

SOUTHWEST TECHNOLOGY CENTER

711 West Tamarack

Altus, OK 73521

580.477.2250

www.swtech.edu



ADMINISTRATIVE & INFORMATION SUPPORT PATHWAY

PROGRAM DESCRIPTION

Students learn the basic operations of personal computers, word processing, human relations, and the Microsoft Office software package. Students also learn organizational and teamwork skills, as well as professional responsibilities while working in an office setting. They will progress into advanced areas after completion of the Business and Computer Technology core. This program is designed to be self-paced with individualized instruction. Self-motivation is necessary in order to complete this curriculum.

CERTIFICATIONS/EMPLOYMENT

After successful completion of the business, financial management and accounting program, students are prepared to take the Oklahoma Department of Career Technical Education, ODCTE, competency and brainbench exams in each area of specialty. Employment opportunities are exceptional in all office settings whether it is in a general office setting or a financial institution. With these certifications, students will be able to apply for employment opportunities not only in southwest Oklahoma but statewide.

SALARY RANGE

Average starting salary range from \$8.00 to \$12.00 per hour

HELPFUL ATTRIBUTES

English I and II, Algebra I, and basic keyboarding -25 WPM and > 5 errors

Reading comprehension at 11th grade level or above

Self-motivated

Basic knowledge of computers

People skills

Ability to sit for long periods of time

EXECUTIVE ADMINISTRATIVE ASSISTANT 960 HOURS

BT 00113	Business and Computer Technology - 1/2 OHLAP credit	120
BT 00014	Fundamentals of Administrative Technologies-OHLAP	120
BT 00232	Customer Assistance*	120
BT 00114	Administrative Technologies II-OHLAP	120
BT 00049	Office Administration and Management-OHLAP	120
BT 00011	Accounting I	120
BT 00035	Computerized Accounting (OHLAP)	120
BT 00110	Business, Management and Administrative Capstone	120

ADMINISTRATIVE ASSISTANT 720 HOURS

BT 00113	Business and Computer Technology - 1/2 OHLAP credit	120
BT 00014	Fundamentals of Administrative Technologies-OHLAP	120
BT 00232	Customer Assistance*	120
BT 00114	Administrative Technologies II-OHLAP	120
BT 00049	Office Administration and Management-OHLAP	120
BT 00110	Business, Management and Administrative Capstone	120

CUSTOMER SERVICE 480 HOURS

BT 00113	Business and Computer Technology - 1/2 OHLAP credit	120
BT 00014	Fundamentals of Administrative Technologies-OHLAP	120
BT 00232	Customer Assistance	120
BT 00110	Business, Management and Administrative Capstone	120

ADMINISTRATIVE MEDICAL ASSISTANT 1200 HOURS

BT 00113	Business and Computer Technology - 1/2 OHLAP credit	120
BT 00014	Fundamentals of Administrative Technology-OHLAP	120
BT 00009	Foundations of Medical Office/Medical Terminology	180
BT 00078	Patient Billing	180
BT 00106	Medical Insurance	180
BT 00244	Electronic Health Records I	120
BT 00029	ICD-CPT Coding	180
BT 00110	Business, Management and Administrative Capstone	120

MEDICAL OFFICE ASSISTANT 900 HOURS

BT 00113	Business and Computer Technology - 1/2 OHLAP credit	120
BT 00014	Fundamentals of Administrative Technology-OHLAP	120
BT 00009	Foundations of Medical Office/Medical Terminology	180
BT 00078	Patient Billing	180
BT 00106	Medical Insurance	180
BT 00110	Business, Management and Administrative Capstone	120

CHANGING LIVES

ONE CAREER AT A TIME



ASSESSMENT

Adult: CR101 and COPSystem
High School: PLAN and COPSystem
Cost: CR101/\$5 CCC/\$5

ENROLLMENT OPTIONS

Adult and high school students
Full-time: 8:00 a.m. to 3:00 p.m.
Part-time: 8:00 a.m. to 11:00 p.m.
Part-time: 12:00 p.m. to 3:00 p.m.

TUITION RATES

In district: \$2.10 per hour
Out of district: \$4.20 per hour

PROGRAM ACCREDITATIONS

Oklahoma State Board of Education
Oklahoma Board of Career Technology
Education

CONTACT INFORMATION:

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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.

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

Students can receive college credit hours towards an Associate of Applied Science in Office Systems Technology through Prior Learning Assessments (PLA) and completing 12 hours with [Western Oklahoma State College](#).

Upon completion of the SWTC business and financial management and accounting program, students who choose to further their education will need additional college hours to complete an Associate of Applied Science degree.

FINANCIAL AID

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.

Grants	PELL OTAG
Scholarships	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
Other Funding Sources	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