

**SUPPLEMENT**

**October, 2020**

**Southwest School of Business and Technical Careers**

**SCHOOL CATALOG**

**2020-2021**

**CERTIFICATION:**

***I certify that the information contained in this supplement is true and correct to the best of my knowledge and belief.***

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**School Director**

## **SUPPLEMENT**

### **Southwest School of Business and Technical Careers**

#### **ADMINISTRATIVE AND INSTRUCTION STAFF**

##### **ADMINISTRATIVE STAFF:**

**Johnny Pantoja, School Director, BA, UTSA**

**Chris Miteff, Administrator, BA, UT**

**Ahmad Dib, Administrator, BS, Texas A&I**

**Jerry Leal, Academic Director, BA, Texas A&I**

**Aida Estrada, Accounting, CAS, Southern Careers Institute**

**Veronica Lopez, Front Office Coordinator, Clinical/Medical Assistant, Southwest Schools**

**Erlinda Galvan, Financial Aid Officer, GED, St. Phillips**

**Kelly Ferree, Financial Aid Officer, HS, Sidney Lanier**

**Shelby Garcia, Admissions Representative, Clinical/Medical Assistant, Southwest Schools**

##### **INSTRUCTIONAL STAFF:**

**Rodney Carr – Medical / Business, EMT, Academy of Health Science**

**Johnny Pantoja – Accounting / Business, BA, UTSA**

**Anna Solis – Pharmacy / Business, CPhT, SWS**

**Rosalia Gibson – Business, AAS, St. Phillips**

**Alma Vela – Medical / Business, St. Phillips, SWS MA**

**Southwest School of Business and Technical Careers**

**COST OF ATTENDANCE**

**CLINICAL / MEDICAL ASSISTANT**

**Length of Program.....34 weeks day, 50 weeks night and weekend, 800 clock hours**

**Days attended.....M - Th, 8:00 a.m. - 2:45 p.m.**

**Nights.....M - Th, 5:45 p.m. - 9:55 p.m.**

**Weekend.....Sat & Sun 8:00 a.m. - 4:50 p.m.**

**Breaks..... All classes break for 10 minutes each hour.**

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

**Cost of Attendance:**

<b>Tuition.....</b>	<b>\$ 14,500.00</b>
<b>Registration Fee.....</b>	<b>50.00</b>
<b>Books.....</b>	<b>350.00</b>

**Room and Board:** School does not provide room and board. Cost will vary for each student.

**Transportation:** School does not provide transportation. Cost will vary depending on distance from school

**Child Care:** School does not provide.

**Uniforms:** Available at student's expense.

**Total cost of program, excluding cost of room and board, transportation, child care and uniforms: \$14,900.00**

**Southwest School of Business and Technical Careers**

**COST OF ATTENDANCE**

**GENERAL OFFICE SKILLS**

**Length of Program.....24 weeks day, 36 weeks night and weekend, 575 clock hours**

**Days attended.....M – Th, 8:00 a.m. - 2:45 p.m.**

**Nights.....M - Th, 5:45 p.m. - 9:55 p.m.**

**Weekend.....Sat & Sun 8:00 a.m. - 4:50 p.m.**

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

**Cost of Attendance:**

**Tuition.....\$ 8,190.00**

**Registration Fee..... 50.00**

**Books..... 260.00**

**Room and Board:** School does not provide room and board. Cost will vary for each student.

**Transportation:** School does not provide transportation. Cost will vary depending on distance from school.

**Child Care:** School does not provide.

**Uniforms:** Available at student's expense.

**Total cost of program, excluding cost of room and board, transportation, child care and uniforms: \$ 8,500.00**

**Southwest School of Business and Technical Careers**

**COST OF ATTENDANCE**

**COMPUTERIZED ACCOUNTING SPECIALIST**

**Length of Program.....33 weeks day, 49 weeks night and weekend, 775 clock hours**

**Days attended.....M - Th, 8:00 a.m. - 2:45 p.m.**

**Nights.....M - Th, 5:45 p.m. - 9:55 p.m.**

**Weekend.....Sat & Sun 8:00 a.m. - 4:50 p.m.**

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

**Cost of Attendance:**

<b>Tuition.....</b>	<b>\$ 14,470.00</b>
<b>Registration Fee.....</b>	<b>50.00</b>
<b>Books.....</b>	<b>380.00</b>

**Room and Board:** School does not provide room and board. Cost will vary for each student.

**Transportation:** School does not provide transportation. Cost will vary depending on distance from school.

**Child Care:** School does not provide.

**Uniforms:** Available at students expense.

**Total cost of program, excluding cost of room and board, transportation, child care and uniforms:** \$ 14,900.00

**Southwest School of Business and Technical Careers**

**COST OF ATTENDANCE**

**MEDICAL OFFICE SPECIALIST**

**Length of Program.....34 weeks day, 50 weeks night and weekend, 800 clock hours**

**Days attended.....M - Th, 8:00 a.m. - 2:45 p.m.**

**Nights.....M - Th, 5:45 p.m. - 9:55 p.m.**

**Weekend.....Sat & Sun 8:00 a.m. - 4:50 p.m.**

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

**Cost of Attendance:**

<b>Tuition.....</b>	<b>\$ 14,510.00</b>
<b>Registration Fee.....</b>	<b>50.00</b>
<b>Books.....</b>	<b>340.00</b>

**Room and Board:** School does not provide room and board. Cost will vary for each student.

**Transportation:** School does not provide transportation. Cost will vary depending on distance from school.

**Child Care:** School does not provide.

**Uniforms:** Available at student's expense.

**Total cost of program, excluding cost of room and board, transportation, child care and uniforms:** \$ 14,900.00

**Southwest School of Business and Technical Careers**

**COST OF ATTENDANCE**

**PHARMACY TECHNICIAN**

**(Not offered at South Texas Campus)**

**Length of Program.....32 weeks day, 49 weeks night and weekend, 775 clock hours**

**Days attended.....M - Th, 8:00 a.m. - 2:45 p.m.**

**Nights.....M - Th, 5:45 p.m. - 9:55 p.m.**

**Weekend.....Sat & Sun 8:00 a.m. - 4:50 p.m.**

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

**Cost of Attendance:**

<b>Tuition.....</b>	<b>\$ 14,560.00</b>
<b>Registration Fee.....</b>	<b>50.00</b>
<b>Books.....</b>	<b>290.00</b>

**Room and Board:** School does not provide room and board. Cost will vary for each student.

**Transportation:** School does not provide transportation. Cost will vary depending on distance from school.

**Child Care:** School does not provide.

**Uniforms:** Available at student's expense.

**Total cost of program, excluding cost of room and board, transportation, child care and uniforms:** \$ 14,900.00

**ENROLLMENT PERIODS  
WITH  
BEGINNING AND ENDING DATES**

**YEAR 2021**

GRAD DATES			
	DAY		NIGHT
START DATE	GOS	CAS, CMA MOS, PT	CAS, CMA, PT
1/13	6/21	08/21	12/21
2/03	7/21	09/21	1/22
2/24	8/21	10/21	2/22
3/17	8/21	10/21	3/22
4/07	9/21	11/21	4/22
4/28	10/21	12/21	4/22
5/19	11/21	12/21	5/22
6/10	11/21	1/22	6/22
7/01	12/21	2/22	7/22
7/22	1/22	3/22	7/22
8/12	2/22	4/22	8/22
9/02	2/22	4/22	9/22
9/27	3/22	5/22	9/22
10/18	4/22	6/22	10/22
11/08	4/22	6/22	11/22
11/30	5/22	7/22	11/22
12/21	6/22	8/22	12/22