

## GAINFUL EMPLOYMENT PROGRAM DISCLOSURES

Final regulations published on October 29, 2010, by the U.S. Department of Education (the Department), require institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to disclose to prospective students certain information about their programs that lead to gainful employment in a recognized occupation, effective July 1, 2011. Below are the required disclosures for our programs.

| Program                                      | Tuition & Fees <sup>1</sup> | Median Debt Load <sup>2</sup> | On Time Completion Rate <sup>3</sup> | 150% Completion Rate <sup>3,4</sup> | Placement Rate <sup>3</sup> |
|--|-----------------------------|-------------------------------|--------------------------------------|-------------------------------------|-----------------------------|
| Medical Front Office with Billing and Coding | \$14,718                    | \$9,038                       | 83.3%                                | 91.7%                               | 90.9%                       |
| Business Office Administration               | \$14,588                    | \$9,038                       | 100%                                 | 100%                                | 81.8%                       |
| Paralegal <sup>5</sup>                       | \$14,588                    | n/a                           | n/a                                  | n/a                                 | n/a                         |
| Medical Assistant <sup>5</sup>               | \$15,720                    | n/a                           | n/a                                  | n/a                                 | n/a                         |

| Standard Occupational Classification (SOC)         | SOC Code | O*NET Website Link  | Program |     |    |    |
|--|----------|---|---------|-----|----|----|
|  |          |   | MFOBC   | BOA | PL | MA |
| Medical Records and Health Information Technicians | 29-2071  | <a href="http://www.onetonline.org/link/summary/29-2071.00">www.onetonline.org/link/summary/29-2071.00</a>        | X       |     |    |    |
| Medical Assistants                                 | 31-9092  | <a href="http://www.onetonline.org/link/summary/31-9092.00">www.onetonline.org/link/summary/31-9092.00</a>        |         |     |    | X  |
| Office Clerks, General                             | 43-9061  | <a href="http://www.onetonline.org/link/summary/43-9061.00">http://www.onetonline.org/link/summary/43-9061.00</a> | X       | X   | X  |    |
| Legal Secretaries                                  | 43-6012  | <a href="http://www.onetonline.org/link/summary/43-6012.00">www.onetonline.org/link/summary/43-6012.00</a>        |         |     | X  |    |
| Medical Secretaries                                | 43-6013  | <a href="http://www.onetonline.org/link/summary/43-6013.00">www.onetonline.org/link/summary/43-6013.00</a>        | X       |     |    |    |
| Secretaries, Except Legal, Medical and Executive   | 43-6014  | <a href="http://www.onetonline.org/link/summary/43-6014.00">www.onetonline.org/link/summary/43-6014.00</a>        |         | X   |    |    |

<sup>1</sup> As of June 30, 2011. Includes \$50 registration fee, \$38 student tuition recovery fee required by the State of California. Includes \$130 for uniforms for MFOBC and MA programs. All other are supplies included in tuition.

<sup>2</sup> Based on Title IV loan debt for students starting their programs between July 1, 2010 and June 30, 2011. Median other educational loan debt was \$0.

<sup>3</sup> Based on students scheduled to complete their programs during calendar 2010 as reported to the California Bureau for Private Postsecondary Education.

<sup>4</sup> Includes students who completed their programs within 150% of their originally scheduled duration.

<sup>5</sup> This is a new program and debt load, completion and placement data is not yet available. It will be included in these disclosures when data becomes available.

**SCHOOL PERFORMANCE FACT SHEET  
 CALENDAR YEARS 2009 AND 2010**

**Completion Rate (includes data for the two calendar years prior to reporting)**

*Business Office Administration (Day 32 Weeks, Evening 38 Weeks)*

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Graduates <sup>3</sup> | Completion Rate <sup>4</sup> |
|---------------|---|--|------------------------|------------------------------|
| <b>2009</b>   | 6   | 6  | 6                      | 100%                         |
| <b>2010</b>   | 11  | 11   | 11                     | 100%                         |

**Students Completing After Published Program Length – 150% Completion**

*Business Office Administration (Day 32 Weeks, Evening 38 Weeks)*

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | 150% Graduates <sup>5</sup> | 150% Completion Rate <sup>6</sup> |
|---------------|---|--|-----------------------------|-----------------------------------|
| <b>2009</b>   | 6   | 6  | 0                           | 0%                                |
| <b>2010</b>   | 11  | 11   | 0                           | 0%                                |

<sup>1</sup>“Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the calendar reporting year.

<sup>2</sup>“Students Available for Graduation” is the number of students who began program minus the number of “Students Unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

<sup>3</sup>“Graduates” is the number of students who completed the program within 100% of the published program length.

<sup>4</sup>“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

<sup>5</sup>“150% Graduates” is the number of students who completed the program within 101-150% of the published program length.

<sup>6</sup>“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above completion rates.

**Placement Rates (includes data for the two calendar years prior to reporting)**

**Business Office Administration (Day 32 Weeks, Evening 38 Weeks)**

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Number of Graduates <sup>2</sup> | Graduates Available for Employment <sup>3</sup> | Graduates Employed in the Field <sup>4</sup> | Placement Rate Employed in the Field <sup>5</sup> | 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 |
|---------------|---|----------------------------------|---|--|---|---|--|
| <b>2009</b>   | 6   | 6                                | 6   | 5  | 83.3%   | 0   | 5  |
| <b>2010</b>   | 11  | 11                               | 11  | 9  | 81.8%   | 2   | 7  |

<sup>1</sup>“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

<sup>2</sup>“Number of Graduates” is the number of students who have completed the program within 100% of the published program length.

<sup>3</sup>“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>4</sup>“Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>5</sup>“Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above placement rates.

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Business Office Administration (Day 32 Weeks, Evening 38 Weeks)**

| Calendar Year | Graduates Available for Employment <sup>1</sup> | Graduates Employed in Field <sup>2</sup> | Annual Salary and Wages Reported by Graduates Employed in the Field <sup>3</sup> |                      |                      |                      |                      |
|---------------|---|--|--|----------------------|----------------------|----------------------|----------------------|
|               |   |  | \$15,000 to \$20,000   | \$20,001 to \$25,000 | \$25,001 to \$30,000 | \$30,001 to \$35,000 | \$35,001 to \$40,000 |
| <b>2009</b>   | 6   | 5  | 0  | 2                    | 1                    | 2                    | 0                    |
| <b>2010</b>   | 11  | 9  | 2  | 1                    | 2                    | 1                    | 3                    |

<sup>1</sup>“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>2</sup>“Graduates Employed in the Field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

<sup>3</sup>Salary is as reported by the student.

**EDD Salary and Wage Information**

The following wage and salary data pertaining to selected occupations for which the Business Office Administration program prepares students, was obtained from the Employment Development Department’s Occupational Employment Statistics ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov))

| Potential Job Title as listed by the Employment Development Department | County of Orange<br>As of December 2011 |                                      |                                    |                                   |                                      |                                    |
|--|---|--------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|------------------------------------|
|  | Hourly                                  |                                      |                                    | Salary                            |                                      |                                    |
|  | Low (25 <sup>th</sup> percentile)       | Median (50 <sup>th</sup> percentile) | High (75 <sup>th</sup> percentile) | Low (25 <sup>th</sup> percentile) | Median (50 <sup>th</sup> percentile) | High (75 <sup>th</sup> percentile) |
| Office Clerks, General   | \$10.71                                 | \$13.95                              | \$17.76                            | \$22,276                          | \$29,016                             | \$36,940                           |
| Receptionists and Information Clerks                                   | \$11.42                                 | \$13.77                              | \$16.55                            | \$23,753                          | \$28,641                             | \$34,424                           |
| Secretaries except Legal, Medical, and Executive                       | \$14.66                                 | \$18.59                              | \$22.81                            | \$30,492                          | \$38,667                             | \$47,444                           |

Initials: \_\_\_\_\_ Date: \_\_\_\_\_ I have read and understand the above salary and wage information.