

TCAT - KNOXVILLE
PART-TIME AND EVENING PROGRAMS

The Tennessee College of Applied Technology - Knoxville is pleased to offer a selection of courses that are designed to accommodate your busy schedule. Compare the cost and length of our courses and we know you will choose TCAT - Knoxville for your training.

The Tennessee College of Applied Technology - Knoxville reserves the right to make changes as needed in course offerings, curricula, academic policies, instructors, schedules, room numbers and other matters. Courses must have a minimum number of students in order to be offered. The cost for books and supplies are estimated and may change without notice.

SPRING 2017 BREAKS

Jan. 4.....Trimester Begins	Apr. 14.....Holiday
Jan. 16.....Holiday	Apr. 26.....Trimester Ends
Mar. 13-17.....Spring Break	(evenings only)

Unscheduled school closures are announced via SchoolCast, a rapid alert and emergency notification system that enables our school to reach students, faculty and staff, within moments through a variety of popular communications methods, as well as on all major Knoxville radio and television stations. There are 27 Tennessee Colleges of Applied Technology across the state. Please pay close attention to college's location and emergency school closings.



The Tennessee College of Applied Technology is a Tennessee Board of Regents institution. For the most up to date information about our part time programs, please visit:
<http://www.tcatknoxville.edu/part-time-and-evening-programs>

IMPORTANT NOTES

If you are taking classes to earn points for the Summer 2017 Practical Nursing Program, you must complete your courses for points by **March 2, 2017**. There is no need to attend the registration on December 5, 2016 if you are interested in online courses only. To register for an online course you must utilize the appropriate web link provided. It is not possible to register for these courses at the physical campus!

PLEASE NOTE: Students must request and provide official, sealed transcripts for the courses you wish to submit for points.

FINANCIAL AID

Unfortunately, there is no Financial Aid available for the Part-Time and Evening Programs at Tennessee College of Applied Technology - Knoxville.

REFUNDS

FULL REFUND: 100% of fees will be refunded if: Classes are cancelled by TCAT - Knoxville, student drops class before the start date, or student dies during the term.

PARTIAL REFUND: A refund of 75% will be allowed if a course is dropped, or student withdraws within the first 10% of the scheduled class hours; a refund of 50% will be allowed if a course is dropped within the first 20% of the scheduled class hours; no refunds will be permitted after the first 20% of the scheduled class hours.

All Book/Supply Costs are Estimated

The Tennessee College of Applied Technology - Knoxville is one of 46 institutions in the Tennessee Board of Regents system, which is comprised of six universities, fourteen community colleges, and twenty-seven colleges of applied technology. Since founding in 1966, the Tennessee College of Applied Technology - Knoxville has served thousands of area citizens by providing its quality, state-of-the-art training in courses that prepare students for employment in today's technologies and enhance the career potential of workers who are currently employed.

OFFICE HOURS

Monday – Thursday 7:30 – 9:00; Friday 7:30 – 4:00

1100 Liberty Street, Knoxville, TN 37919
t: (865) 546-5567 f: (865) 971-4474
email: admissions@TCATKnoxville.edu

© Tennessee College of Applied Technology - Knoxville, a Tennessee Board of Regents Institution. An equal opportunity/affirmative action institution. Tennessee College of Applied Technology - Knoxville is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Director of the Tennessee College of Applied Technology - Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-766-4339, Kasey.Vatter@TCATKnoxville.edu. Additionally, the Tennessee College of Applied Technology - Knoxville's Title IX Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: Tennessee College of Applied Technology - Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-766-4339, Kasey.Vatter@TCATKnoxville.edu.



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
KNOXVILLE

Workforce Development, It's What We Do!

PART-TIME & EVENING PROGRAMS
SPRING TRIMESTER 2017

Registration Begins December 5, 2016



Your Lifelong
SUCCESS Starts Here!



CDL REFRESHER

Do you have a Commercial Driver License (CDL) Class A or B license but have been off the road for a while? The professional truck driving instructors at TCAT Knoxville can help you get back on the road with confidence. TCAT Knoxville provides a 40 hour refresher course for individuals with recent driving experience that need to sharpen their past skills. If you need to document your driving abilities for a potential employer, you must successfully complete an evaluation of your pre-trip planning, range maneuvering, and road handling. The refresher course is custom scheduled and setup as one-on-one sessions with an instructor. Please contact Yolanda Williams for more information at (865)766-4341. Cost: \$980

Prerequisite: Current class A or B CDL license and DOT physical card

INTRODUCTION TO MEDICAL INSURANCE CODING AND BILLING

This 80 hour course includes medical terminology, insurance coding, and procedures used in medical offices. Cost: \$646

INTERMEDIATE MEDICAL INSURANCE CODING AND BILLING

A continuation of the introductory class, this 80 hour course provides more advanced coding and billing skills. A review of the CPC National Certification Examination which includes correct procedural terminology, ICD-10, and HCPCS manuals will be used as resources to interpret guidelines for appropriate diagnostic and procedural codes, as well as mock patient scenarios. Cost: \$730

Prerequisite: 3 years of experience in Medical Billing and Coding or previous course in Medical Billing and Coding.

REVIEW FOR CERTIFIED PROFESSIONAL CODERS EXAMINATION

This 24 hour course is a review for the CPC National Certification Examination. Correct procedural terminology, ICD-10, and HCPCS manuals will be used as resources to interpret guidelines for appropriate diagnostic and procedural codes as well as mock patient scenarios. Cost: \$307

Prerequisite: Adequate knowledge of medical terminology and two years of medical coding and billing experience, or educational equivalent. Required book: ICD-10-CM for Physicians: 2017: v. 1 & 2.

OSHA 10 HOUR GENERAL INDUSTRY COURSE

This course is designed to teach the student hazard identification, avoidance, control, and prevention. The OSHA 10 hour is taught by lecture, video, and hands on practice. The topics include Introduction to OSHA, Walking and Working Surfaces, Fall Protection, Emergency Action Plans, Electrical safety, Personal Protective Equipment, Hazardous Communication, Materials Handling, and Machine Guarding. Each student will receive a 10 hour completion card. Cost: \$224

OSHA 30 HOUR GENERAL INDUSTRY COURSE

This course is intended to provide a variety of training to workers with some safety responsibilities and to teach the student hazard identification, avoidance, control,

and prevention. The topics include Introduction to OSHA, Managing Safety and Health, Walking and Working Surfaces, Fall Protection, Emergency Action Plans, Electrical safety, Personal Protective Equipment, Hazardous Communication, Materials Handling, Permit-Required Confined Spaces, Lockout/Tagout, Machine Guarding, Welding, Cutting, and Brazing, Introduction to Industrial Hygiene, Bloodborne Pathogens, Ergonomics, Powered Industrial Vehicles, and Health and Safety Programs. Each student will receive a 30 hour completion card. Cost: \$224

CERTIFIED NURSING ASSISTANT – 10 Points*

Students enrolled in this state approved course will be trained to provide direct care to patients. Employment opportunities include: Assisted Living, Home Health, Long-Term Care Facilities, Hospitals, and Hospice. CPR is taught as a part of the course. The CPR for BLS course will be taught from 4 pm – 9 pm for the evening students. Cost: \$718

Day Class: 120 Clock Hours **Night Class:** 126 Clock Hours

IMPORTANT NOTE ABOUT CRIMINAL BACKGROUND CHECK: Applicants cannot be on the Abuse Registry or have a theft conviction. At least two weeks prior to class, applicants must provide Mrs. Linda Hafley with a background check from the local sheriff's department in the county in which they reside, **not the Police Department.**

Please visit <http://www.tcatknoxville.edu/cna> for **important** information about a required Physical and TB Skin Test. You will also find a more thorough supply list and cost breakdown!

CPR TRAINING AND RECERTIFICATION

This 5 hour course teaches the skills of CPR for victims of all ages in Basic Life Support (BLS) for healthcare providers through the American Heart Association. All CPR courses are strictly limited to 16 participants. Students are strongly encouraged to purchase 2015 BLS Provider Manual prior to course. Cost: \$73.50

E.K.G. TECHNICIAN – 10 POINTS*

This is a 49 hour course designed for the student to obtain basic knowledge of the electrical activity of the heart, EKG strip analysis, how to administer a 12 Lead EKG, and prepare patients for Holter or ambulatory monitoring. Additionally, graduates will be qualified for the optional certification exam offered by the National Healthcareer Association (NHA). Cost: \$558

Prerequisite: Students must be 18 years of age and possess a High School diploma or GED equivalent.

I.V. THERAPY

This is a 40 hour course based on INS standards for licensed nursing professionals, LPN or RN, or for the Practical Nursing Graduate. Cost: \$347

Prerequisite: Students must be a currently licensed LPN or RN, or a Practical Nursing Graduate awaiting state board licensing Confirmation.

MEDICAL TERMINOLOGY WITH ANATOMY & PHYSIOLOGY – 10 Points*

Learn basic medical terms as they relate to the human body in this 40 hour course. Applicants of the Health Occupations programs are encouraged to take advantage of this program. Cost: \$285



PHLEBOTOMY – 10 Points*

Phlebotomy is a 49 hour course designed for Allied Health workers who need to learn the clinical skill of Phlebotomy. Students will review universal precautions, specimen requirements, laboratory policies, and veni and capillary punctures. Students will learn from practicing live sticks on each other. Additionally, graduates will be qualified for the optional certification exam offered by the National Healthcareer Association (NHA). Cost: \$596

Prerequisite: A regular high school diploma or GED AND a current CPR Certification in Basic Life Support (BLS) through the American Heart Association. YOU MUST BRING BOTH OF THESE DOCUMENTS TO REGISTER for class!

Important note about blood borne pathogens: Due to the nature of this course, a current series of the Hepatitis B vaccine is strongly recommended!

AVAILABLE ONLINE PART-TIME COURSES FOR POINTS TOWARD THE PRACTICAL NURSING PROGRAM

IMPORTANT NOTES: If you are taking classes to earn points for the Summer 2017 Practical Nursing Program, you must complete your courses for points by **March 2, 2017**. There is no need to attend the registration on December 5, 2016 if you are interested in online courses only. To register for an online course you must utilize the appropriate web link provided. It is not possible to register for these courses at the physical campus!

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TN ECAMPUS COURSE NO. DMC 1000 / DEMENTIA CARE – 10 Points*

The Dementia Care Course is a 46 hour online course that is dedicated to the training and education of those caring for individuals with Alzheimer's Disease and related dementias. This course will also allow students to earn 10 points toward the Practical Nursing program. Cost: \$247

Course Fee Payable to Tennessee College of Applied Technology - Knoxville. Please visit <https://tcat.maestosis.com/> to register for this course.

TN ECAMPUS COURSE COURSE NO. 5211 / DOSAGE CALCULATIONS – 10 Points*

Dosage Calculations for Nurses is a 36 hour online course that provides a comprehensive overview of Dosage Calculations. The lessons, exercises, module reviews, and other interactive resources make the class a fun, attractive, and effective learning environment. This course will also allow students to earn 10 points toward the Practical Nursing program. Cost: \$411

Course Fee Payable to Tennessee College of Applied Technology – Knoxville. Please visit <https://tcat.maestosis.com/> to register for this course.

CORONAL POLISHING FOR REGISTERED DENTAL ASSISTANTS

This 19 hour course is designed to teach the RDA the procedure of coronal polishing.

Prerequisite: Current Tennessee Registered Dental Assistant prior to enrolling.

Important Notes: This course is not designed for Dental Hygienists. This course is approved by the Tennessee Board of Dentistry and the student must successfully complete both written and clinical portions of the courses to be eligible to apply to the TBD to take the board examinations. Tuition does not include the registration fee to the Tennessee Board of Dentistry which the student will pay to the TBD after successful completion of the course. Cost: \$254



DENTAL RADIOLOGY FOR REGISTERED DENTAL ASSISTANTS

This 16 hour course is designed to teach the Tennessee Registered Dental Assistant Dental Radiology.

Prerequisite: Current Tennessee Registered Dental Assistant prior to enrolling.

Important Notes: This course is not designed for Dental Hygienists. This course is approved by the Tennessee Board of Dentistry and the student must successfully complete both written and clinical portions of the courses to be eligible to apply to the TBD for certification in Radiology. Tuition does not include the registration fee to the Tennessee Board of Dentistry which the student will pay to the TBD after successful completion of the course. Cost: \$239

DENTAL SEALANTS FOR REGISTERED DENTAL ASSISTANTS

This 7 hour course is designed to teach the RDA the procedure of applying sealants.

Prerequisite: Current Tennessee Registered Dental Assistant

Important Notes: This course is not designed for Dental Hygienists. This course is approved by the Tennessee Board of Dentistry and the student must successfully complete both written and clinical portions of the courses to be eligible to apply to the TBD to take the board examinations. Tuition does not include the registration fee to the Tennessee Board of Dentistry which the student will pay to the TBD after successful completion of the course. Cost: \$141

MONITORING NITROUS OXIDE FOR REGISTERED DENTAL ASSISTANTS

This 5 hour course is designed to teach the RDA the knowledge and skills to monitor patients under nitrous oxide sedation following the rules and regulations of the Tennessee Board of Dentistry.

Prerequisite: Current Tennessee Registered Dental Assistant

Important Notes: This course is not designed for Dental Hygienists. This course is approved by the Tennessee Board of Dentistry and the student must successfully complete both written and clinical portions of the courses to be eligible to apply to the TBD to take the board examinations. Tuition does not include the registration fee to the Tennessee Board of Dentistry which the student will pay to the TBD after successful completion of the course. Cost: \$106

TCAT Knoxville is accredited by the Commission of the Council on Occupational Education (a national accreditation association), 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (770) 396-3898