SW TECH STAT RESOURCES:
Content for the stat report was collected from multiple sources; Oklahoma Department of Career and Technology Education, SWTCCTSIS, PTAC, AAFB Public Affairs, A-Team Hiring Personnel, and the SWTC data management system.

<table>
<thead>
<tr>
<th>315+</th>
<th>97%</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES OFFERED</td>
<td>POSITIVE PLACEMENT</td>
</tr>
<tr>
<td>SW Tech’s team of experts stays current on trends and issues affecting the workplace and employee productivity as well as professional and personal interests.</td>
<td>Ninety-seven percent of full-time program graduates have joined the military, become employed or have gone on to continue their education (2017-2018 fiscal year).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>22</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER MAJORS</td>
<td>FULL-TIME PROGRAMS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$25,000+</th>
<th>$66 MILLION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOLARSHIPS</td>
<td>CONTRACTS AWARDED</td>
</tr>
</tbody>
</table>

Through the SWTC Foundation and the Oklahoma Department of Career and Technology Otha Grimes Foundation, adult students are eligible to secure educational scholarships to assist them in completing their respective full-time training program. During the 2019-2020 school year over $25,000 has been awarded to deserving adults.

Through the Procurement Technical Assistance Center (PTAC) local contractors work with the professionals at Southwest Technology Center to become eligible to do business with the Federal Government. Through this program $66 Million dollars were awarded to local contractors in SW Oklahoma in 2018-19.

<table>
<thead>
<tr>
<th>300+</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESSES SERVED</td>
</tr>
</tbody>
</table>

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

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. GYOM salaries alone equal $6.6 million dollars that enhance the local economy!

<table>
<thead>
<tr>
<th>266</th>
<th>162</th>
<th>19%</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS HAVE ENTERED THE GYOM PROGRAM AT AAFB.</td>
<td>GYOMS CURRENTLY EMPLOYED BY THE A-TEAM.</td>
<td>OF THE AUTHORIZED A-TEAM WORKFORCE ARE GYOMS.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>180</th>
<th>192</th>
<th>27,017</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL FULL-TIME STUDENTS</td>
<td>ADULT FULL-TIME STUDENTS</td>
<td>TOTAL STUDENT CONTACT HOURS</td>
</tr>
</tbody>
</table>

GROW YOUR OWN MECHANIC
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. GYOM salaries alone equal $6.6 million dollars that enhance the local economy!
ENROLLMENT

HOW IT WORKS
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 (\textdollar2.50 \textit{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 (\textdollar5 \textit{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
- Unarmed Security Guard/Private Investigator/ Armed Security Guard
- Oklahoma POSSE-Pre & Post Hire
- CNA Level I, II, & III
- TABE 8th Grade Reading
- WorkKeys
- Plus more...
MEET YOUR BUSINESS DEVELOPMENT CENTER 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  
580-480-4723  
lgloria@swtech.edu

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.
LET 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

**TAXES FOR TODAY’S BUSINESS**
Sponsored by the Oklahoma State Tax Commission the first Tuesday of every month from 9:00 am until noon.

**CUSTOMIZED INDUSTRY TRAINING**
Learn about; new job orientation, Microsoft Office, Quickbooks, soft skills, management, different generations in the workplace, and more!

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

GROW YOUR OWN MECHANIC

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 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. Learn in both classroom and shop environments. Learn to use a wide range of aviation related tools including: electronic, pneumatic, hydraulic, electrical and manual.

NOW OFFERED IN THE EVENING*

CAREER MAJORS:
- General Aviation
- Airframe Mechanic
- Powerplant

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 *5:30-9:30pm: 2.5 years

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
FULL-TIME PROGRAMS

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

CERTIFICATIONS: CPR/First Aid, BACE
WHO CAN ATTEND: High School Students Only
8-11am or 12-3pm

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, and letters. 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. Learn how to develop a social media content plan, craft creative messages, target specific audiences and study analytics to measure the effectiveness of social media posts and ads.

CAREER MAJORS:
- Administrative Assistant
- Social Media Marketing Specialist
- Customer Service


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.

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

CERTIFICATIONS: iCEV

WHO CAN ATTEND: High School & Adult Students: 8-11am or 12-3pm
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, and 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:
- Pre-Nursing
- Therapy Technician

CERTIFICATIONS:
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.
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.**

**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
- Metal Fabricator

**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

**CERTIFICATIONS:**
- American Welding Society (AWS)
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:
- Teaching as a Profession
- * Education Fundamentals
- * Paraprofessional

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

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- 96 hours
- Certified Medication Aide- 60 hours
- Forklift Training- 4 hours
- Paraprofessional- 24 hours
- Phlebotomy- 42 hours
- CLEET I & II- 44 hours
- Safe Sitter Essentials (Babysitter)- 6 hours

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!
SHORT-TERM COURSES

SAFETY TRAINING

Certifications are available for all of the bulleted courses below.

NEED A SAFETY CLASS?

- OSHA 30 & 10
- Forklift Safety
- Bloodborne Pathogens
- Fall Protection
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Safety
- Contractor Safety
- HAZWOPER
- Safe Sitter (Babysitter)
- Emergency Action Plans
- First Aid
- Office Safety
- Bucket Truck Safety
- Confined Space Entry
- Office Ergonomics
- Process Safety
- Hazard Communication
- *Customized Training Available

ONLINE MICROLEARNING BY INDUSTRY

Training for your whole team utilizing online safety training means every employee can complete all of their assigned courses from anywhere, whether they are in the office or out in the field. Competency-based and engaging online library of over 700 HR and safety courses from an intuitive learning management system. Call Southwest Technology Center for details.

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
Quickbooks Workshops- 7 hours
Customer Service- Customized
Marketing In Todays Environment- Series
Business Basics
SHORT-TERM COURSES
Days & times are subject to change based on availability.

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

- 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 / 6-9pm (Must be 18 to enroll)
  (Certification offered through National Healthcare Association)
- 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
- Digital Photography I- 12 hours / 6-9pm
- Custom Welding with Project- 32 hours / 6-10pm
- Woodworking Project

SECURITY GUARD (CLEET)
Certifications are available for all of the bulleted courses below.

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

More than essential. Making a difference.
THANK YOU.
FREE educational classes improving student’s reading, language, math, and or English-speaking skills to prepare them to enter Career Tech or College programs, obtain a high school equivalency diploma (GED, Hi-Set), or advance in a career field.

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

Classes Meet: Monday, Tuesday, and Thursday evenings 5:00 pm to 8:00 pm with the availability of online instructional time in addition to the classroom instruction.

Enrollment: Please complete the online adult basic education enrollment at www.swtech.edu.

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

300+ CLASSES TO CHOOSE FROM.
Changing Lives One Career At a Time.