Glendale Community College Gainful Employment Disclosure Statement, 2012-2013

Certificate Program: Computer Applications/Business Office Technology: Administrative Assistant

Gainful Employment Program ID: 001203-52.0401-01

Occupations

This certificate program prepares students to enter the following occupation(s):

Occupation	SOC (Standard Occupational Classification) Code	Link to O*NET Occupational Profile
Executive Secretary/	43-6011.00	Executive Secretary/
Administrative		Administrative Assistant

Program Costs

This certificate program has the following costs:

General Fees and Costs		
Enrollment Fee (Tuition):	\$46 per unit	
Required Units for Certificate:	44-45	
Total Enrollment Fee:	\$2,024	
Additional Required Fees:	\$71 per semester	
Total Cost of Books and Supplies:	\$3,036.00	

Time to Completion	Total Cost
4 semesters	\$5,344.00
5 semesters	\$5,415.00
6 semesters	\$5,486.00
7 semesters	\$5,557.00
8 semesters	\$5,628.00
9 semesters	\$5,699.00

Completion, Job Placement, and Loan Debt

On-Time Completion (2010-11 and 2011-12 Completers)	
Semesters to completion for full-time students:	4 semesters
# completers / # completing in time / % in time	4 / 0 / 0%
Semesters to completion for part-time students:	8 semesters
# completers / # completing in time / % in time	4 / 2 / 50%
Job Placement Rate (2009-2010 Completers)	
Job placement rate:	77%
Loan Debt (2010-11 and 2011-12 Completers)	
Median loan debt incurred by completers:	\$0.00