





THE RIGHT VO-TECH SCHOOL 1989-1990

-  In-depth profiles of more than 1000 U.S. vocational, technical, and business schools
-  The comprehensive guide to the training you need for the career you want

All the information you need to make a decision on the right vocational or technical school for you! Containing profiles of more than 1,000 schools, *The Right Vo-Tech School* will cover in detail programs like accounting, business administration, computer programming, data entry, court reporting, dental hygiene, electronics, hotel management, and many more. Includes:

- ✓ **Detailed admissions data**
- ✓ **Job placement information for each school**
- ✓ **Indexes to all study programs**

THE RIGHT VO-TECH SCHOOL

College Research Group of Concord, Massachusetts



ARCO
New York

Introduction

Arco's *The Right Vo-Tech School* is a new directory published to supply the reader with more information on post-secondary, accredited vocational schools than any other source, in an easily accessible format. The book is intended for the use of students and parents who need information on educational opportunities available in chosen fields, who want to be able to compare the facilities and programs offered at a number of schools covering those job fields in which they are interested, and for teachers, guidance counselors, and other professionals.

Contents

The directory contains listings covering nearly 1500 schools in a broad range of vocational, technical and professional fields, including such areas as accounting, word processing, paralegal training, allied health, hotel/restaurant management, court reporting, and electronics. See the Index to Programs (p. 391) for a complete list of programs covered. Of the schools appearing in the directory, over 800 appear with detailed profiles covering academic programs and degrees offered, expenses, placement services, starting salaries, and admissions procedures. The rest, many of which are branches of

schools with multiple sites, are listed in concise format. If, in a detailed profile a particular piece of information does not appear, it was not supplied by the institution. Financial aid data related to vocational or technical training appears in a separate section on p. ix.

Data Collection

All the information in the profiles in *The Right Vo-Tech School* comes from questionnaires sent to and answered by the institution in question, and from the catalog of the school. The data collected in this way is analyzed and combined to form the final profile. All listings are without charge to the schools.

Criteria for Inclusion

All the vocational, trade and technical schools listed in this book have been accredited by ABHES, AICS, NACCAS, NATTS, or NHSC (see Glossary p. xi for full names). Since the primary audience for the book consists of high schools students seeking admission to trade or vocational school and of adult students looking for career-oriented programs of study, it does not list schools granting only baccalaureate degrees. Four-year colleges can be found in Arco's companion directory *The Right College*.

Allan B. Corderman
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How to Use THE RIGHT VO-TECH SCHOOL

Organization

The Right Vo-Tech School covers nearly 1500 United States vocational, technical and business schools, more than 800 of those with comprehensive profiles. All the schools supplying information for the directory appear with full descriptions; the rest are listed with name, address, telephone number, and name of accrediting body.

Index of Schools

A complete index to schools appearing in the book will be found on page 426. The index is alphabetical by school name, and indicates the state in which each school profile will be.

Index of Programs

The programs offered by schools included in the book are listed alphabetically in the *Index to Programs* on page 391. Some program headings are specific, while others cover a general range of similar programs. All programs listed appear in alphabetical order at the beginning of the index; schools offering each program are listed alphabetically, by state, under program headings.

Data

The description for each school is written in a standardized format for the reader's convenience in locating data and comparing schools. Each description begins with its address, telephone number, accreditation

information, and enrollment data. The remainder of information is grouped under the headings Academic, Expenses, Placement, and Admissions.

Academic

In addition to data on accreditation, faculty, degrees, and major fields of study, the book includes two other items of interest: a paragraph describing the academic curriculum and the school's calendar, along with information on the average school week, and special programs and facilities; and the Academic Experience paragraph, which indicates an enrolled student's probability of academic success.

Expenses

The latest published tuition for each program is given, as are miscellaneous fees, and costs for housing, both on- and off-campus, and transportation.

Placement

Courses and facilities offered to aid students in finding employment after graduation are listed, along with the school's placement rate and salary range of students placed.

Admissions

Requirements for admission, the criteria used in evaluating applicants, and the step-by-step application procedure are included in this section. Under the Experience heading, information about the selectivity of the school is listed, including the percentage of applicants accepted and high school class rankings.

Financial Aid for Vocational Training

Virtually all the institutions described in this book provide for some form of financial aid; that is, they have programs designed to supply students with funds to defray the costs of their vocational education when those costs exceed the student's means. On establishing contact with the schools that fit your professional plans and interests, you should be sure to inquire as to the specific forms of financial aid available at those institutions. Schools typically have financial aid offices that will give you all the details on the programs offered, and many will assist you in applying for the necessary funds.

Most schools also have placement services to help students find part-time work during their training.

The following sections will give you an overview of the world of financial aid, including general descriptions of the different types of aid available, most of which will be represented in some form at all of the listed schools. In addition to the outside varieties of aid described, many schools have their own institutional payment plans as well as school-funded scholarships.

FINANCIAL AID: WHAT IT IS

Financial assistance comes in three basic flavors: grants, loans, and work-study. Grants do not need to be repaid, while loans must be repaid someday. Work-study lets students work in order to gain the money to pay for school. You and the financial aid administrator at the school of your choice will work out a financial assistance package that can contain some combination of these three varieties of aid.

Your aid will come from a number of sources, from the most massive federal programs down to institutional funds unique to your school. Aid might come from the state, private foundations, the school, or even your employer. If the aid comes from a federal government program or a state agency, it is

known as public aid; sources such as employers, donors, or foundations are known as private aid.

FEDERAL AID

Since the federal government is the largest source of student aid, it pays to know something about the major federal programs. The federal government, through the Department of Education, offers the best-known college financial aid programs. These are:

Pell Grants

- Pell grants, which went to about 2.9 million students last year, are the largest federal government aid program. This program was once known as the Basic Educational Opportunity Grant program, and you might see it referred to as such in older materials. These grants are distributed based on family need and education costs at your school. The maximum available this year is \$2,100. Eligibility is determined by a standard formula which was passed into law by Congress; this formula placed you along a "Student Aid Index," used by the schools to determine how much money you will receive. The amount of the grant you may receive is not standardized. Different schools, with their varying tuitions, disburse different amounts. If you receive a Pell Grant for the first time in the 1989-90 award year, your Pell Grant eligibility will probably be limited to five full years of undergraduate study, unless your program requires more than four years. Pell grants only go to students who are attending school at least half-time.

Other Aid

- Supplemental Educational Opportunity Grants (SEOG): These are grants, as the name indicates, and need not be repaid. As the word "Supplemental" indicates, SEOG's are often used to supplement grants already in place, such as those to Pell Grant recipients. It comes to as much as \$4,000 each year depending on need, the availability of SEOG funds at the school, and the size of your own aid package. Unlike

Pell Grants, which the government promises to pay all eligible students, SEOG funds come to schools in a set amount. Once that fund dries up, there's no more until next year.

- **Perkins Loans** (formerly National Direct Student Loans) are loans, and have to be repaid. Named for Carl D. Perkins, late chairman of the House Education and Labor Committee, these loans offer low interest—five percent—and can total as much as \$9,000 for a four-year program. Repayment begins nine months after you leave school, and you have up to ten years to repay the loan. Interestingly, payment on your loan can be temporarily deferred if you enter such programs as Head Start, Vista, or the Peace Corps; the armed services will also repay part of Perkins Loans.

- **Guaranteed Student Loans (GSL):** Like all loans, they must be repaid. They are generally reserved for low income students who pass a needs test. These loans are made through a lender such as a bank, credit union, or savings and loan. The “guarantee” in the title comes from the fact that a guarantee agency in your state insures the loans, which are reinsured by the federal government. Freshmen in 1988 will pay 8 percent for the first four years of repayment and 10 percent after that. In your first two years of school you can borrow up to \$2,625 each year; upperclass students can borrow \$4,000 annually, up to a total of \$176,250 for undergraduates and \$54,750 for graduate or professional study. Repayment begins six months after graduation or leaving school, and must amount to monthly payments of at least \$50.

Like GSLs, PLUS Loans and Supplemental Loans for Students (SLS) provide additional funds for educational expenses after high school for students without requiring a needs test. PLUS loans go to parents, while SLS loans go to students. Freshmen and their families in 1988 will have variable interest rates on their SLS and PLUS loans. During the 1987-88 award year the rate was set at 10.27 percent. Parents can borrow \$4,000 a year up to a total of \$20,000 in PLUS loans for each dependent child enrolled at least half-time. Independent undergraduates are allowed to borrow the same amount on top of GSL limits. Debtors usually must begin repaying interest on these loans within sixty days after first getting the money, though other arrangements can be negotiated.

Three of the federal programs are “campus-based”: SEOG, CWS, and Perkins Loans. “Campus-

based” simply means that the programs are administered by financial aid officers on campus, and are subject to the amount of money on hand at the school. Because schools run out of money for these sources of aid, it pays to apply early while supplies last.

The best sources of information on local standards set for Guaranteed Student Loans, PLUS Loans, SLS Loans, and other forms of state student aid are your state educational agencies.

State Aid

The overwhelming majority of state aid is need-based—86 percent—part of a continuing trend among the states to increase their support for higher education. However, each state is different, and some states spend far more than others. Over eighty-six percent of all state grant aid tends to be awarded by the 17 states with the largest dollar volumes; six states spent less than \$1 million each year, according to the 1985-86 survey. Also, states go through cycles of generosity and stinginess that are virtually impossible to predict. But look for programs that state legislatures have instituted in order to attract more students to certain career fields, such as teaching.

Employers

Many employers help put students through school through the burgeoning field of cooperative education, in which students alternate semesters of school with semesters of work. Not only does this provide professional skills and a leg up in the employment game, it also puts money in the student's pocket. It is best developed at technical and engineering schools like Georgia Tech, which places hundreds of students into positions in a five-year degree program, but almost 1,000 schools boast such programs.

Many employers also pay their employees to go to school. Millions of employees have the right to go back to school on their company tab, though relatively few choose to take the time. Other programs pay for the dependents of employees to go back to school.

Private Scholarships

This is a relatively small part of the financial aid picture, and many carry daunting eligibility requirements—the old “red-haired Methodist from Georgia” problem. There's a lot more money to be drawn from federal and state programs, but hundreds of millions of dollars are nonetheless available in private scholarships—not an amount to turn your nose up at.

Glossary

AACJC (American Association of Community and Junior Colleges): A nationwide association of regionally accredited colleges that offer associate's degrees. Such schools generally offer a broad range of vocational-technical programs and college transfer programs.

ABHES (Accrediting Bureau of Health Education Schools): A nationwide professional association accrediting schools offering allied health programs.

ACT (American College Testing Program): Standardized test battery for secondary school students administered by the American College Testing Program and similar to the College Board's SAT.

Accelerated Study: Completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during regular academic terms.

Accreditation: Trade schools and junior colleges which meet certain standards are granted accreditation (formal approval) by one of six regional accrediting boards. Academic programs preparing students for a specific professional field (e.g., court reporting, medical technology) may also qualify for accreditation from the appropriate professional association.

Advanced Placement: Students who demonstrate knowledge in a given subject may be allowed to skip introductory level courses and qualify for advanced placement in an upper level course. Some schools administer their own placement examinations to entering students, and some may evaluate the College Board's Advanced Placement examinations, the CLEP examinations, and other standardized tests for placement purposes.

AICS (Association of Independent Colleges and Schools): A nationwide professional association accrediting schools which generally offer programs in

the areas of business, secretarial studies, fine arts, and computer programming and operations.

Application Deadline: The last date on which a college will accept applications for admission to the coming term.

Articulation Agreement: Transfer program between a vocational school or junior college and a senior college, generally leading to a bachelor's degree.

Class Rank: The relative position of a student in his or her graduating class, calculated according to grade average.

CLEP (College-Level Examination Program): Students with nontraditional learning such as work experience, independent reading, or correspondence courses may take the College Board's general and subject examinations. Many colleges award advanced placement and/or degree credit based on CLEP results.

College Work/Study Program: A federally subsidized part-time employment program. Students work on or off campus throughout the academic year, frequently in positions relating to their educational goals.

Concurrent Enrollment: A program enabling high school students to attend a nearby college part-time while completing secondary school.

Cooperative Education: A program in which a student alternates terms of academic study with terms of employment, often in a job related to the student's major field. Also called "Cooperative Work/Study."

Cooperative Program: A program jointly sponsored by two institutions, usually with one institution offering specialized courses not available at the other. In some instances it entails a student's spending three years at one school and one or two years at the other, earning degrees (or certification) from both.

Deferred Admission: A practice of allowing an accepted candidate to postpone enrollment in a college, generally for a period of an academic term or year.

Double Major: Program of study in which a student completes the requirements of two majors at the same time.

Early Admission: A program allowing well-qualified high school students to enter college full-time before completing secondary school.

FAF (Financial Aid Form): The College Board College Scholarship Service form assessing and informing specified colleges of a student's family's financial situation. It is generally available from high school guidance offices.

FFS (Family Financial Statement): The American College Testing Program form filled out by the student's family and used by the ACT's Financial Aid Services to determine a student's need for monetary aid. If requested by the student, the need assessment will be sent to a college's financial aid office.

GED (General Educational Development Test): A high school equivalency examination accepted by many colleges in lieu of a secondary school diploma.

GSL (Guaranteed Student Loan): A student loan administered and guaranteed by a nonprofit private institution. Students whose need is insufficient for a National Direct Student Loan may qualify for a GSL.

Guaranteed Tuition Rate: An agreement by a college to charge the student the same tuition each year of attendance as was charged during the student's freshman year.

Independent Study: Academic work earning college credit that is undertaken outside of the regular class structure.

Internships: Short-term, supervised work experiences, generally relating to the student's field of interest, and receiving degree credit.

JTPA (Jobs Training Partnership Act): Federal legislation providing subsidized employment training.

Junior College: A two-year postsecondary school granting associate's degrees.

NACCAS (National Accrediting Commission of Cosmetology Arts and Sciences): A nationwide professional association accrediting schools offering cosmetology, manicure, cosmetology instructor, and similar programs. Individual state boards of cosmetology set minimum training standards within each state.

NATTS (National Association of Trade and Technical Schools): A nationwide professional association accrediting schools offering programs in such diverse areas as technology, mechanics, medicine and dentistry, art and design, electronics technology, business, and barbering and cosmetology.

NDSL (National Direct Student Loan): A program of federally funded, school-administered loans available to students from low income families.

NHSC (National Home Study Council): A nationwide professional association accrediting home study schools. These schools provide a broad range of home study course offerings of varying length, level, and scope for students of all ages and at all locations by mail.

Pass/Fail Grading Option (or credit/no credit grading option): A simplified grading method whereby a student receives a "pass" or "fail" notation in a course rather than a letter grade.

Pell Grant: A federally sponsored gift aid program.

Quarter System: Calendar where the academic year is broken into four units, or quarters, usually including a required summer session.

ROTC (Reserve Officers' Training Corps): Two- and four-year college-based military training programs leading to an officer's commission upon graduation and generally including liberal financial aid.

Rolling Admissions: Notification procedure in which the applicant is informed as soon as the admissions decision is made.

SAT (Scholastic Aptitude Test): The College Entrance Examination Board's standardized test; the scores are often used as criteria for admission of college applicants.

Semester System: Calendar where the academic year is broken down into two units.

Senior College: A four-year, undergraduate, postsecondary school offering degrees including the baccalaureate degree.

State High School Equivalency Certificate: Granted after successful completion of a high school equivalency examination, and accepted by many colleges in lieu of a secondary school diploma. See also GED.

SEOG (Supplemental Educational Opportunity Grant): Federally funded gift aid for students with extreme financial need.

Trimester System: Calendar in which the academic year is broken down into three units. Sometimes called a "quarter" or "three-term" system.

Veteran's Aid: Financial aid reserved for students who have served in the military, administered by the Veteran's Administration. Recipients must maintain specified attendance and academic standards.

Standard Abbreviations

AACJC. American Association of Community and Junior Colleges
AAMA. American Association of Medical Assistants
ABA. American Bar Association
ABHES. Accrediting Bureau of Health Education Schools
ACT. American College Testing Program
AICS. Association of Independent Schools and Colleges
AMA. American Medical Association
AP. Advanced Placement
BIA. Bureau of Indian Affairs
CAC. Cosmetology Accrediting Commission
CAHEA. Committee on Allied Health Education and Accreditation of the American Medical Association
CAL Grants. California state grants
CASC. California Association of Schools of Cosmetology
CET. Certified Electronics Technician
CLEP. College-Level Examination Program
CRT. Cathode Ray Tube
CWS/CWSP. College Work/Study Program
DPMA. Data Processing Management Association
DVR. Department of Vocational Rehabilitation
EEG. Electroencephalogram
EKG. Electrocardiogram
EMT. Emergency Medical Technician
ESL. English as a Second Language
FAA. Federal Aviation Administration
FAF. Financial Aid Form of College Scholarship Service
FFS. Family Financial Statement of ACT Financial Aid Services
FTE. Fulltime equivalent
GED. General Educational Development (high school equivalency test)
GPA. Grade Point Average
GSL. Guaranteed Student Loan
HELP. Higher Education Learning Program
HPL. Health Professions Loan
JTPA. Jobs Training Partnership Act
LDS. Church of Jesus Christ of the Latter-Day Saints (Mormons)
MSACS. Middle States Association of Colleges and Schools
NACCAS. National Accrediting Commission of Cosmetology Arts and Sciences
NACS. National Association of Cosmetology Schools
NAIA. National Association of Intercollegiate Athletics

NASC. Northwest Association of Schools and Colleges
NATTS. National Association of Trade and Technical Schools
NDSL. National Direct Student Loan (Perkins Loan)
NEASC. New England Association of Schools and Colleges
NHSC. National Home Study Council
NCACS. North Central Association of Colleges and Schools
NJCAA. National Junior College Athletic Association
NSL. Nursing Student Loan
NSS. Nursing Student Scholarship
PLUS. Parent Loan for Undergraduate Students
RN. Registered Nurse
ROTC. Reserve Officers' Training Corps
SACS. Southern Association of Colleges and Schools
SAT. Scholastic Aptitude Test
SEOG. Supplemental Educational Opportunity Grant
SLS. Supplemental Loans for Students
SSIG. State Student Incentive Grant
TOEFL. Test of English as a Foreign Language
TRA. Trade Readjustment Act
WASC. Western Association of Schools and Colleges
WIN. Work Incentive Program

Degrees

A.A. Associate in Arts
A.A.A. Associate in Applied Arts
A.A.S. Associate in Applied Science
A.B.A. Associate in Business Administration
A.Bus. Associate in Business
A.E.T. Associate in Electronics Technology
A.F.A. Associate in Fine Arts
A.O.S. Associate in Occupational Science
A.S. Associate in Science
A.S.T. Associate in Specialized Technology
A.Tech. Associate in Technology
B.A. Bachelor of Arts
B.B.A. Bachelor of Business Administration
B.E.T. Bachelor of Engineering Technology
B.F.A. Bachelor of Fine Arts
B.S. Bachelor of Science
B.S.B.A. Bachelor of Science in Business Administration
B.Tech. Bachelor of Technology

ALABAMA

Booker T. Washington Junior College of Business

1527 Fifth Avenue North
Birmingham, AL 35203
205 252-4181

Proprietary, coed college established in 1939
President/Director: Mrs. M. L. Gaston
Director of Admissions: Charlotte Sudderth
Accreditation: AICS
Total enrollment: 295; 35 men f/t, 210 women f/t, 10 men eve., 40 women eve.
Student-faculty ratio: 25 to 1
ACT & FFS # 5500

ACADEMIC

Programs

Advanced Accounting (9 mos)
Administrative Assistant (9 mos)
Business Administration (18 mos)
Data Processing (15 mos)
Office Machine Specialist
Radio/TV (18 mos)
Secretarial (18 mos)
(All end in professional certification.)

Curriculum

A.A.S., certificates, and diplomas are offered. New programs begin every 12 weeks. College runs year-round on a quarter system. In a typical week students are likely to spend 20 hours in class and 5 hours in lab. Day sessions run from 8 AM to 2 PM, Monday-Friday. Evening sessions. Independent study and internships are available. Programs consist of required curricula with some electives. Required courses in accounting, English, humanities, math, reading, and vocabulary. Successful completion of Secretarial Science required for admission to Administrative Assistant program; successful completion of Business Administration required for admission to Advanced Accounting. Workshops, demonstrations, and field trips give students introduction to working world. School has a library of 4,098 books.

Academic experience

90% of students eventually complete program. The school's most popular programs are Business Administration, Data Processing, and Secretarial.

Guidance/student services

Tutoring and remedial learning services. Faculty advisors. Handicapped student services. Veterans' services. Day care. Counseling for women re-entering job market.

EXPENSES

Tuition and fees

\$700 (12 weeks). Required fees: \$75.

Other costs

Average off-campus housing: \$456/12 wks.
Average transportation cost: \$180/12 wks.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing and practice interviews. Counseling given prior to job interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 10%; by 1 year after graduation: 90%.

Starting salaries

Starting salaries in training-related jobs range from \$7,200 to \$9,600/yr.

ADMISSIONS

Requirements

Application fee: \$10. Refund policy in accordance with AICS. School recommends interview. School has own entrance exams. SAT or ACT recommended. Open-door admissions policy for students with diploma/GED. High school graduation required, GED accepted. 5% of students present GED instead of high school diploma.

Profile of successful student

The student most likely to succeed at this school is one who is an above-average student with a real desire for success, who has set his/her goal, who is ambitious, and who attends class regularly.

Procedure for admission

Suggest applying by 12 weeks before beginning of program; deadline is 5 weeks before program starts.

Student body statistics

2% of students are from out of state. 10% of students are over 21; 18 is the average age.

Other

Advanced placement may be awarded for acceptable scores on school's own exams. Credit possible for other education and military experience. School accepts transfer students. Admission may be deferred.

Capps College

2970 Cottage Hill Road
Suite 150
Mobile, AL 36606

Mailing address:
P.O. Box 6553
Mobile, AL 36606
205 473-1393

Proprietary, women-only college established in 1984

Administrator: Bruce G. Capps
Director: Marie Capps
Accreditation: ABHES

Total enrollment: 41; 41 women f/t
Instructional staff: 2 f/t
Student-faculty ratio: 20 to 1

ACADEMIC

Program

Medical Assistant

Curriculum

Diplomas are offered. New programs begin every 17 days. College runs year-round. Average class size: 25. In a typical week students are likely to spend 16 hours in class. Day sessions run from 8:30 AM to 12 noon, Monday-

Thursday. Internships and pass/fail option are available. Special Friday session for tutoring or extra skill practice. School has a library of 506 books, 15 periodicals. Computers.

Academic experience

36% of 112 applicants were offered admission; of these, 36% accepted. 41 students entered. 2% of students drop out for academic reasons, while 3% of students drop out for other reasons. 95% of students eventually complete program.

Guidance/student services

Tutoring. Faculty advisors.

EXPENSES

Tuition and fees

\$3,150 (43 weeks).

Other costs

Average off-campus housing: \$300/mo. Average transportation cost: \$30/mo.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing. School has a placement office. Off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 20%; by 3 months after graduation: 95%; by 1 year after graduation: 100%.

Starting salaries

Starting salaries in training-related jobs range from \$9,600 to \$12,000/yr.

ADMISSIONS

Requirements

Refund policy in accordance with ABHES. School requires interview. School requires own entrance exams. High school graduation required, GED accepted. 25% of students present GED instead of high school diploma. School recommends the following high school course: biology.

Profile of successful student

The successful student is one with a C+ average.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 4 weeks before program begins.

Student body statistics

10% of students enter directly from high school. Average age of students: 25.

Other

Admission may be deferred.

Coastal Training Institute

77 University Boulevard
Mobile, AL 36608
205 343-7652

Proprietary, coed institute established in 1977; chain with headquarters at 1104 Montauk Avenue, Mobile AL 36604

President: Elizabeth H. Kammer
Director: Sally W. Vannoy
Accreditation: AICS, SACS

Total enrollment: 906; 78 men f/t, 376 women f/t, 75 men eve., 377 women eve.

Instructional staff: 20 f/t, 7 p/t
Student-faculty ratio: 20 to 1

ACADEMIC

Programs

Alabama Cosmetology (10 mos)
Basic Drafting I (15 mos)
Basic Drafting II (12 mos)
General Office (6 mos)
Legal Secretarial (10 mos)
Medical Secretarial (10 mos)
Professional Secretarial (10 mos)
Word Processing I (12 mos)
Word Processing II (9 mos)

Curriculum

Diplomas are offered. New programs begin every 4 weeks. Institute runs year-round. Average class size: 18. In a typical week students are likely to spend 25 hours in class. Day sessions run from 8:30 AM to 2:30 PM, Monday-Thursday. Exchange/transfer programs with other SACS-accredited schools. School has a library of 530 books, 24 periodicals. Facilities open for students on a tutorial basis after regular school hours.

Academic experience

In 1987, 90% of 1,800 applicants were offered admission; of these, 70% accepted. 1,250 students entered. 65% of students eventually complete program. The school's most popular programs are Professional Secretary, Word Processing, and Cosmetology.

Guidance/student services

Tutoring and remedial learning services. Counseling for women re-entering job market.

EXPENSES

Tuition and fees

\$3,995/Alabama Cosmetology (misc. exp.: \$295), Basic Drafting II (misc. exp.: \$450), Legal Secretarial (misc. exp.: \$275), Medical Secretarial (misc. exp.: \$275), Professional Secretarial (misc. exp.: \$275), Word Processing II (misc. exp.: \$225), \$3,795/Basic Drafting I (misc. exp.: \$450), General Office (misc. exp.: \$145), Word Processing I (misc. exp.: \$155).

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. Off-campus interviews may be arranged.

Placement rate in training-related jobs

By 3 months after graduation: 54%; by 1 year after graduation: 60%.

Starting salaries

Starting salaries in training-related jobs range from \$7,600 to \$9,600/yr.

ADMISSIONS

Requirements

Application fee: \$25, \$25 tuition deposit required upon acceptance. Refund policy in accordance with AICS. School requires interview. School requires own entrance exams. High school graduation, GED, or demonstrated ability is required.

Profile of successful student

The successful student is one who is a high school graduate with a C+ average.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 4 weeks before program begins.

Student body statistics

75% of students enter directly from high school. Average age of students: 21.

Other

Transfer possible between branches of chain. School only accepts transfer students from within chain.

Coastal Training Institutes

Corporate Office
1104 Montauk Avenue
Mobile, AL 36604
205 433-0206

Proprietary, coed institute established in 1977; headquarters of chain
President: Elizabeth H. Kammer
Director of Admissions: Tim P. Bonnel
Accreditation: AICS, NATTS
Total enrollment: 1,511; 92 men f/t, 898 women f/t, 113 men eve., 408 women eve.
Instructional staff: 72 f/t, 29 p/t
Student-faculty ratio: 16 to 1

ACADEMIC

Programs

Alabama Cosmetology (1,200 hrs/10 mos)
Florida Cosmetology (1,200 hrs/10 mos)
Mississippi Cosmetology (1,500 hrs/14 mos)
Basic Drafting I (688 hrs/12 mos)
Basic Drafting II (992 hrs/10 mos)
General Office (576 hrs/6 mos)
Legal Secretarial (896 hrs/10 mos)
Medical Secretarial (896 hrs/10 mos)
Professional Secretarial (896 hrs/10 mos)
Word Processing I (576 hrs/6 mos)
Word Processing II (800 hrs/9 mos)

Curriculum

Diplomas are offered. New programs begin every 28-35 days. Institute runs year-round. Day sessions run from 8:30 AM to 4:30 PM, Monday-Friday. Business and Drafting day classes usually run from 8:30 AM to 3:15 PM, Monday-Thursday. Evening classes are for Business and Drafting programs only. Average week for Cosmetology students consists of 15 hours of classroom study and 20 hours of lab (first 4 weeks); 20 hours of class and 15 hours of clinic (next 6 weeks); 10 hours of class and 25 hours of clinic (thereafter). Business students spend 16 hours in classroom study and 8 hours in lab. Drafting students spend 5 hours in class and 19 in lab per week. Drafting equipment includes medium and long tables with parallel bars, in-class library. Computer drafting on Texas Instruments Professional computers with Autocad software. Business equipment includes IBM Wheelwriter typewriters, IBM PCs, Victor calculators, Lanier dictaphones. Cosmetology program includes a combined program of Clairai, Jhirmack, Zotos, and Bronner Brothers techniques. Cosmetology competitions. School has a library of 2,216 books, 24 periodicals.

Academic experience.

In 1984, 75% of 3,400 applicants were offered admission; of these, 86% accepted. 2,200 students entered. 10% of students drop out for academic reasons, while 23% of students drop out for other reasons. 50% of students eventually complete program. The school's most popular programs are Professional Secretarial and Word Processing II.

EXPENSES

Tuition and fees

\$3,895/Mississippi Cosmetology (misc. exp.: \$253), \$3,495/Alabama Cosmetology (misc. exp.: \$275), Florida Cosmetology (misc. exp.: \$300), Basic Drafting II (misc. exp.: \$350), \$3,195/Legal Secretarial (misc. exp.: \$225), Medical Secretarial (misc. exp.: \$220), Professional Secretarial (misc. exp.: \$230), Word Processing II (misc. exp.: \$185), \$2,995/Basic Drafting I (misc. exp.: \$350), \$2,695/General Office (misc. exp.: \$135), Word Processing I (misc. exp.: \$125).

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing and practice interviews. School has a placement office. Off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 15%; by 1 year after graduation: 100%.

Starting salaries.

Starting salaries in training-related jobs range from \$6,600 to \$14,400/yr.

ADMISSIONS

Requirements

Application fee: \$25. Refund policy in accordance with AICS. School requires interview. Off-campus interviews are held. School requires own entrance exams. High school graduation, GED, or ability to benefit is required. School recommends the following high school courses: business courses, such as typing and shorthand (for business students).

Profile of successful student

The student most likely to succeed at this school is one who is a recent high school graduate, in the top third of graduating class, enrolled at CTI in Professional Secretarial. Interest in the clerical field is also helpful.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 2 weeks before program begins.

Student body statistics

25% of students enter directly from high school.

Other

Credit may be awarded for acceptable scores on school's own exams. Transfer possible between branches of chain. School accepts transfer students. Admission may be deferred.

Draughon's Junior College

122 Commerce Street
Montgomery, AL 36104
205 263-1013
Accreditation: AICS

Extension Course Institute

United States Air Force
Gunther Air Force Station, AL 36118-5643
205 279-4252
Accreditation: NHSC

Gadsden Business College

P.O. Box 1575
Anniston, AL 36202
205 237-7517
Accreditation: AICS

Gadsden Business College

P.O. Box 1544
Gadsden, AL 35901
205 546-2863
Accreditation: AICS

Health Care Training Institute

2233 Fourth Avenue North
Birmingham, AL 35203
205 252-6396
Accreditation: NATTS

Health Care Training Institute

305 North Water Street
Mobile, AL 36603
205 433-5042
Accreditation: NATTS

Health Care Training Institute

505-507 Montgomery Street
Montgomery, AL 36101
205 262-3131
Accreditation: NATTS

Health Care Training Institute

518 14th Street
Tuscaloosa, AL 35401
205 752-6025
Accreditation: NATTS

Herzing Institute Career College

1218 South 20th Street
Birmingham, AL 35205
205 322-5506
Proprietary, coed institute established in 1968;
member of chain (enrollment: 3,000) with
headquarters in Milwaukee, WI
Director: Donald E. Lewis
Admissions Director: Mike Cates
Accreditation: NATTS
Total enrollment: 575; 200 men f/t, 250 women
f/t, 75 men eve., 50 women eve.
Instructional staff: 20 f/t, 10 p/t
Student-faculty ratio: 20 to 1
ACT & FFS # 5126

ACADEMIC

Programs
Business Systems & Computer Programming
Computer Programming
Computer Science
Computer Technology/Electronics
Data Processing
Medical Administrative Assistant
Secretarial
Legal Secretarial
Secretarial Science

Curriculum

Certificates, diplomas, and Specialized A.S. are offered. New programs begin every 12 weeks. Institute runs year-round on a quarter system. In a typical week students are likely to spend 20 hours in class. Day sessions run from 8 AM to 12 noon, Monday-Friday. Evening sessions. Programs consist of required curricula. Total class hours per program: 1392 (A.S. programs); 928 (12-month diploma); 576 (18-month evening program). Externships required in all full-time day programs, optional for evening programs. Courses offered include accounting, shorthand, personal & professional development, business math, programming, systems analysis & design, electronics, and robotics. One-quarter night course offered in word processing. Institute educates on the principle of job

simulation. Honor letters. IBM 4331 computer and peripheral equipment. IBM and various microcomputers. Word processor, dictaphones. Computer technology lab.

Academic experience

10% of students drop out for academic reasons, while 90% of students drop out for other reasons. 65% of students eventually complete program. The school's most popular programs are Computer Technology/Electronics, Computer Programming, and Legal Secretarial.

Guidance/student services

Faculty advisors. Veterans' services. Testing for admissions.

EXPENSES

Tuition and fees

\$895.

Other costs

Average off-campus housing: \$150. Average transportation cost: \$25.

PLACEMENT

Placement services/facilities

Job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 20%; by 1 year after graduation: 85%.

Starting salaries

Starting salaries in training-related jobs range from \$10,000 to \$20,000/yr.

ADMISSIONS

Requirements

Application fee: \$20; \$20 tuition deposit required upon acceptance. Refund policy in accordance with NATTS. School requires interview. Conditional admission pending interview granted where distance is a factor. School requires own entrance exams. High school graduation required, GED accepted. 20% of students present GED instead of high school diploma. 2 years of college or 3 years of full-time work experience required for admission to Business Systems & Computer Programming.

Procedure for admission

Notification of admission generally 2 weeks after completion of application. Student must accept offer of admission by one week before beginning of program.

Student body statistics

50% of students enter directly from high school. 1% of students are from out of state; 3% from foreign countries. 75% of students are over 21; 21 is the average age.

Other

Both advanced placement and credit may be awarded for acceptable scores on school's own exams. Both advanced placement and credit possible for previous work experience and other education. Transfer possible between branches of chain. School accepts transfer students.

National Career College

222 Gordon Drive
Decatur, AL 35602
205 353-6243
Accreditation: AICS

National Career College

3527 Memorial Parkway, NW
Huntsville, AL 35810
205 859-9460
Accreditation: AICS

National Career College

1351 McFarland Boulevard East
Tuscaloosa, AL 35401
205 758-9091
Accreditation: AICS

National Education Center (National Institute of Technology Campus)

1900 28th Avenue, South
Homewood, AL 35209
205 871-2131
Proprietary, coed school established in 1958; member of chain with headquarters at National Education Corporation, Irvine, CA
Director: Dr. Robert Lott
Admissions contact: Ron Friedrich
Accreditation: NATTS
Total enrollment: 410; 152 men f/t, 24 women f/t, 87 men eve., 12 women eve.
Instructional staff: 18 f/t, 5 p/t
Student-faculty ratio: 22 to 1

ACADEMIC

Programs
Business (1,440 hrs/18 mos)
Electronic Engineering Technology (1,920 hrs/24 mos)
Curriculum
A.S. degrees are offered. New programs begin every 12 weeks. School runs year-round. Day sessions run from 8 AM to 1 PM, Monday-Friday. Evening sessions. Independent study, accelerated study, cooperative education, internships, and pass/fail option are available. Athens State College routinely accepts

courses for transfer credit. Externships, speakers. School has a library of 1,500 books, and 15 microform items. 3 types of computer classes. Word processing labs. Electronics labs.

Guidance/student services
Tutoring and remedial learning services. Faculty advisors. Handicapped student services. Veterans' services. Counseling for women in non-traditional jobs and those re-entering job market. Mental health counseling. Foreign students counseling.

EXPENSES

Tuition and fees
\$8,900/Electronic Engineering Technology.
\$7,600/Business.
Other costs
Average off-campus housing: \$165.

PLACEMENT

Placement services/facilities
Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.
Placement rate in training-related jobs
Before graduation: 30%; by 1 year after graduation: 94%.

Starting salaries
Starting salaries in training-related jobs range from \$10,000 to \$25,000/yr.

ADMISSIONS

Requirements
Application fee: \$100. Refund policy in accordance with NATTS. School requires interview. Off-campus interviews are held. Conditional admission pending interview granted where distance is a factor. School requires own entrance exams. High school graduation required. GED accepted. 25% of students present GED instead of high school diploma.

Procedure for admission
Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 4 weeks before program begins.

Student body statistics
99% of students are over 21; 27 is the average age.

Other
Transfer possible between branches of chain. School accepts transfer students.

New World College of Business

434 Broad Street
Gadsden, AL 35901
Mailing address:
P.O. Box 1551
Gadsden, AL 35902
205 543-1060
Proprietary, coed college established in 1983; member of chain with headquarters at New World College, Anniston, AL
Executive Director: Robert Guthrie

Senior Admission Representative: Diane St. John
Accreditation: AICS
Total enrollment: 165; 9 men f/t, 103 women f/t, 6 men eve., 47 women eve.
Instructional staff: 6 f/t, 7 p/t
Student-faculty ratio: 10 to 1
SAT & FAF # 8909

ACADEMIC

Programs
Accounting/Computer Operations (48 wks)
Business Management/Computer Operations (48 wks)
Clinical Assistant (36 wks)
Cosmetology (36 wks)
Cosmetology Instructor (30 wks)
Data Entry & Word Processing (48 wks)
Medical Office Assistant (48 wks)
Medical Secretarial (42 wks)
Secretarial Word Processing (36 wks)

Curriculum
Diplomas are offered. New programs begin every 6 weeks. College runs year-round. Average class size: 11. In a typical week students are likely to spend 24 hours in class. Day sessions run from 8 AM to 2:30 PM, Monday-Thursday. Externships. School has a library of 200 books, 10 periodicals. Tandy 1000 computers. Xerox Memorywriter 6010 typewriters. Microscopes.

Academic experience
In 1986-87, 95% of 593 applicants were offered admission; of these, 45% accepted. 19% students entered. 5% of students drop out for academic reasons, while 25% of students drop out for other reasons. 70% of students eventually complete program. The school's most popular programs are Cosmetology, Accounting/Computer Operations, and Medical Office Assistant.

Guidance/student services
Tutoring. Faculty advisors.

EXPENSES

Tuition and fees
\$4,575/Accounting/Computer Operations, Business Management/Computer Operations, Data Entry & Word Processing, Medical Office Assistant. \$4,375/Cosmetology, Secretarial Word Processing, Medical Secretarial. \$4,175/Clinical Assistant. \$975/Cosmetology Instructor.

Other costs
Average off-campus housing: \$150/mo. Average transportation cost: \$20/mo.

PLACEMENT

Placement services/facilities
Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs
Before graduation: 48%; by 3 months after graduation: 51%; by 1 year after graduation: 100%.

Starting salaries
Starting salaries in training-related jobs range from \$8,500 to \$9,600/yr.

ADMISSIONS

Requirements
Application fee: \$35. Refund policy in accordance with AICS. School requires interview.

Off-campus interviews are held. Conditional admission pending interview granted where distance is a factor. School requires own entrance exams. Thurstone's Test of Mental Awareness required. High school graduation required, GED accepted. School recommends the following high school courses: business, including typing and business math. No out-of-state applicants.

Profile of successful student

The successful student is one who is 22-25 years old, has a good personality, a desire to succeed, a neat appearance, a willingness to change, and a GPA of 3.0 or better.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 2 weeks before program begins.

Student body statistics

23% of students enter directly from high school. 90% of students are over 21; 24 is the average age.

Other

Early entrance and concurrent enrollment programs for high school students. Credit possible for other education. Placement on individual basis for 90+ grade on bypass exam. Transfer possible between branches of chain. School accepts transfer students. Admission may be deferred.

North Alabama College of Commerce

2820 Holmes Avenue
Huntsville, AL 35816-3932
205 539-0428
Accreditation: AICS

Prince Institute of Professional Studies

6001 East Shirley Lane
Montgomery, AL 36117
205 271-1670
Proprietary, coed institute established in 1976
Director: Sara G. Prince
Administrator: Charles L. Prince
Accreditation: AICS, National Shorthand Reporters Association
Total enrollment: 70; 6 men f/t, 49 women f/t, 15 women eve.
Instructional staff: 4 f/t, 3 p/t
Student-faculty ratio: 11 to 1

ACADEMIC

Programs

Diploma
Court Reporting (2,070 hrs/24 mos)
Certificate
Scopist (834 hrs/12 mos)
Legal Secretarial (945 hrs/12 mos)
Medical Secretarial (990 hrs/12 mos)

Curriculum

Certificates and diplomas are offered. New programs begin every 3 months. Institute runs year-round. Average class size: 8. In a typical week students are likely to spend 20 hours in class and 3 hours in lab. Day sessions run from 8 AM to 2:30 PM, Monday-Thursday. Evening sessions. Independent study, accelerated study, and internships are available. School has a library of 350 books, 15 periodicals. Computer with court reporting software; word processors.

Academic experience

In 1986-87, 100% of 38 applicants were offered admission. 35 students entered. 65% of students drop out for academic reasons, while 10% of students drop out for other reasons. 25% of students eventually complete program. The school's most popular program is Court Reporting.

Guidance/student services

Faculty advisors.

EXPENSES

Tuition and fees

\$6,500/Court Reporting (misc. exp.: \$700).
\$3,200/Scopist (misc. exp.: \$250), Legal Secretarial (misc. exp.: \$250), Medical Secretarial (misc. exp.: \$250).

Other costs.

Average off-campus housing: \$225/mo. Average transportation cost: \$60/mo.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 99%; by 3 months after graduation: 100%.

Starting salaries

Starting salaries in training-related jobs range from \$12,000 to \$20,000/yr.

ADMISSIONS

Requirements

Application fee: \$50. School has published refund policy. School requires interview. Conditional admission pending interview granted where distance is a factor. High school graduation required, GED accepted. 1% of students present GED instead of high school diploma. School recommends the following high school courses: typing, English, vocabulary, reading.

Profile of successful student

The successful student is one who is in his/her mid-twenties, has worked for a few years, is strong in English and vocabulary, was an A-B student in high school, is poised and mature, has strong self-discipline, and has a serious approach to studies.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 6 weeks before program begins.

Student body statistics

10% of students enter directly from high school. 1% of students are from out of state. 83% of students are over 21; 24 is the average age.

Other

Advanced placement possible for previous work experience. Credit may be awarded for acceptable scores on CLEP exams or school's own exams. School accepts transfer students.

Prince Institute of Professional Studies - Mobile

800 Hillcrest Road
Mobile, AL 36609
205 633-4960

Proprietary, coed institute established in 1986; member of chain (enrollment: 50) with headquarters at Montgomery, AL
Branch Director: Kathy Prince
Accreditation: AICS
Total enrollment: 35; 1 man f/t, 22 women f/t, 1 man eve., 11 women eve.
Instructional staff: 2 f/t, 3 p/t
Student-faculty ratio: 5 to 1

ACADEMIC

Programs

Diploma
Court Reporting (2,070 hrs/24 mos)
Legal Secretarial (945 hrs/12 mos)
Medical Secretarial (990 hrs/12 mos)
Certificate
Scopist (834 hrs/12 mos)

Curriculum

Certificates and diplomas are offered. New programs begin every 3 months. Average class size: 6. In a typical week students are likely to spend 20 hours in class and 3 hours in lab. Day sessions run from 8 AM to 2:45 PM, Tuesday-Friday. Evening sessions. Independent study, accelerated study, and internships are available. School has a library of 50 books, 5 periodicals. Computer with court reporting software; word processors.

Academic experience.

In 1986-87, 100% of 30 applicants were offered admission. 15% of students drop out for academic reasons.

Guidance/student services

Faculty advisors.

EXPENSES

Tuition and fees

\$6,500/Court Reporting (misc. exp.: \$700).
\$3,200/Scopist (misc. exp.: \$250), Legal Secretarial (misc. exp.: \$250), Medical Secretarial (misc. exp.: \$250).

Other costs

Average off-campus housing: \$225/mo. Average transportation cost: \$70/mo.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. On-campus interviews are held; off-campus interviews may be arranged.

ADMISSIONS

Requirements

Application fee: \$50. Refund policy in accordance with AICS. School requires interview.

Conditional admission pending interview granted where distance is a factor. High school graduation required, GED accepted. 1% of students present GED instead of high school diploma. School recommends the following high school courses: typing, English, vocabulary.

Profile of successful student

The successful student is one who is in the mid-20s, has worked a few years, is strong in grammar and vocabulary (A-B student in high school), is poised and mature, has strong self-discipline, and has a serious approach to studies.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes.

Student body statistics.

1% of students enter directly from high school. 25% of students are from out of state. 94% of students are over 21; 26 is the average age.

Other

Advanced placement possible for previous work experience. Credit may be awarded for acceptable scores on CLEP exams or school's own exams. Transfer possible between branches of chain. School accepts transfer students.

RETS School of Business & Technology

2930 12th Avenue North
Birmingham, AL 35234
205 254-3414

Proprietary, coed school established in 1985
Director: Madge Gregg
Director of Admissions: Patricia Williams
Accreditation: NATTS
Total enrollment: 219
Student-faculty ratio: 15 to 1

ACADEMIC

Programs

Diploma

Administrative Assistant (64 hrs/12 mos)

Medical Assistant (54 hrs/10 mos)

Word Processing (52 hrs/9 mos)

Certificate

Nursing Assistant (37 hrs/7 mos)

Curriculum

Certificates and diplomas are offered. New programs begin every 6 weeks. Average class size: 15. In a typical week students are likely to spend 20 hours in class. Day sessions run from 8:30 AM to 12:10 PM, and from 12:35 PM to 4 PM. School has a library of 500 books, 12 periodicals.

Academic experience

70% of students eventually complete program. The school's most popular program is Word Processing.

Guidance/student services

Tutoring and remedial learning services. Faculty advisors.

EXPENSES

Tuition and fees

\$4,320/Administrative Assistant. \$4,000/Medical Assistant. \$3,890/Word Processing. \$3,210/Nursing Assistant.

PLACEMENT

Placement services/facilities

Required job/career preparation course. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

ADMISSIONS

Requirements

Refund policy in accordance with NATTS. ASSET test required.

Profile of successful student

The successful student is one with motivation and interest.

Procedure for admission

If accepted, student must accept offer of admission by 1 day before program begins.

Student body statistics

15% of students enter directly from high school. 80% of students are over 21; 35 is the average age.

Other

School only accepts transfer students from within chain.

Riley College

1903 West Main
Suite 3B
Dothan, AL 36301
205 794-4296
Accreditation: AICS

Rutledge College

1531 First Avenue, North
Birmingham, AL 35203
205 251-9117
Accreditation: AICS

Southeast College of Technology

660 Azalea Road
Mobile, AL 36609
205 666-0700
Accreditation: NATTS

Southern Institute

2015 Highland Avenue
Birmingham, AL 35205
Mailing address:
P.O. Box 55355
Birmingham, AL 35255
205 933-8242

Proprietary, coed institute established in 1976; member of chain (enrollment: 1,270) with headquarters at 1710 First Avenue North, Birmingham, AL
Executive Director: Ann S. Horns
Director of Admissions: Bibbie J. McLaughlin
Accreditation: AICS, SACS
Total enrollment: 379; 17 men f/t, 83 women f/t, 16 men p/t, 99 women p/t, 39 men eve., 125 women eve.
Instructional staff: 8 f/t, 20 p/t

ACADEMIC

Programs

Business Administration
Computer Programming
Fashion Merchandising
Interior Design
Paralegal
Secretarial
Travel/Tourism
Word Processing

Curriculum

Certificates, diplomas, and Associate degrees are offered. New programs begin every 6 weeks. Average class size: 18. In a typical week students are likely to spend 20 hours in class. Day sessions run from 8 AM to 2:15 PM, Monday-Thursday. Evening sessions. Independent study and internships are available. Birmingham-Southern and Samford University routinely accept Southern's courses for transfer credit. School has a library.

Academic experience

In 1987, 90% of 600 applicants were offered admission; of these, 82% accepted. The school's most popular programs are Interior Design, Fashion, and Paralegal.

Guidance/student services

Tutoring and remedial learning services. Faculty advisors. Health services. Veterans' services. Counseling for women re-entering job market.

EXPENSES

Tuition and fees

\$3,300. Estimated expenses: \$250.

Other costs

Average off-campus housing: \$175/mo. Average transportation cost: \$15/mo.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 19%; by 3 months after graduation: 70%; by 1 year after graduation: 87%.

Starting salaries

Starting salaries in training-related jobs range from \$10,000 to \$26,000/yr.

ADMISSIONS

Requirements

Application fee: \$75. Refund policy in accordance with AICS. School requires interview. Conditional admission pending interview granted where distance is a factor. School requires own entrance exams. ACT accepted. High school graduation required, GED accepted. 20% of students present GED instead of high school diploma.

Profile of successful student

The successful student is one with a GPA of 2.9 (on 4.0 scale), an ACT score of 21+, a college preparatory program, an interest in art, an age of 25-28, and self-confidence.

Procedure for admission

Applications are accepted on a space-available basis up to the beginning of classes; suggest filing application at least 4 weeks before program begins.

Student body statistics

20% of students enter directly from high school. 1% of students are from out of state; 2% from foreign countries. 65% of students are over 21; 28 is the average age.

Other

Early entrance and concurrent enrollment programs for high school students. Credit may be awarded for acceptable scores on school's own exams. Credit possible for other education, previous work, or military experience. Transfer possible between branches of chain. School accepts transfer students. Admission may be deferred.

Southern Institute of Huntsville

1001 Airport Road
Huntsville, AL 35802

205 882-3082

Proprietary, coed institute established in 1984

Executive Director: Roger L. Sisler

Director of Admissions: Philip Stephenson

Accreditation: AICS, SACS

Total enrollment: 325; 40 men f/t, 61 women f/t, 3 men p/t, 7 women p/t, 126 men eve., 88 women eve.

Instructional staff: 7 f/t, 26 p/t

Student-faculty ratio: 10 to 1

ACADEMIC

Programs

Automated Office Management

Business Administration

Computer Information Systems

Electronics Technology

Fashion Merchandising

Interior Design

Paralegal

Secretarial

Travel/Tourism

Curriculum

Diplomas are offered. New programs begin every 6 weeks. Institute runs year-round. Average class size: 15. In a typical week students are likely to spend 12 hours in class. Day sessions run from 8 AM to 2 PM, Monday-Thursday. Evening sessions. Independent study and internships are available. Southern Junior College and Southern Institute of Birmingham have exchange/transfer programs with this institute. School has a library of 1,814 books, 56 periodicals. Computers.

Academic experience

In 1986-87, 97% of 296 applicants were offered admission; of these, 80% accepted. 25% of students dropped out for academic reasons. 61% of students eventually complete program. The school's most popular programs are Computer Information Systems, Electronics Technology, and Automated Office Management.

Guidance/student services

Tutoring. Faculty advisors.

EXPENSES

Tuition and fees

\$6,600 for 24 months. Estimated expenses: \$600-800.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.

Placement rate in training-related jobs

Before graduation: 5%; by 3 months after graduation: 95%; by 1 year after graduation: 99%.

Starting salaries

Starting salaries in training-related jobs range from \$12,000 to \$18,000/yr.

ADMISSIONS

Requirements

Refund policy in accordance with AICS and SACS. School requires interview. Off-campus interviews are held. Conditional admission pending interview granted where distance is a factor. School requires own entrance exams. ACT required with a minimum score of 17. High school graduation, GED, or demonstrated ability is required. 10% of students present GED instead of high school diploma.

Profile of successful student

The successful student is one with a GPA of 2.4 or better and ACT score of 17 or better.

Procedure for admission

Students accepted up to 1 week after classes begin.

Student body statistics

20% of students enter directly from high school. 5% of students are from out of state. 95% of students are over 21; 25 is the average age.

Other

Early entrance program. Credit may be awarded for acceptable scores on CLEP exams or school's own exams. School accepts transfer students. Admission may be deferred.

Southern Junior College

1710 First Avenue, North
Birmingham, AL 35203

205 251-2821

Proprietary, coed college established in 1938; chain headquarters at Phillips Colleges, Inc., Gulfport, MS

President: Kenneth C. Horne

Director of Admissions: Craig Miller

Accreditation: AICS, SACS

Total enrollment: 637; 135 men f/t, 412 women f/t, 7 men p/t, 15 women p/t, 27 men eve., 41 women eve.

Instructional staff: 26 f/t, 3 p/t

Student-faculty ratio: 13 to 1

ACT & FFS # 0051

ACADEMIC

Programs

A.A.S. (1,200 hrs/18 mos)

Administrative Assistant

Business Administration

Computer Information Systems

Electronics

Information Processing/Data Entry

Medical Office Administration

Medical Office Assistant (1,350 hrs/24 mos)

Diploma

Automated Office Technology (600 hrs/9 mos)

Basic Electronics (600 hrs/9 mos)

Cosmetology (1,500 hrs/12 mos)

Data Entry Specialist (800 hrs/12 mos)

Fashion Retailing (800 hrs/12 mos)

General Office Assistant (800 hrs/12 mos)

Lab Assistant (600 hrs/9 mos)

Certificate

Nursing Assistant (400 hrs/6 mos)

Curriculum

A.A.S., diplomas, and certificates are offered.

New programs begin every 6 weeks. College runs year-round. In a typical week students are likely to spend 15 hours in class. Day sessions run from 8 AM to 1:30 PM, Monday-Thursday. Evening sessions. Independent study and internships are available. U. Alabama at Birmingham, Birmingham Southern, Samford U., U. of Montevallo, Auburn U., Jackson State U., all routinely accept college's courses for transfer credit. School has a library of 5,500 books, 70 periodicals.

Academic experience

In 1986-87, 98% of 1,200 applicants were offered admission; of these, 60% accepted. 720 students entered. 5% of students dropped out for academic reasons. 60% of students eventually complete program. The school's most popular programs are Computer Information Systems, Cosmetology, and Business Administration.

Guidance/student services

Tutoring and remedial learning services. Faculty advisors. Health services.

EXPENSES

Tuition and fees

\$8,100/Medical Office Assistant (misc. exp.: \$450). \$7,200/Administrative Assistant (misc. exp.: \$450). Business Administration (misc. exp.: \$550). Computer Information Systems (misc. exp.: \$525). Electronics (misc. exp.: \$375). Information Processing/Data Entry (misc. exp.: \$450). Medical Office Administration (misc. exp.: \$500). \$4,800/Cosmetology (misc. exp.: \$475). Data Entry Specialist (misc. exp.: \$325). Fashion Retailing (misc. exp.: \$350). General Office Assistant (misc. exp.: \$250). \$3,600/Automated Office Technology (misc. exp.: \$275). Basic Electronics (misc. exp.: \$475). Lab Assistant (misc. exp.: \$175). \$2,400/Nursing Assistant (misc. exp.: \$150).

Other costs

Average off-campus housing: \$150/mo. Average transportation cost: \$50/mo.

PLACEMENT

Placement services/facilities

Required job/career preparation course offers help with resume writing, practice interviews, and videotaped interviews. School has a placement office. On-campus interviews are held; off-campus interviews may be arranged.