

SUPPLEMENT

October, 2025

Southwest School of Business and Technical Careers

SCHOOL CATALOG

2026

CERTIFICATION:

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

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

Rosa Alvarado, Front Office Coordinator, Clinical/Medical Assistant, Southwest Schools

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

Kelly Ferree, Financial Aid Officer, HS, Sidney Lanier

Estella Hernandez, Admissions Representative, Clinical/Medical Assistant, Southwest Schools

INSTRUCTIONAL STAFF:

Johnny Pantoja – Accounting / Business, BA, UTSA

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

Lovenia Flores – Pharmacy / Business, CPhT, SWS

Rosalia Gibson – Business, AAS, St. Phillips

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:

Tuition.....\$ 14,500.00
Registration Fee..... 50.00
Books..... 350.00

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: \$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:

Tuition.....	\$ 14,470.00
Registration Fee.....	50.00
Books.....	380.00

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 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:

Tuition.....	\$ 14,510.00
Registration Fee.....	50.00
Books.....	340.00

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: \$ 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:

Tuition.....	\$ 14,560.00
Registration Fee.....	50.00
Books.....	290.00

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: \$ 14,900.00

**ENROLLMENT PERIODS
WITH
BEGINNING AND ENDING DATES**

YEAR 2026

GRAD DATES			
	DAY		NIGHT
START DATE	GOS	CAS, CMA MOS, PT	CAS, CMA, PT
1/06	06/26	08/26	12/26
1/27	07/26	09/26	01/27
2/17	08/26	10/26	02/27
3/10	08/26	11/26	03/27
3/31	9/26	11/26	04/27
4/21	10/26	12/26	04/27
5/12	11/26	01/27	05/27
6/03	11/26	01/27	06/27
6/24	12/26	02/27	06/27
7/15	01/27	03/27	07/27
8/05	02/27	03/27	08/27
8/26	03/27	04/27	09/27
9/17	03/27	05/27	09/27
10/08	04/27	06/27	10/27
10/29	04/27	06/27	11/27
11/19	05/27	07/27	11/27
12/14	06/27	08/27	12/27