Gainful Employment Disclosure (Temporary Format)  
West Hills College Coalinga (OPEID: 001176)

Program Name & Length  
6-digit CIP Code for Program (from Dept. of Education)  
52.0408

CIP Program Description:  
**52.0408 General Office Occupations and Clerical Services.** A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Name of Program, if different than the CIP program description:  
Office Management and Technologies Computer Applications

Level for this program:  
Certificate of Achievement

Program Length (in months):  
40.5

# of units/credits required for this program:  
24

Related Occupations  
SOC Code(s): Related Occupation(s)  
43-4199 All Other Financial, Information, & Record Clerks  
43-5011 Cargo & Freight Agents  
43-4021 Correspondence Clerks  
43-4031 Court, Municipal, & License Clerks  
43-4071 File Clerks  
43-4161 Human Resources Assistants, Except Payroll & Timekeeping  
43-9041 Insurance Claims & Policy Processing Clerks  
43-9051 Mail Clerks & Mail Machine Operators, Except Postal Service  
43-9199 Office & Administrative Support Workers, All Other  
43-9061 Office Clerks, General  
43-9071 Office Machine Operators, Except Computer  
43-4151 Order Clerks
<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
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</thead>
<tbody>
<tr>
<td>43-5051</td>
<td>Postal Service Clerks</td>
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<tr>
<td>43-5052</td>
<td>Postal Service Mail Carriers</td>
</tr>
<tr>
<td>43-5053</td>
<td>Postal Service Mail Sorters, Processors, &amp; Processing Machine Operators</td>
</tr>
<tr>
<td>43-3061</td>
<td>Procurement Clerks</td>
</tr>
<tr>
<td>43-4171</td>
<td>Receptionists &amp; Information Clerks</td>
</tr>
<tr>
<td>43-5071</td>
<td>Shipping, Receiving, &amp; Traffic Clerks</td>
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<tr>
<td>43-5111</td>
<td>Weighers, Measurers, Checkers, &amp; Samplers, Recordkeeping</td>
</tr>
<tr>
<td>43-9022</td>
<td>Word Processors &amp; Typists</td>
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</tbody>
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**COST:**

Total Tuition and Required Fees for the entire program completed in normal time: $864

Total estimated costs for books and supplies for the entire program: $1656 per academic year

Total room and board charges for living on campus: $7681 per academic year

**Debt at Program Completion:**

Number of students completing the program between July 1, 2011 and June 30, 2012: 5

Of these students, the number of student completing the program with any student loan debt: 0

The **median cumulative debt** for all students (both borrowers and non-borrowers) completing the program: 0

Federal student loan debt: 0

Private loan debt: NA

Institutional financing plan debt: NA
Program Completion in Normal Time:

The normal time in months to complete program as published in the college catalog:
5

Of the total number of students completing the program between July 1, 2011 and June 30, 2012, the number of students completing the program within the normal time reported above:
3

Job Placement:
The job placement rate for program completers:
N/A for Community Colleges of California