

Glendale Community College
Gainful Employment Disclosure Statement, 2012-2013

Certificate Program: Office Administration: Legal Secretary

Gainful Employment Program ID: 001203-52.0403-01

Occupations

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

Occupation	SOC (Standard Occupational Classification) Code	Link to O*NET Occupational Profile
Legal Secretary	43-6012.00	Legal Secretary

Program Costs

This certificate program has the following costs:

General Fees and Costs	
Enrollment Fee (Tuition):	\$46 per unit
Required Units for Certificate:	40
Total Enrollment Fee:	\$1,840
Additional Required Fees:	\$71 per semester
Total Cost of Books and Supplies:	\$2,760.00

Time to Completion	Total Cost
4 semesters	\$4,884.00
5 semesters	\$4,955.00
6 semesters	\$5,026.00
7 semesters	\$5,097.00
8 semesters	\$5,168.00
9 semesters	\$5,239.00

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	0 / 0 / not available
Semesters to completion for part-time students:	8 semesters
# completers / # completing in time / % in time	0 / 0 / not available
Job Placement Rate (2009-2010 Completers)	
Job placement rate:	not available
Loan Debt (2010-11 and 2011-12 Completers)	
Median loan debt incurred by completers:	\$0.00