

**BUSINESS ADMINISTRATION CERTIFICATE PROGRAM
OFFICE MANAGEMENT**

Program Code: 041893 52.0201-01

Students completing within published program length of 48 weeks- 100% completion rate

Calendar year	Number of students who began program	Students available for graduation	100% Graduates	Completion Rate
2009	0	0	0	0%
2010	0	0	0	0%

Students completing after published program length of 48 weeks - 150% completion rate

Calendar year	Number of students who began program	Students available for graduation	150% Graduates	150% Completion Rate
2009	0	0	0	0%
2010	0	0	0	0%

Placement rates for those students who reported working information

Calendar year	Number of students who began program	Number of Graduates	Graduates available for employment	Graduates employed in the field	Placement rate % employed in the field	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
2009	0	0	0	0	N/A	N/A	N/A
2010	0	0	0	0	N/A	N/A	N/A

License exam passage rates: Not applicable

Typical occupations obtained and wages earned by graduates are listed below:

Occupation Code	Occupation	Median Annual Wage
43-1011.00	First-Line Supervisors of Office and Administrative Support http://www.onetonline.org/link/summary/43-1011.00	\$47,460
43-6011.00	Executive Secretaries and Executive Administrative Assistants http://www.onetonline.org/link/summary/43-6011.00	\$43,520
13-1121.00	Meeting, Convention, and Event Planners http://www.onetonline.org/link/summary/13-1121.00	\$45,260

Program Cost: \$ 4,500

Books and Supplies: \$528

Median Loan Debt:

Title IV Loans	Private Educational Loan	Institutional Finance Loan

Based upon student feedback, students are earning an average of: unable to obtain student earnings

Manner in which figures above were calculated:

~ *Completions*

- *Number of students who completed course in 100% time allotted divided by the number of students who started the course in given year*
- *Number of students who completed course in 150% time allotted divided by the number of students who started the course in given year*
- *Total completed is a combination of students who graduated within 100% of time allotted, plus students who graduated within 150% of time allotted, and students who completed in more than 150% of time allotted*

~ *Working*

- *Number of students who reported employment out of the of Total Completed student list in given year*

Students may obtain a list of employment positions determined to be in the field:

<http://www.alliedcareers.com/>

This fact sheet is filed with the Bureau for Postsecondary Education. Regardless of any information you may have relating to completion rates, working 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 to:

The Bureau for Private Postsecondary Education
2435 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
(916) 431-6959 ~ (888) 370-7589
www.bppe.ca.gov ~ bppve@dca.ca.gov

Please read, initial, and date below prior to signing an enrollment agreement:

Student Signature: _____

date: _____

School Representative Signature: _____

date: _____