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SCHOOL PERFORMANCE FACT SHEET
2013 & 2014 Calendar Years

Microcomputer Office Specialist Program (20 weeks)
Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program (40 hours)
Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program (40 hours)

The following is a School Performance Fact Sheet providing information to all prospective students for the purpose of supporting informed education choices. The Bureau for Private Postsecondary Education (BPPE) requires that each institution provide all prospective students with a School Performance Fact Sheet, in fulfillment of the requirements set forth in Section 94910 of the California Private Postsecondary Education Act of 2009, that provides information for each program offered in regard to completion rates, placement rates, licensure exam passage rates, salary/wage information and student loan information.

ON-TIME COMPLETION RATES

Microcomputer Office Specialist Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	5	5	5	100%
2013	0	0	0	0%

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0%
2013	0	0	0	0%

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates[3]	Completion Rate[4]
2014	0	0	0	0%
2013	0	0	0	0%

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH (101-150% COMPLETION RATE)

Microcomputer Office Specialist Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates (150%)[5]	Completion Rate (150%)[6]
2014	5	5	0	0%
2013	0	0	0	0%

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates (150%)[5]	Completion Rate (150%)[6]

2014	0	0	0	0%
2013	0	0	0	0%

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of Students Who Began Program[1]	Students Available for Graduation[2]	Graduates (150%)[5]	Completion Rate (150%)[6]
2014	0	0	0	0%
2013	0	0	0	0%

1. *"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.
2. *"Students available for Graduation"* is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
3. *"Graduates"* is the number of students who completed the program within 100% of the program length.
4. *"Completion Rate"* is the number of Graduates divided by the Number of Students Available for Graduation.
5. *"150% Graduates"* represents the number of students who completed the program within 101-150% of the published program length.
6. *"150% Completion Rate"* represents 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 period.

Student's Initials:_____ Date:_____

PLACEMENT RATES

Graduates of Capstone Pacific College are prepared to embark on a new career in Microcomputer Office Specialist and Microcomputer Operators. CPC does not offer or job placement, however referrals may be obtained in certain cases.

Microcomputer Office Specialist Program

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]	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
2014	5	5	5	4	80%	0	4
2013	0	0	0	0	0%	0	0

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

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]	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
2014	0	0	0	0	0%	0	0
2013	0	0	0	0	0%	0	0

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

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]	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
2014	0	0	0	0	0%	0	0
2013	0	0	0	0	0%	0	0

1. *"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.
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 the 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 are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination result for the first available after a student completes an applicable educational program.
5. *"Placement Rate Employed in the Field"* is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask a Capstone Pacific College representative.

Student's Initials:_____ Date:_____

EXAMINATION PASSAGE RATES (for licensure examinations not continuously administered)

Microcomputer Office Specialist Program

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

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

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

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

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

1. *"Number of Students Taking Exam"* is the number of students who completed the program within 150% of published program length and who took the exam in the reported calendar year for the first time.
2. *"Exam Date"* is the date for the first available exam after the students completed the program.

3. *"Passage Rate"* is calculated by dividing the number of students who pass the exam by the number of graduates who took the reported licensing exam.

LICENSE EXAMINATION PASSAGE RATES (continually administered examinations)

Microcomputer Office Specialist Program

Calendar Year	Number of Students Taking Exam[1]	Number Who Passed First Exam Taken[2]	Number Who Failed First Exam Taken	Passage Rate[3]
2014	NA	NA	NA	NA
2013	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Calendar Year	Number of Students Taking Exam[1]	Number Who Passed First Exam Taken[2]	Number Who Failed First Exam Taken	Passage Rate[3]
2014	NA	NA	NA	NA
2012	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of Students Taking Exam[1]	Number Who Passed First Exam Taken[2]	Number Who Failed First Exam Taken	Passage Rate[3]
2014	NA	NA	NA	NA
2013	NA	NA	NA	NA

1. *"Number of Students Taking Exam"* is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
2. *"Number Who Passed First Exam Taken"* is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
3. *"Passage Rate"* is calculated by dividing the number of students who pass the exam by the number of graduates who took the reported licensing exam.

Student's Initials:_____ Date:_____

SALARY AND WAGE INFORMATION

Capstone Pacific College graduates may start in entry level positions and should expect to earn salaries at the lower end of the hourly and/or salary range. Employment, career advancement, income, and the success or satisfaction of an individual student are not guaranteed and depend upon the local and national economy at the time, the graduate's abilities efforts and prior experience, and other factors. We recommend that you conduct your own due diligence in the local job markets in which you anticipate applying to determine the salaries and opportunities available to graduates on entry into the field.

Microcomputer Office Specialist Program

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$0-$5,000	$5,001-10,000	$10,001-$15,000	$15,001-$20,000	$20,001-$25,000	$25,001-$35,000
2014	5	4	0	0	0	0	3	0
2013	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$35,001-$40,000	$40,001-$45,000	$45,001-$50,000	$50,001-$55,000	$55,001-$60,000	$60,001-$65,000
2014	See above	See above	0	0	0	0	0	0

2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$65,001-$70,000	$70,001-$75,000	$75,001-$80,000	$80,001-$85,000	$85,001-$90,000	$90,001-$95,000
2014	See above	See above	0	0	0	0	0	0
2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]		
			$95,001-$100,000	Over $100,001	Students not Reporting Salary
2014	See above	See above	0	0	1
2013	See above	See above	0	0	0

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$0-$5,000	$5,001-10,000	$10,001-$15,000	$15,001-$20,000	$20,001-$25,000	$25,001-$35,000
2014	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$35,001-$40,000	$40,001-$45,000	$45,001-$50,000	$50,001-$55,000	$55,001-$60,000	$60,001-$65,000
2014	See above	See above	0	0	0	0	0	0
2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$65,001-$70,000	$70,001-$75,000	$75,001-$80,000	$80,001-$85,000	$85,001-$90,000	$90,001-$95,000
2014	See above	See above	0	0	0	0	0	0
2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]		
			$95,001-$100,000	Over $100,001	Students not Reporting Salary
2014	See above	See above	0	0	0
2013	See above	See above	0	0	0

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$0-$5,000	$5,001-10,000	$10,001-$15,000	$15,001-$20,000	$20,001-$25,000	$25,001-$35,000
2014	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$35,001-$40,000	$40,001-$45,000	$45,001-$50,000	$50,001-$55,000	$55,001-$60,000	$60,001-$65,000
2014	See above	See above	0	0	0	0	0	0

2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]					
			$65,001-$70,000	$70,001-$75,000	$75,001-$80,000	$80,001-$85,000	$85,001-$90,000	$90,001-$95,000
2014	See above	See above	0	0	0	0	0	0
2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment[1]	Graduates Employed in the Field[2]	Annual Salary and Wages reported Graduates Employed in the Field[3]		
			$95,001-$100,000	Over $100,001	Students not Reporting Salary
2014	See above	See above	0	0	0
2013	See above	See above	0	0	0

1. *"Graduates Available for Employment"* means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means the 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.
2. *"Graduates employed in the Field"* means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination result for the first available after a student completes an applicable educational program.
3. "Salary" is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the field can be obtained from CPC.

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask a Capstone Pacific College representative.

Student's Initials:_____ Date:_____

STUDENT LOAN INFORMATION

At the present time, Capstone Pacific College does NOT participate in federal and state financial programs, and does NOT offer any financial aid programs.

If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Student's Initials:_____ Date:_____

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please contact Capstone Pacific College.

This School Performance Fact Sheet is filed with the Bureau for Private Postsecondary Education (BPPE). Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed the Bureau for Private Postsecondary Education at: P.O.Box 980818, West Sacramento, CA 95798-0818 or 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Phone: (916) 431-6959 or Toll Free: (888) 370-7589, Fax: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name (Print): _____

Student Signature: _____ Date:_____

School Official Signature: _____ Date:_____