7	6	86%	0	6
2011	2	2	2	2	100%	0	2
2012	1	1	1	1	100%	0	1

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-3031/43-3050)

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PERFORMANCE FACT SHEET

2010-2012

**COMPLETION RATES
MEDICAL ASSISTANT – 36 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	67	67	50	75%
2011	66	66	47	71%
2012	51	35	35	70%

**PLACEMENT RATES
MEDICAL ASSISTANT – 36 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	67	50	46	32	70%	0	32
2011	66	47	45	36	80%	0	36
2012	51	35	27	19	70%	0	19

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (31-9092)

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PERFORMANCE FACT SHEET

2010-2012

COMPLETION RATES

MEDICAL OFFICE SPECIALIST – 35 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	28	28	18	64%
2011	39	39	32	82%
2012	39	39	33	85%

PLACEMENT RATES

MEDICAL OFFICE SPECIALIST – 35 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	28	18	14	12	86%	0	12
2011	39	32	28	21	75%	0	21
2012	39	33	32	23	72%	0	23

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-6013)

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PERFORMANCE FACT SHEET

2010-2012

COMPLETION RATES

MEDICAL RECEPTIONIST – 30 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	6	6	5	83%
2011	10	10	6	60%
2012	13	13	8	62%

PLACEMENT RATES

MEDICAL RECEPTIONIST – 30 WEEKS

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	6	5	5	4	80%	0	4
2011	10	6	5	4	80%	0	4
2012	13	8	6	4	67%	0	4

Sample occupations, wages and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (29-2071)

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PERFORMANCE FACT SHEET

2010-2012

**COMPLETION RATES
OFFICE ADMINISTRATION II – 20 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	0	0	0	0
2011	0	0	0	0
2012	0	0	0	0

**PLACEMENT RATES
OFFICE ADMINISTRATION II – 20 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-9061)

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PERFORMANCE FACT SHEET

2010-2012

**COMPLETION RATES
OFFICE ADMINISTRATION IV – 31 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION	GRADUATES	COMPLETION RATE
2010	9	9	8	89%
2011	4	4	3	75%
2012	9	9	7	78%

**PLACEMENT RATES
OFFICE ADMINISTRATION IV – 31 WEEKS**

CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	NUMBER OF GRADUATES	GRADUATES AVAILABE FOR EMPLOYMENT	GRADUATES EMPOLYED IN FIELD	PLACEMENT RATE% EMPLOYED IN FIELD	GRADUATES EMPLOYED IN FIELD AN AVERAGE OF LESS THAN 32 HOURS PER WEEK	GRADUATES EMPLOYED IN FIELD AT LEAST 32 HOURS PER WEEK
2010	9	8	7	6	86%	0	6
2011	4	3	3	3	100%	0	3
2012	9	7	4	0	0%	0	0

Sample occupations, wage and employment trends for students completing this program and a complete look at occupations related to this program, please review O*NET Online's Classifications of Institutional Programs (CIP) Code www.onetonline.org (43-3031)

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