

SOUTHWEST TECHNOLOGY CENTER

711 West Tamarack

Altus, OK 73521

580.477.2250

www.swtc.org



ADMINISTRATIVE & INFORMATION SUPPORT PATHWAY

PROGRAM DESCRIPTION

Students learn the basic operations of personal computers, word processing, human relations, and the Office software package. Students in the program learn organization, teamwork, and professional responsibilities while working in this office setting. They will progress into advanced areas after completion of the BCT 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 Administrative and Information Support program, students are prepared to take the ODCTE competency and brainbench exams in each area of specialty.

Employment opportunities are exceptional in all office settings whether in a general office setting, medical setting, or a financial institution. With these certifications, students will be able to apply for employment opportunities not only in southwest Oklahoma, but also 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

Reading comprehension at 11th grade level or above

Self-motivated

Basic knowledge of computers

People skills

Ability to sit for long periods of time

ADMINISTRATIVE ASSISTANT 840 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Fundamentals of Administrative Technologies II-OHLAP.....	240
Business, Management and Administrative Capstone.....	240
Office Administration and Management-OHLAP.....	120

ADVANCED ADMINISTRATIVE ASSISTANT 1050 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Fundamentals of Administrative Technologies II-OHLAP.....	240
Accounting I.....	210
Business, Management and Administrative Capstone.....	240
Office Administration and Management-OHLAP.....	120

MEDICAL INSURANCE CODER 1050 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Foundations of Medical Office/Medical Terminology.....	170
Patient Billing.....	180
Medical Insurance.....	170
ICD-9-CPT Coding.....	170
Business, Management and Administrative Capstone.....	120

MEDICAL TRANSCRIPTIONIST 1050 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Foundations of Medical Office/Medical Terminology.....	170
Patient Billing.....	180
Medical Insurance.....	170
Medical Transcriptionist.....	170
Business, Management and Administrative Capstone.....	120

MEDICAL OFFICE ASSISTANT 990 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Foundations of Medical Office/Medical Terminology.....	170
Patient Billing.....	180
Medical Insurance.....	170
Business, Management and Administrative Capstone.....	120

ADVANCED MEDICAL OFFICE ASSISTANT 1210 HOURS

Business and Marketing Core-OHLAP.....	120
Fundamentals of Administrative Technologies-OHLAP.....	120
Foundations of Medical Office/Medical Terminology.....	170
Patient Billing.....	180
Medical Insurance.....	170
Medical Transcriptionist.....	170
ICD-9-CPT Coding.....	170
Business, Management and Administrative Capstone.....	120

CHANGING LIVES

ONE CAREER AT A TIME



ASSESSMENT

Adult: TABE and COPSystem
High School: PLAN and COPSystem
Cost: \$5.00 each test

*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

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:

Southwest Technology Center
711 West Tamarack
Altus, OK 73521
580.477.2250
www.swtc.org

Brenda Krieger
Director of Student Services
580.477.2250 ext 240
bkrieger@swtc.org

Genia Glenn
Instructor
Business, Marketing and Information
580.477.2250
gglenn@swtc.org

Erika Wiginton
Instructor
Business, Marketing and Information
580.477.2250
ewiginton@swtc.org

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 the 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 the 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-CONCURRENT ENROLLMENT

Students can receive up to 34 credit hours towards an Associate of Applied Science in Office Systems Technology through our Cooperative Alliance with [Western Oklahoma State College](#).

Upon completion of the SWTC Administrative and Information Support program, students who choose to further their education may need approximately 30 more 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" form. Application forms may be obtained from the Financial Aid Officer, Martha Wooldridge. 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

