

Career Advancement Solutions
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Performance Fact Sheets
2014
Word Processing/General Office (14 weeks)

ON-TIME COMPLETION

Calendar	No. of Students	Students	Graduates	Completion	150%	Graduates	Graduates
Year	Who Began	Available for		Rate	Graduates	Available for	Employed in
	Program	Graduation				Employment	Field
2013	23	23	3	13.04	3	3	0
2014	47	47	8	17.02	8	8	1

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH (101-150% Completion Rate)

Calendar	No. of Students	Students	150%	150%	
Year	Who Began	Available for	Graduates	Completion Rate	
	Program	Graduation			
2013	23	23	3	13.04	
2014	47	47	8	17.02	

PLACEMENT RATES

Calendar	No. of Students	Number of	Graduates	Graduates	Placement Rate	Graduates Employed	Graduates Employed
Year	Who Began	Graduates	Available for	Employed in the	Employed in the	in the Field an ave. of	in the Field at least
	Program		Employment	Field	Field	less than 32 hrs per week	32 hrs per week
2013	23	3	3	0	0	N/A	N/A
2014	47	8	8	1	12.5	N/A	N/A

SALARY AND WAGE INFORMATION

Calendar	Graduates	Graduates	Annual Salary and Wages Reported Graduates Employed in the Field				
Year	Available for	Employed in	\$15,000 to	\$20,001 to	\$25,001 to	\$30,001 to	Students not
	Employment	Field	\$20,000	\$25,000	\$30,000	\$35,000	Reporting Salary
2013	3	0	0	0	0	0	0

2014	8	1	N/A	N/A	N/A	N/A	1
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