#### Glendale Community College Gainful Employment Disclosure Statement, 2012-2013

# **Certificate Program: Business Office Technology: Receptionist/Office Clerk**

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
Receptionist/	43-4171.00	Receptionist/ Information Clerk
Information Clerk		
Office Clerk, General	43-9061.00	Office Clerk, General

### **Program Costs**

This certificate program has the following costs:

General Fees and Costs		
Enrollment Fee (Tuition):	\$46 per unit	
Required Units for Certificate:	19	
Total Enrollment Fee:	\$874	
Additional Required Fees:	\$71 per semester	
Total Cost of Books and Supplies:	\$1,311.00	

Time to Completion	Total Cost
2 semesters	\$2,327.00
3 semesters	\$2,398.00
4 semesters	\$2,469.00
5 semesters	\$2,540.00
6 semesters	\$2,611.00
7 semesters	\$2,682.00

# Completion, Job Placement, and Loan Debt

On-Time Completion (2010-11 and 2011-12 Completers)	
Semesters to completion for full-time students:	2 semesters
# completers / # completing in time / % in time	25 / 0 / 0%
Semesters to completion for part-time students:	4 semesters
# completers / # completing in time / % in time	25 / 0 / 0%
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