

Southwest Technology Center

Business & Industry Services

Full-Time Programs

Short-Term Courses



580-477-2250

Business & Industry Services

Business Development

Business Development Services provide resources and information needed to build and grow a successful business venture. A variety of training opportunities are also available to help area businesses succeed. Some of the training opportunities include: entrepreneurship, business leadership & management, business plans, record keeping, and business consulting. All services are at little or NO COST!

BID Assistance Program

Millions of dollars are awarded each year to businesses who supply goods & services to city, county, state, and federal agencies including military installations. Services provided through the BID Assistance Program can help your business discover what contracts are out for bid & how to request an opportunity to bid. This service is FREE to all small businesses located within the Southwest Technology Center district.

Workforce Development

Through workforce certifications in our full-time and short-term classes, Southwest Technology Center is dedicated to meeting the workforce needs of SW Oklahoma.

Southwest Technology Center does not discriminate on the basis of color, race, religious creed, national origin, age, sex/gender, disability or veteran status. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid and education service. For more information about these policies visit www.swtech.edu.



www.swtech.edu

Business & Industry Services

Meet Your BIS TEAM

**Kerry Evans,
Director
580-480-4736**

kevans@swtech.edu

**Tim Rabalais,
Business Dev. Coordinator
580-480-4739**

trabalais@swtech.edu

**Lori Miller,
Bid Assistance Coordinator
580-480-4737**

lmiller@swtech.edu

**LaDahle Gloria,
Administrative Assistant
580-480-4732**

lgloria@swtech.edu



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Business & Industry Services

Let Our BIS Team Help You

- Go Into Business
- Grow Your Business
- E-Commerce
- Job Descriptions
- Supervisor Training
- Record Keeping
- Safety Training
- Human Resources
- Local, State, & Government Contracting
- Strategic Planning
- Soft Skills Training
- Marketing & Advertising
- Customized Industry Training for
- Starting a New Business
- Blueprint Printing
- Management Consulting

Join a Professional Network

To register for these FREE Seminars call 580-480-4723

(Pre- registration is required)

- **Human Resource Management (SHRM)**

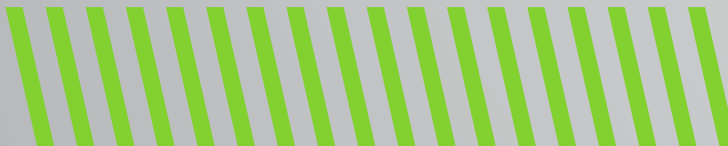
Second Wednesday of every month from noon until 1:00 p.m. \$50/year

- **Taxes for Today's Business**

Sponsored by the Oklahoma State Tax Commission the first Tuesday of every month from 9:00 am until noon. FREE

- **Women's Business Connection**

A quarterly networking breakfast for entrepreneurial women. Call for dates. FREE



Testing & Certifications

Approved Testing Site



- CBH Case Management Level I, II, & III
- Emergency Medical Responder
- Developmentally Disabled Care Aide
- EMT Basic & Advanced
- Paramedic
- Long-term Care Aide/ Adult Care Aide/ Residential Care Aide/ Home Health Care Aide Deeming
- Certified Medication Aide & Advanced CMA Insulin Administration
- Medical Micropigmentologist
- Tattoo or Body Piercing Artist
- Home Health Administrator
- Anatomy & Physiology for EMS
- Unarmed Security Guard/ Private Investigator/ Armed Security Guard
- Oklahoma POSSE-Pre & Post Hire
- CNA Level I, II, & III
- 8th Grade Reading
- WorkKeys
- Plus more.....



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Cost & Financial Aid


Cost for Full-Time & Short-Term Courses

The current in-district tuition rate (\$2.10 per class hour) will be charged to those students residing in a technology center school district. All other students will be charged the out-of-district tuition rate (\$4.20 per class hour). In addition, lab fees, supplies, and textbooks may be required.

Financial Aid

Southwest Technology Center offers and has access to a variety of financial aid options for those who qualify and plan on attending a *full-time* training program. Although SWTC does not offer any type of student loans, our staff will help you through the process. Contact Monica Cox, Financial Aid Coordinator at 480-4734 for more information. Financial aid is not available for short-term courses.

Short-Term Refund Policy

- 100% tuition refund prior to the course start date, less a \$10.00 processing fee.
 - 50% tuition refund from the beginning through 2 days after course start date.
 - No refund after second class meeting.
 - Books and supply fees are NOT refundable.
 - Workshop seminar refunds only made prior to the start date.
 - Fee of \$25.00 assessed for all returned checks.
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Enrollment

How It Works

Short-Term Enrollment

Enrollment for short-term courses is a continuous process with no set time or dates to enroll. Once a class meets the minimum enrollment requirement, a start date for the class will be set. Call LaDahle at 480-4732 for all short-term class information.

Full-Time Enrollment

High School Students:

See your high school counselor for details. Altus, Blair, Duke, Eldorado, Granite, Olustee and Navajo high schools attend full-time programs completely FREE.

Adults:

Fill out application and visit with Student Services staff, schedule entrance exams, and see financial aid coordinator.

Training at Southwest Technology Center provides educational opportunities that open doors in southwest Oklahoma as well as across the nation and world.



Full-Time Programs

Conducted during the day, full-time programs provide career and technical training with hands-on education and real-world experiences. Flexible courses allow high school juniors and seniors along with adults to explore careers, gain employability skills, and earn college credit all at the same time.

Business & Computer Technology

Career Majors:

- Administrative Assistant
- Executive Administrative Assistant
- Administrative Medical Assistant
- Medical Office Assistant
- Customer Service

Aviation Maintenance Technology

Career Majors:

- Airframe Mechanic
- General Aviation
- Aerospace Technician

Automotive Technology

Career Majors:

- Automotive Service Technician
- Automotive Maintenance/
Light Repair Technician



Full-Time Programs

Cosmetology

Career Majors:

- Cosmetologist
- Master Instructor



Construction

Career Majors:

- Finish Carpenter
- Cabinetmaker

STEM

Electronics Technology

Career Majors:

- Electronics Technician

STEM

PLTW Biomedical Science

High School Students Only

- Principles of Biomedical Sciences
- Human Body Systems
- Medical Interventions
- Biomedical Innovation
- College Algebra*
- Trigonometry*
- Statistics*
- Biology*
- Chemistry*

*Courses taken in conjunction with WOSC college course.

*All college tuition, books, and fees will be FREE to those enrolled in the program.



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Full-Time Programs

Health Science Technology

Career Majors: *High School Students Only*

- Health Unit Clerk
 - Fitness Specialist
 - Electrocardiograph Technician*
 - Therapy Technician*
 - Pre-Nursing*
- *Indicates Career Majors completed in the 2nd year of the program

Practical Nursing

Career Majors: *Adult Students Only*

- Licensed Practical Nurse

Service Careers Technology

Career Majors:

- Metal Fabricator Assistant
- Service Careers Facilities Assistant
- Food Service Workforce Transition
- Housekeeping Workforce Transition



Short-Term Courses

Customized Training

Need a Class NOW?

If you have a specific need for training, regardless of course listing, we can create a class just for you! No waiting for a class to meet minimum enrollment! Call Tim Rabalias about our customized training courses today!

Work Force Readiness

Welding

48 hours 6-10 p.m.

Basic Spanish

30 hours 6-9 p.m.

Real Estate

ITV course. Call for more information & cost.

Safety Training

Need a safety class? Call Tim Rabalais today!

- Motorcycle Safety
- OSHA 30
- Forklift Safety
- Bloodborne Pathogens
- Fall Protection
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Safety
- Contractor Safety
- Hazcom 2012
- Emergency Action Plans
- First Aid
- Office Safety
- Bucket Truck Safety
- Confined Space Entry
- Office Ergonomics
- Process Safety
- Hazard Communication

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Short-Term Courses

Business & Office Courses

MS Office Suite 2007

36 hours

6-9 p.m.

QuickBooks

25 Hours 6-9 p.m.

MS Word

16 Hours 6-9 p.m.

MS Excel

16 Hours 6-9 p.m.

Computer Repair & Upgrade

36 Hours

6-10 p.m.

Social Media For Business

3 Hours

6-9 p.m.

Just 4 Fun

“I”series-get to know
your Apple devices

Social Media For Fun

Intro to Genealogy

Intro to Computers

Plus Many More.....



Short-Term Courses

Healthcare Classes

Certified Nursing Aide

96 hours 8-3 p.m.

Certified Medication Aide

60 hours/10 days 8a.m.-3p.m.

CPR

(Online & Hands-on)

1. CPR-Heartsaver \$50
2. CPR-Healthcare
Providers (BLS) \$50
3. CPR/AED/First Aid \$60

Basic Emergency Medical Training(EMT)

(Must be 18 years of age) 6- 10 p.m.

Advanced EMT

(Must be 18 years of age)

Phlebotomy I

42 hours 6-10 p.m.

Feeding Assistant

8 Hours 5:30-9:30 p.m.

Home Health Aide Deeming

16 hours 6:30-9:30 p.m.



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Short-Term Courses

Do It Yourself (DIY)

Cake Decorating I & II

18 hours each 6-9 p.m.

Oklahoma Gardening

18 hours 6-9 p.m.

Digital Photography I & II

12 hours each 6-9 p.m.

Ceramic Tiling

12 hours 6-9 p.m.

Upholstery

40 Hours 6-9 p.m.

Security Guard (CLEET)

Approved by the Council on Law Enforcement Educator & Training. You must be at least 18 years old & able to attend 100% of the classes.



Phase I & II

23 hours each 6-9 p.m.

Phase III Private Investigator

40 hours 6- 9 p.m.

Phase IV Armed Security

32 hours 6-9 p.m.

(Must be 21 to enroll)

Online Courses

Ed2Go

- Keyboarding
- Medical Math
- Creating Web Pages
- Going Green at Home
- Wow, What a Great Event
- Learn to Buy & Sell on eBay
- Medical Terminology
- SAT/ACT Preparation
- Leadership
- Speed Spanish
- Personal Finance
- Discover Digital Photography
- Mac, iPhone, & iPad Programming

**Don't have time to attend class?
Enroll in one of over 300 adult
online courses which can be
completed anywhere you have
access to a computer and
internet. Online instructors
are available to assist you, and
weekly assignments can be easily
downloaded.**

**Log on to www.ed2go.com/swtc
for a detailed list of specific
courses to enroll in. The
cost of most courses
is \$89 unless otherwise
noted.**

ed2go.com/swtc
Hundreds more online!



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