### BUSINESS & COMPUTER TECHNOLOGY

**CAREER MAJOR OPTIONS**
- Medical Insurance Coder
- Medical Transcriptionist
- Medical Office Assistant
- Administrative Medical Assistant
- Executive Administrative Assistant
- Administrative Assistant
- Customer Service

### CONSTRUCTION TRADES

**CAREER MAJOR OPTIONS**
- Cabinetmaker
- Finish Carpenter

### COSMETOLOGY

**CAREER MAJOR OPTIONS**
- Cosmetologist
- Master Instructor

### ELECTRONICS TECHNOLOGY

**CAREER MAJOR OPTIONS**
- General Electronics Technician
- Electronics Assembler
- PLTW - Biomedical Sciences (Juniors only)
  - 4 Project Lead the Way Biomed Courses
  - College Algebra, Trigonometry, Biology, Chemistry, Statistics

### AVIATION & AEROSPACE TECHNOLOGY

**CAREER MAJOR OPTIONS**
- General Aviation - HS/Adult
- Airframe Mechanic-HS/Adult
- Aerospace Technician-Adult only

### AUTOMOTIVE TECHNOLOGY

**CAREER MAJOR OPTIONS**
- Automotive Service Technician
- Maintenance / Light Repair Tech

### HEALTH SCIENCE TECHNOLOGY

**CAREER MAJOR OPTIONS**
- Fitness Specialist
- Occupational Therapy Aide
- Physical Therapy Aide
- Veterinary Assistant

### PRACTICAL NURSING

**CAREER MAJOR OPTIONS**
- Practical Nursing
- Certified Nursing Assistant
- Certified Medication Aide
- Certified Advanced Unlicensed Assistant

### SERVICE CAREERS TECHNOLOGY

**CAREER MAJOR OPTIONS**
- Service Careers Facilities Assistant
- Housekeeping Workforce Transition
- Metal Fabricator Assistant
- Auto Detailing Assistant
ASSESSMENT
Adult: Tabe and CoppSystem
High School: PLAN and CoppSystem
Cost: Tabe/$10.00 CCC/$5.00

*Tabe will be waived based on college transcripts.

ENROLLMENT OPTIONS
Adult and high school students
Full-time: 8:00 to 3:00
Part-time: 8:00 to 11:00
Part-time: 12:00 to 3:00

TUITION RATES
FREE for high school students
In district: $2.10 per hour
Out of district: $4.20 per hour

CONTACT INFORMATION:
Southwest Technology Center
711 West Tamarack
Altus, OK 73521
580.477.2250
www.swtech.edu

Ericka Wiginton
Director of Student Services
580.477.2250 ext 4740
ewiginton@swtech.edu

RaChef' Smith
Career Guidance Counselor
580.477.2250 ext 4733
rachell.smith@swtech.edu

Sierra Hasty
Administrative Assistant
580.477.2250 ext 4779
shasty@swtech.edu

ATTENDANCE
High priority is placed on attendance. Reliability in the workplace is the single most valued employee trait in today's job market. The following attendance rules will apply to both secondary and post-secondary students enrolled in this program. Attendance will be calculated and applied to each nine-week grading period. Students will be required to be in attendance approximately 90% of the time. This means that a student cannot miss more than 5 days in a nine-week period. Aviation students must have 100% attendance in accordance with FAA standards.

ON-THE-JOB TRAINING
Students may be selected to participate in a work-study program during the semester prior to graduation. Selection is based on classroom work, attendance, work attitude, reliability and appearance.

COLLEGE CREDIT-CONCURRENT ENROLLMENT
Students can receive college credit hours towards an Associate of Applied Science Degree utilizing Prior Learning Assessment (PLA) credit at Western Oklahoma State College or other higher learning institutions.

FINANCIAL AID-ADULTS ONLY
To qualify for financial aid, students will need to complete a Free Application for Federal Student Aid, FAFSA, form and enroll in a career major that is at least 600 hours. Application forms may be obtained from the financial aid coordinator, Monica Cox. Please have documentation of high school graduation or G.E.D. completion.

PELL
OTAG

SWTC Foundation Scholarship
ODCTE Otha Grimes Scholarship
ODCTE McCrabb Scholarship
P.E.O. Program for Continuing Education
OAMCTE Scholarship for Minority Students
Lee Office Scholarship
Breakfast Club Scholarship
Oklahoma Business and Professional Women's Foundations Scholarship
Tribal Scholarships
OHLAP

WIA Demand Labor Force Careers-OK Employment Security Commission Office
WIA-Youth Program
Department of Human Services-TANF
Department of Rehabilitative Services
Veteran's Benefits
Oklahoma Rural Organization/OK Employment Security
Air Force Aid Society

Southwest Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, disability or veteran status. Inquiries concerning application of this policy may be referred to Ericka Wiginton, compliance coordinator, 711 West Tamarack Road, Altus, OK 73521 (580) 477-2250.