Workforce Certifications
Business Development Center
Full-time Programs
Short-term Courses

swtech.edu

2019-2020
FALL/SPRING
ENROLL NOW!!
SW TECH STAT RESOURCES

Content for the stat report was collected from multiple sources: Oklahoma Department of Career and Technology Education, SWTC-CTSIS, OBAN, AAFB Public Affairs, A-Team Hiring Personnel, and the SWTC data management system.

25 CAREER MAJORS OFFERED IN 7 FULL-TIME PROGRAMS

15,000+ TOTAL 2018

SAFETY TRAINING CLOCK

Having a safety plan and staying compliant are two very important factors to your business successes. Yet, sometimes it’s hard to find the time. Working with a team of instructors and coordinators can save you time and money while keeping your employees safe and your business running.

300+ CLASSES OFFERED

$55 MILLION CONTRACTS AWARDED IN 2018

Through the Oklahoma BID Assistance Network (OBAN), local contractors work with the professionals at Southwest Technology Center to become eligible to do business with the Federal Government. Through this program $55 Million dollars were awarded to local contractors in SW Oklahoma.

1ST YEAR GOLD STAR SCHOOL

27,367 TOTAL STUDENT CONTACT HOURS

Through business partnerships and advisory councils, Southwest Technology Center customizes training that leads to positive business results and progress.

168 HIGH SCHOOL FULL-TIME STUDENTS

170 ADULT FULL-TIME STUDENTS

97% POSITIVE PLACEMENT
Training at Southwest Technology Center provides educational opportunities that open doors in southwest Oklahoma as well as across the nation and world.

**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 (580) 480-4723 for all short-term class information.

**FULL-TIME ENROLLMENT**

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

**ADULTS:**
Visit with Student Services staff, schedule entrance exams, fill out application, and see financial aid coordinator.
COST & FINANCIAL AID

COST FOR FULL-TIME & SHORT-TERM COURSES

The current in-district tuition rate ($2.50 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 ($5 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 the Financial Aid Coordinator at (580) 477-2250 for more information about PELL, VA Benefits and other financial aid opportunities at SWTC. 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 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 assessed for all returned checks.

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.
**WORKFORCE CERTIFICATIONS**

**GET CERTIFIED:**

*By attending a full-time training program or a short-term course you can satisfy requirements to become workforce certified, depending on the course of study you choose.*

- FAA Airframe and Powerplant Mechanic
- ASE Student Automotive Technician
- Oklahoma State Board of Cosmetology-Cosmetologist
- Oklahoma State Board of Nursing-Practical Nurse
- Oklahoma Department of Health-CNA, CMA, EMT
- Council on Law Enforcement-CLEET I-IV, Armed Security Guard
- Plus more...

**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...
MEET YOUR BUSINESS DEVELOPMENT CENTER TEAM:

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- Administrative Assistant  
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BUSINESS DEVELOPMENT

Business Development Services provides 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 offered 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.

SAFETY TRAINING CENTER

Accidents can’t always be prevented, but with training you can create a safer work environment for your employees. Whether you’re proactively seeking training, you’re required by law to provide it or OSHA has come for an on-site inspection, our staff is skilled in coming alongside yours as a partner in workplace safety. We can help you create a comprehensive safety program to ensure your company is more productive and more profitable.

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.
LE T OUR BUSINESS DEVELOPMENT TEAM HELP YOU WITH:

- Business Seminars
- Grow Your Business
- Subcontracting
- Bid-Matching
- Supervisor Training
- Record Keeping
- Safety Training
- Human Resources
- Strategic Planning
- Soft Skills Training
- Blueprint Printing
- Incubator Services
- Marketing & Advertising
- Customized Industry Training
- Starting a New Business
- Management Consulting
- Local, State, & Government Contracting

JOIN A PROFESSIONAL NETWORK

To register for these seminars at little to no cost call 580-480-4723. (Pre-registration is required)

- HUMAN RESOURCE MANAGEMENT (SHRM)
  Second Wednesday of every month from noon until 1:00 p.m.

- 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

- CUSTOMIZED INDUSTRY TRAINING
  Learn about; new job orientation, Microsoft Office, Quickbooks, soft skills, management, different generations in the workplace, and more!
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 workforce credentials all at the same time. Workforce credentials allow students to earn college credit through Prior Learning Assessments (PLA) credit at participating colleges and universities.

Southwest Technology Center and the A-Team partnered in 1999 to start the Grow Your Own Mechanic program (GYOM). This program was developed to not only supply Altus Air Force Base with a fresh stream of trained mechanics, but to continue to hire from the local Altus area. After completing the 18-month Aviation Maintenance course taught at Southwest Technology Center, graduates are eligible for positions with the A-Team.

AVIATION MAINTENANCE TECHNOLOGY

*GROW YOUR OWN MECHANIC*

FAA Part 147 Certified School. Full time students attend six hours a day five days a week for a total of eighteen months. Learn in both classroom and shop environments. Learn to use a wide range of aviation related tools including: electronic, pneumatic, hydraulic, electrical and manual.

**CAREER MAJORS:**
- General Aviation
- Airframe Mechanic
- Aerospace Technician

**CERTIFICATIONS:**
FAA Airframe & Powerplant

**WHO CAN ATTEND:**
- **High School Students:** 2.5 years, Attend 1 of 2 sessions 8-11am or 12-3pm
- **Adult Students:** Full-time 1.75 years,Part-time 2.75 years Attend 1 of 2 sessions 8-11am or 12-3pm

AUTOMOTIVE TECHNOLOGY

Automotive Service is designed to teach entry-level skills to students. Students will learn to use problem-solving techniques while working on today’s computerized electrical systems and a variety of auto-related skills such as brakes, steering and suspension, electrical/electronics systems, and engine performance. They will also gain skills in automatic and manual transmissions, engine repair, and heating and air conditioning. Students can have the opportunity to participate in on-the-job training at a local business. Part-time students can complete the program in two years, and full-time students can complete it in one year. Automotive Service is a NATEF certified program.

**CAREER MAJORS:**
- Automotive Service Technician
- Automotive Maintenance/Light Repair Technician

**CERTIFICATIONS:**

**WHO CAN ATTEND:**
- **High School Students:** 2 years, Attend 1 of 2 sessions 8-11am or 12-3pm
- **Adult Students:** 2 years (1 session), 1 year (both sessions) 8-11am or 12-3pm
PLTW BIOMEDICAL SCIENCE

*STEM-SCIENCE, TECHNOLOGY, ENGINEERING, MATH*
Explore the concepts of medicine in physiology, genetics, and microbiology. Perform hands-on activities to examine the processes, structures, and interaction of human body. Design innovative solutions to the health challenges of the 21st century.

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

CERTIFICATIONS:  
CPR/First Aid

WHO CAN ATTEND:
High School Students Only
8-11am or 12-3pm

*Courses taken in conjunction with WOSC college course.
*All college tuition, books, and fees will be FREE to those enrolled in the program.
*Must have a 19 on ACT or 3.0 GPA

BUSINESS & COMPUTER TECHNOLOGY

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers. Answer telephones, direct calls, and take messages. Maintain and update filing, inventory, mailing, and database systems. Use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations. Maintain medical records, technical library, or correspondence files.

CAREER MAJORS:
- Administrative Assistant
- Executive Administrative Assistant
- Medical Office Assistant
- Customer Service

CERTIFICATIONS:  
Fundamentals of Technology, Brainbench Certifications: MS Word, MS Outlook, Medical Terminology, MS Excel, Accounts Receivable/Billing, Medical Billing, MS PowerPoint, Accounts Payable, Health Insurance, MS Access, Data Entry/10-Key, HIPAA Privacy

WHO CAN ATTEND:
High School Junior & Seniors:  
1-2 school years
Attend 1 of 2 sessions
8-11am or 12-3pm

Adult Students: 2 years (1 session), 1 year (both sessions)
8-11am or 12-3pm

CONSTRUCTION

Operate a wide-range of professional hand, power and pneumatic tools. Interpret and use blue prints to construct wood structures. Work and learn alongside a master craftsmen in a shop environment.

CERTIFICATIONS: NCCER

CAREER MAJORS:
- Intro to Maintenance/Repair Carpenter
- Maintenance Carpenter

WHO CAN ATTEND:
High School & Adult Students: 8-11am or 12-3pm

711 W. Tamarack Rd., Altus, OK 73521
FULL-TIME PROGRAMS

COSMETOLOGY

Cosmetology students will receive theory in each phase of cosmetology. Students will learn to do such skills as manicuring and pedicuring, facials, scalp treatments, shampoo-color rinse and acid rinse, finger waving, hair styling, including the dressing of wigs, thermal, and blow drying, shampoo tints and bleaches, hair cutting and hair shaping, lash and brow dyeing and arching, personality and shop management, permanent waving and reverse permanent waving. In this comprehensive 1000 / 1500-hour program, you will explore the latest styles and techniques in hair cutting and styling, skin care, nail care and makeup. From a foundation of theoretical knowledge, you will practice and perfect your techniques and learn professional business-building skills. Upon completion you will be prepared for a career as a hair stylist or technician, makeup artist or salon owner.

CAREER MAJORS:
- Cosmetologist
- Master Instructor

CERTIFICATIONS:
Oklahoma State Board of Cosmetology and Barbering License

WHO CAN ATTEND:
High School Students: Starts Aug.
Part-time 2 years
Attend 1 of 2 sessions
8-11am or 12-3pm

Adult Students: Starts Jan.
Full-time 1.5 years
Part-time 3 years
8-11am or 12-3pm

HEALTH SCIENCE TECHNOLOGY

Health Science Technology provides diverse training opportunities in the health care career field. Students learn CPR, first aid, medical terminology, anatomy and physiology in the first year. Second year students specialize in an area of interest. Clinical training is completed at various health care facilities and enables students to get practical experience in a chosen healthcare occupation. Students may also earn advanced standing for SWTC’s practical nurse program.

CAREER MAJORS:
- Health Unit Clerk
- Fitness Specialist
- Electrocardiograph Technician*
- Pre-Nursing
- Therapy Technician*
- Vet Assistant

CERTIFICATIONS:
Oklahoma State Board of Health Science Technology

Graduates of the Pre-Nursing program are qualified to take the Oklahoma State Certification Exam for Long-Term Care. Upon passing the 2 part exam, the individual will receive a certification card from the Oklahoma State Department of Health, and will be listed on the Oklahoma State Nurse Aide Registry as a Certified Nurse Aide in Long-Term Care.

WHO CAN ATTEND:
High School Students Only: 2 Years
Attend 1 of 2 sessions
8-11am or 12-3pm

*Indicates Career Majors completed in the 2nd year of the program.

580-477-2250  swtech.edu
PRACTICAL NURSING

The Practical Nursing program is approved by the Oklahoma Board of Nursing (OBN) and Oklahoma Department of Career Tech and Education (ODCTE). This program will prepare students to work as a highly skilled member of the health care team. Now enrolling for the February 2019 class.

CAREER MAJORS:
- Licensed Practical Nurse

WHO CAN ATTEND:
- Adults Only

CERTIFICATIONS:
- Certified Nursing Assistant, CNA, after completion of Level I
- Advanced Unlicensed Assistant, AUA, after completion of Level II
- Certified Medication Aide, CMA, after six months of employment as a CNA and successful completion of Pharmacology
- National Council Licensure Examination, NCLEX, after completion of the program
- Workkeys

METAL FABRICATION

Utilize basic welding techniques in SMAW, GMAW, FCAW and GTAW to manipulate metals for construction, industrial, and artistic applications. Interpret blueprints, specifications, and welding symbols. Operate basic welding and fabrication equipment used by professionals.

CAREER MAJORS:
- Intro to Metal Fabrication (525 hours)
- Metal Fabricator (1095 hours)

CERTIFICATIONS:
- American Welding Society (AWS)

WHO CAN ATTEND:
- High School Students: 2 years, Attend 1 of 2 sessions 8-11am or 12-3pm
- Adult Students: 2 years (1 session), 1 year (both sessions) 8-11am or 12-3pm
**FULL-TIME PROGRAMS**

Enrollment & Entrance Requirements vary per program. See [www.swtech.edu](http://www.swtech.edu) for details.

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**TEACHER PREP**

The Teacher Prep major focuses on the various careers within the education system. This career major emphasizes career skills to become a successful teacher/educator. Students will become familiar with current issues within the classroom such as communication, technology, teaching methods, problem-solving skills and management of the learning environment. Students will have the opportunity to gain teaching experience through field experience.

**CERTIFICATIONS:**

- Master Teacher
  - Education Fundamentals
  - Paraprofessionals
  - OGET
  - *(Student must pay for test)*

**WHO CAN ATTEND:**

**High School Juniors & Seniors**

**High School Students:** 1 school year
August-May

Attend 1 session depending on their sending high school
8-11am or 12-3pm

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**SHORT-TERM COURSES**

Days & times are subject to change based on availability.

**HIGH DEMAND COURSES**

- Basic Welding - 32 hours / 6-10pm
- Advanced Welding - 32 hours / 6-10pm
- Certified Nursing Aide
- Certified Medication Aide
- Forklift Training - 4 hours / 8am-12pm
- Paraprofessional - 24 hours / 5-9pm
- Phlebotomy - 42 hours / 5:30-9pm
- CLEET

**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 the Business Development Center at (580) 477-2250 about our customized training courses today!

*Examples include: Basic Welding and Basic Spanish, but the offerings are endless.*
NEED A SAFETY CLASS? CALL TIM RABALAIS TODAY!

- OSHA 30 & 10
- Forklift Safety
- Bloodborne Pathogens
- Fall Protection
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Safety
- Contractor Safety
- HAZWOPER

Emergency Action Plans
- First Aid
- Office Safety
- Bucket Truck Safety
- Confined Space Entry
- Office Ergonomics
- Process Safety
- Hazard Communication

*Customized Training Available

SAFETY TRAINING

MOTORCYCLE SAFETY

Friday- 6-9pm
Saturday & Sunday- 7:30am-4:30pm
(19 hr. required class time)
$175 per person

BUSINESS & OFFICE COURSES

- Diversity & Inclusions Awareness- Customized
- MS Word- 16 hours / 6-9pm
- MS Excel- 16 hours / 6-9pm
- Quickbooks- 25 hours / 6-9pm
- Customer Service- Customized

Certifications are available for all of the bulleted courses below.
HEALTHCARE CLASSES

- Certified Nurses Aide- 96 hours / 8am-3pm
- Certified Medication Aide- 60 hours, 10 days / 8am-3pm
- CPR: Online & Hands-on
  - CPR Heartsaver
  - CPR Healthcare Providers (BLS)
  - CPR/AED/First Aid
- Basic Emergency Medical Training (EMT)- 6-10pm (Must be 18 to enroll)
- Advanced EMT- 6-10pm (Must be 18 to enroll)
- Phlebotomy- 42 hours / 5:30-9pm
- Certified Medication Aide (CEU)- 8 hours / 4-8pm
- Home Health Aide Deeming- 16 hours / 8am-4pm

DO IT YOURSELF (DIY)

- Cake Decorating I & II- 18 hours each / 6-9pm
- Upholstery- 40 hours / 6-9pm
- Digital Photography I- 12 hours / 6-9pm
- Custom Welding with Project- 32 hours / 6-10pm

SECURITY GUARD (CLEET)

Approved by the Council on Law Enforcement Educator & Training.

- Phase I & II- 23 hours each / 6-10pm
- Phase III Private Investigator- 40 hours / 6-10pm
- Phase IV Armed Security- 32 hours / 1-8pm

Certifications are available for all of the bulleted courses below.

Get skilled. GET PAID.
FREE educational classes preparing students to enter CareerTech programs, college courses &/or obtain a high school diploma.

Intake and assessment is held every Tuesday at 5pm for new students.

Individualized learning plans based on student’s assessment scores and educational goals.

HIGH SCHOOL EQUIVALENCY
(GED, HiSET, TASC)
Classes Meet: Monday-Thursday 5-8pm

ENGLISH AS A SECOND LANGUAGE (ESL)
Classes Meet: Monday-Thursday 5-8pm

ONLINE COURSES

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. The cost of most courses is $89 unless otherwise noted.

Accounting & Finance
Business
College Readiness
Computer Applications
Design & Composition
Healthcare & Medical
Language & Arts
Law & Legal
Personal Development
Teaching & Education
Technology
Writing & Publishing

OVER 300 CLASSES TO CHOOSE FROM!!