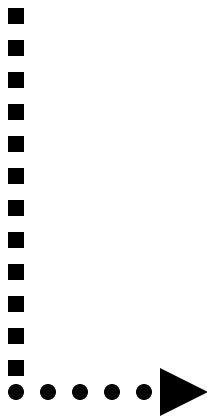
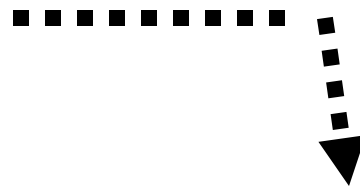


BUSINESS AND INFORMATION TECHNOLOGY



"Providing Training And Services For Career Success."

Andrea Long

Business And Information

Technology

Instructor

1801 S. Eleventh

Alva, Oklahoma 73717

(580)327-0344

andreal@nwtechonline.com

In high demand are persons skilled in the practical application of business management and computer software. Northwest Technology Center's Business and Information Technology program is a great choice for students who have an interest in business management and computer applications.

The Business and Information Technology program allows students to utilize classroom instruction and participate in "On The Job Training" (OJT) program. Students in the OJT program have the opportunity to work with businesses in the community to polish classroom skills and assist with office work and special projects. Students enrolled in this program will receive training in computer fundamentals, Windows, internet concepts, employability skills, multimedia, human relations work skills, keyboarding, spreadsheet and telephone techniques. Students also prepare a portfolio which markets their skills by showcasing examples of their work, certifications, resume and other professional information.

The Business and Information Technology program is open to both secondary and adult students. Adult students may attend the program full-time or choose to attend half-time. Secondary students may attend either morning or afternoon sessions. Those interested in articulating college credit hours may have this opportunity. Students who participate in this program may select a career in customer service, office technology or they may choose to further their education by attending a college or university. More information on the Business and Information Technology Program may be obtained at www.nwtechonline.com or contacting Andrea Long at (580)327-0344.

BUSINESS AND INFORMATION TECHNOLOGY-ALVA

COURSE CONTENT	HOURS	COURSE CONTENT	HOURS
CORE CURRICULUM		Microsoft Office Career Pathway	
Keyboarding		Beginning/Advanced Word Processing/Microsoft Word	
Financial Skills		Beginning/Advanced Spreadsheet/Excel	
Word Processing		Beginning/Advanced Presentations/PowerPoint	
Electronic Spreadsheet		Beginning/Advanced Access	
Database			
Introduction to Presentations			525 Hours
Introduction to Internet			
Introduction To Filing			
Introduction To Calculator			
Introduction To Integrated Communications			
E-Mail & Desktop Management			
Introduction to Desktop Publishing			
Employment Skills & Introduction to Careers			
Leadership Activities			525 Hours
Global Economy			
On The Job Training			
Electronic Portfolio			
Job Hunting/Interviewing			
	525 Hours		
Business Administration Career Pathway		Desktop Publishing Career Pathway	
Communication Skills For Managers		Microsoft Applications	
Fundamentals of Finance/Accounting		Advanced Desktop Publishing	
First Level Leadership			525 Hours
Fundamentals of Human Resources			
Fair, Square and Legal			
Managing Your Time			
First Line Supervision			
Success In The Interview			
Presentation and Success			
	525 Hours		
Accounting & Financial Services Career Pathway		Legal Service Career Pathway	
Data Entry of Accounting		Introduction To Legal Typing and Applications	
Recordkeeping		Harborside Legal Applications	
Automated Accounting Careers			525 Hours
QuickBooks			
	525 Hours		
Health Information Services Career Pathway		Customer Service Career Pathway	
		Interpersonal Communication Skills	
		Keeping Customers For Life	
		Achieving The Competitive Edge	
		With Customer Service	
		Managing The Customer Service Process	
		Using Quality Improvement Tools To Build Customer Satisfaction	
		Knock Your Socks Off Customer Service	
		On The Phone	
			525 Hours

TUITION: In District (1/2 Day) \$328.00/Semester
 In District (Full Day) \$656.00/Semester
 Out of District (1/2 Day) \$900.00/Semester
 Out of District (Full Day) \$1,800.00/Semester

ADULT FEES: Book/Material Use Fee \$250.00/Year

CAREER OPPORTUNITIES MAY INCLUDE: Accounting Clerk, Administrative Assistant, Medical Assistant, Word Processing Operator, Business Office, Manager, Office Manager, Data Entry Clerk, File Clerk, Human Resources Assistant, Office Automation Analyst, Payroll Clerk, Receptionist, Call Center Representative, Cashier. Some courses available for college credit.