



# Computer Information Technology

The industries relating to the installation, operation, and support of computer and network information systems are ever-expanding and challenging fields that offer a diversity of vocational opportunities for those individuals pursuing a career in this occupational area. In order to prepare students for an entry-level position in these occupations, the Computer Information Technology program has been developed to provide academic, hands-on, and valuable real-world training with the fundamental skill sets essential to those who strive to become a professional in the computer and network information systems industries.

Graduates of the Computer Information Technology program will be able to: Operate personal computer operating system and productivity software; Interact with customers on behalf of an organization by providing information about products and services, and respond to customers' needs; Provide help and advice to users of computer software and equipment; Install, fix, and maintain personal computers and peripheral equipment; Install, configure, and maintain telecommunication cabling systems; Support an organizations computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems; Plan and carry out security measures to protect an organization's computer networks and systems.

Successful graduates of the Computer Information Technology program will be able to demonstrate their knowledge and application of these fundamental skills, as well as present a competent and professional attitude to prospective employers who have a need for these specially trained individuals.

Program/Location	Length	Days	Time
Day Program/ Knoxville Campus	20 Months	Monday-Friday	8:00am—2:30 pm

## HOW TO APPLY

*All Documents Must be Presented Together to Apply*

- 1. FAFSA—Provide Proof of Completed FAFSA**  
*School Code = 004025 at <https://fafsa.ed.gov/>*
- 2. Immunizations—Provide Proof of Required Immunizations (Form is Attached)**
- 3. Complete TCAT Application for Enrollment (Form is Attached)**

## **Course Outline**

### **First Trimester**

Course Orientation and Safety  
Technology Foundations/Career Skills  
Keyboarding & Data Entry  
Computer Concepts  
PC Operating System Fundamentals  
Integrated Office Applications Level 1

### **Second Trimester**

PC Hardware Support

### **Third Trimester**

PC Operating Systems Support  
Integrated Office Applications Level II

### **Fourth Trimester:**

Telecommunications Cabling  
Networking Fundamentals

### **Fifth Trimester:**

IT Security Fundamentals  
Elective Studies

## **Certificate Awards**

PC Operator Certificate (318 hours)	Data Cabling Installer Certificate (150 hours)
Desktop Support Specialist Certificate (432 hours)	Network Support Specialist Certificate ( 320 hours)
Integrated Applications Specialist Certificate (300 hours)	IT Security Specialist Certificate (320 hours)
IT Elective Specialist Certificate (320 hours)	

## **Diploma Awards**

Microcomputer Support Specialist Diploma (1050 hours)	IT Specialist Diploma (2160 hours)
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*\* Clock-hours noted are just customary training hours for each award listed. Students must meet the competencies in each area to earn a certificate or diploma award*

## **Typical Job Opportunities**

Customer Service Representative  
Computer, ATM and Office Machine Repair  
Computer Support Specialist  
Network Support Specialist  
Telecommunications Equipment Installation and Repair  
Information Security Analyst  
Network and Computer Systems Administration



## Computer Information Technology

### Book, Tool, and Supply List

1st Trimester				
Tuition		Cost	Total	
Tuition*		\$1,139.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
TOTAL				\$1,216.00

  

Book	ISBN	Cost	Required	
Microsoft Office 2013: First Course, 2014	9781285088457	\$ 207.00	x	
Microsoft Windows 7 (illustrated series)(complete), 2010	9780538749046	\$ 154.00	x	
Strata IT Fundamentals Exam Voucher (FCO-U51)	N/A	\$ 106.00	x	
TOTAL				\$467.00

  

Supplies	Needed By	Cost	Required	
3 Khaki Pants (may be pleated, flat front, Dockers style, cargo, carpenter	First day of class	\$ 90.00	x	
3 Navy Polo-style Short Sleeve Shirts (with or without pocket; no logo	First day of class	\$ 75.00	x	
Black or Brown Belt	First day of class	\$ 20.00	x	
10 Spiral Bound Notebooks	First day of class	\$ 30.00	x	
6 Three Ring Binders 2"	First day of class	\$ 30.00	x	
Pens, Pencils, and Highlighters	First day of class	\$ 20.00		
Stereo Multimedia Headphones/Earbuds	First day of class	\$ 20.00	x	
Blank CD-R/DVD-R Disks (1 pack each)	First day of class	\$ 12.00	x	
USB Flash Drive 16GB	First day of class	\$ 12.00	x	
Loose-Leaf Folders	First day of class	\$ 12.00	x	
TOTAL				\$321.00

## 2nd Trimester

Tuition	Cost	Total
Tuition*	\$1,139.00	
Technology Access Fee*	\$ 67.00	
Student Activity Fee*	\$ 10.00	
<b>TOTAL</b>		<b>\$1,216.00</b>

Tools	Needed By	Required
Computer Tool Kit (comparable kit is Rosewill RTK-090 90-piece professional computer tool kit - available at Walmart.com (est. \$40 - \$60)	First day of class	\$ 50.00 x
Digital Multimeter	First day of class	\$ 35.00 x
Safety Glasses	First day of class	\$ 10.00 x
Small Flashlight	First day of class	\$ 10.00 x
<b>TOTAL</b>		<b>\$105.00</b>

Books and Exam Vouchers	ISBN	Cost	Required
A+ Guide to Hardware (w/lab, pocket GDE, & access), 9th	9781337735377	\$ 252.00	
<i>A+ Guide to Hardware, 9th Ed. (part of bundle above)</i>	9781305266452		x
<i>A+ Guide to Hardware Lab Manual, 9th Ed. (part of bundle above)</i>	9781305266551		x
<i>IT Technical Support Pocket Guide, 9th Ed. (part of bundle above)</i>	9781305266537		x
Certificate: Prometric A+Exam (with access code), 2017	9781337744881	\$ 140.00	
<i>CourseNotes 220-901 Study Guide</i>	Cengage		x
<i>A+ Exam Voucher (part of bundle above)</i>	Comptia Website		x
Labsim for PC Pro v. 5.0 (ebook)	9781935080428	\$ 167.00	x
<b>TOTAL</b>			<b>\$559.00</b>

## 3rd Trimester

Tuition	Cost	Total
Tuition*	\$1,139.00	
Technology Access Fee*	\$ 67.00	
Student Activity Fee*	\$ 10.00	
<b>TOTAL</b>		<b>\$1,216.00</b>

Books and Exam Vouchers	ISBN	Cost	Required
A+ Guide to Software Bundle 9th Ed.	9781337204101	\$ 214.00	
<i>A+ Guide to Software, 9th Ed. (part of bundle above)</i>	9781305266506		x
<i>A+ Guide to Software, 9th Ed Lab Manual (part of bundle above)</i>	9781305266568		x
Microsoft Office 2013: Second Course	9781285082257	\$ 197.00	x
A+ Practical Application Exam Voucher Bundle 220-902	9781337600774	\$ 145.00	
<i>A+ Exam Voucher (part of bundle above)</i>	Comptia Website		x
<i>CourseNotes 220-902 Study Guide (part of bundle above)</i>	Cengage		x
<b>TOTAL</b>			<b>\$556.00</b>

All Costs are Estimated and Subject to Change Without Notice Revised: 5/10/2017

\*Denotes costs that can be covered by TN Promise and TN Reconnect

## 4th Trimester

Tuition	Cost	Total
Tuition*	\$1,139.00	
Technology Access Fee*	\$ 67.00	
Student Activity Fee*	\$ 10.00	
<b>TOTAL</b>		<b>\$1,216.00</b>

Tools	Needed By	Required
STP/UTP Twisted Pair Cable Stripping Tool	First day of class	x
Coaxial Cable Stripping Tool (2-step RG59/6)	First day of class	x
Rj11/RJ45 Twisted Pair Ratchet Crimper Tool	First day of class	x
BNC/F-Connector Coaxial Cable Compression Tool	First day of class	x
Multimedia Cable Tester Set (Twisted pair, and Coaxial BNC/F Connectors)	First day of class	x
Cable Toner/Tracer Set	First day of class	x
Tool Bag or Belt/Tool Pouch	First day of class	x
Electricians Scissors	First day of class	x
Impact Punch Tool w/66 & 110 Termination Blades	First day of class	x
<b>TOTAL</b>		<b>\$670.00</b>

Books and Exam Vouchers	ISBN	Cost	Required
NET+ Guide to Networks Bundle 7th Ed.	9781305778825	\$ 151.00	
<i>NET+ Guide to Networks, 7th Ed. (part of bundle above)</i>	9781305090941		x
<i>Lab Manual for NET+, 7th Ed. (part of bundle above)</i>	9781305093096		x
LabSim for Network Pro Online Course Access Code	9781935080435	\$ 136.00	x
N+ Exam Voucher Bundle N10-005	9781305778832	\$ 198.00	
<i>Net+ Exam Voucher (part of bundle above)</i>	Comptia Website		x
<i>CourseNotes N10-005 Study Guide (part of bundle above)</i>	Cengage		x
<b>TOTAL</b>			<b>\$485.00</b>

## 5th Trimester

Tuition	Cost	Total
Tuition*	\$1,139.00	
Technology Access Fee*	\$ 67.00	
Student Activity Fee*	\$ 10.00	
<b>TOTAL</b>		<b>\$1,216.00</b>

Books and Exam Vouchers	ISBN	Cost	Required
CME Security+ Guide to Network Security Bundle	9781305606210	\$ 269.00	
<i>Security+ Guide to Network Security, 5th Ed. (part of bundle above)</i>	9781305093911		x
<i>Lab Manual for Security+ Guide to Network..., 5th Ed. (part of bundle above)</i>	9781305095250		x
Prometric LabSim for Network Pro Online Course Access Code	9781305616448	\$ 217.00	x
<i>Security+ Exam Voucher (part of bundle above)</i>	Comptia Website		x
<i>CourseNotes SY0-Study Guide (part of bundle above)</i>	9781305095729		x
LabSim for Security Pro Online Course Access Code	9781935080442	\$ 136.00	x
LabSim for Windows Server Pro Online Course Access Code	9781935080466	\$ 136.00	x
MCSA Guide to Installing & Configuring MS WinSvr	9781285868653	\$ 150.00	x
<b>TOTAL</b>			<b>\$908.00</b>

Miscellaneous Cost	Cost	Required
Graduation Supplies	\$ 40.00	x
<b>TOTAL</b>		<b>\$ 40.00</b>
<b>TOTAL PROGRAM COST</b>		<b>\$10,191.00</b>

All Costs are Estimated and Subject to Change Without Notice Revised: 5/10/2017

\*Denotes costs that can be covered by TN Promise and TN Reconnect



# TCAT - Knoxville Certification of Immunization Measles, Mumps, and Rubella (MMR)

Student's name: \_\_\_\_\_ Program of Enrollment: \_\_\_\_\_

## **PART I (TO BE COMPLETED BY STUDENT)**

Proof of MMR immunization is not required for the following reason:

- I graduated from a Tennessee public or private high school in 1999 or after. (transcript attached)
- I attended a Tennessee public or private high school in 2001 or after. (transcript attached)
- I was born prior to January 1, 1957. (copy of photo ID or birth certificate attached)
- I am active duty or former military personnel. (copy of DD214 or active military ID attached)

*IF THE ABOVE IS CHECKED, PLEASE SIGN BELOW.*

## **PART II (TO BE COMPLETED BY STUDENT)**

Proof of MMR immunization is not required for the following reason:

- I refuse immunization because of religious doctrine. (Reason affirmed under the penalties of perjury. Please attach statement.)

*IF THE ABOVE IS CHECKED, PLEASE SIGN BELOW.*

## **PART III—MMR (TO BE COMPLETED BY PHYSICIAN)**

Please circle the number that applies to this patient:

1. Patient has received two doses of measles vaccination since the age of 12 months:

Month/year \_\_\_\_\_ Month/year \_\_\_\_\_

2. Vaccination is medically contraindicated because of pregnancy, allergy to vaccine, etc. (Please list reasons.)

3. Patient had disease, as confirmed by medical record:

Month/year \_\_\_\_\_

4. Patient is immune to disease, as confirmed by laboratory.

Comment \_\_\_\_\_

**ATTEST**

**(Must be signed by an M.D. or D.O.)**

Name of physician (Please print) \_\_\_\_\_

Office telephone \_\_\_\_\_

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

# TCAT - Knoxville Certification of Immunization Varicella (Chicken Pox)

Student's name: \_\_\_\_\_ Program of Enrollment: \_\_\_\_\_

## **PART I (TO BE COMPLETED BY STUDENT)**

Proof of varicella (chicken pox) immunization is not required for the following reason:

- I attended a Tennessee public high school between 1999 and May 2016. **(Must provide proof of second varicella vaccine dose from your physician office.)** (transcript attached)
- I was born prior to January 1, 1980. (copy of photo ID or birth certificate attached)
- I am active duty or former military personnel. (copy of DD214 attached)

*IF THE ABOVE IS CHECKED, PLEASE SIGN BELOW.*

## **PART II (TO BE COMPLETED BY STUDENT)**

Proof of varicella (chicken pox) immunization is not required for the following reason:

- I refuse immunization because of religious doctrine. (Reason affirmed under the penalties of perjury. Please attach statement.)

*IF THE ABOVE IS CHECKED, PLEASE SIGN BELOW.*

## **PART III—VARICELLA (TO BE COMPLETED BY PHYSICIAN)**

Please circle the number that applies to this patient:

1. Patient has received two doses of varicella (chicken pox) vaccination since the age of 12 months:

Month/year \_\_\_\_\_ Month/year \_\_\_\_\_

2. Vaccination is medically contraindicated because of pregnancy, allergy to vaccine, etc. (Please list reasons.)

3. Patient had disease, as confirmed by medical record:

Month/year \_\_\_\_\_

4. Patient is immune to disease, as confirmed by laboratory.

Comment \_\_\_\_\_

**ATTEST**

**(Must be signed by an M.D. or D.O.)**

Name of physician (Please print) \_\_\_\_\_

Office telephone \_\_\_\_\_

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_





# TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

## ENROLLMENT APPLICATION

Applicants must complete every item on this form, sign and date and return it to the College.

<b>Personal Information</b>	<p><b>Full Legal Name</b></p> <p>_____</p> <p style="text-align: center;">Last                                  First                                  Middle</p> <p>Address _____ City _____</p> <p>County _____ State _____ Zip _____ Email Address _____</p> <p style="text-align: center;">- -                                  /       /                                  Gender:   ___ M   ___ F</p> <p>Social Security _____ Date of Birth _____ Age _____</p> <p>Marital Status: ___ Married ___ Single Preferred Phone Number: _____</p> <p>Race: Do you consider yourself to be Hispanic/Latino/Spanish origin? ___Yes ___No</p> <p>Select one or more of the following racial categories to best describe you:</p> <p>___ American Indian/Alaska Native       ___ Native Hawaiian/Pacific Islander</p> <p>___ Asian                                  ___ White</p> <p>___ Black or African American</p> <p>Citizenship status: ___ US Citizen or US National   ___ US Dual Citizen   ___ US Permanent Resident or Refugee   ___ Other</p> <p>US Forces Status: ___ Currently Serving   ___ Previously Serving   ___ Current Dependent   ___ N/A</p> <p>ALL MALES 18 OR OLDER <b>MUST</b> be registered with Selective Service. Have you registered for Selective Service?          ___ Not required to registered   ___ Registered   ___ Required to register, but not registered</p>
<b>Prior Education/ Training</b>	<p>Education (<b>insert highest level of education completed</b>): _____</p> <p>Name of last high school attended: _____</p> <p>High school graduation date (mm/yyyy): _____ GED Diploma Date _____</p> <p><i>Are you seeking credit for prior education, training or work experience?</i>   ___ Yes   ___ No</p>
<b>Program</b>	<p>Please review the campuses website and provide the program name choice for career training (Example: Administration Office Technology)</p> <p>_____</p> <p>When will you be available to enroll in class? ___ Fall ___ Spring ___ Summer</p> <p>Do you plan to apply for financial aid? ___ Yes ___ No</p>

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

The Tennessee Colleges of Applied Technology (TCATs) do not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the TCATs.



## Application for Enrollment

*The information is for Office use only:*

### ADMISSIONS REQUIREMENTS

- FAFSA                       I will not be filing financial aid. I will be paying for my education. Students Initials: \_\_\_\_\_
- Immunizations            Education Transcripts

### SPECIAL ADMISSIONS REQUIREMENTS

**Cosmetology:**

- Photo    Proof of Age    Copy of SS Card    RT/LT Handed    Manicuring Only

**Dental Assisting, Medical Assisting, and Surgical Technology**

HESI required scores: Math 70 and Reading 70

- HESI |ACT Scores: \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Critical Thinking (Date: \_\_\_\_\_)
- CPR Documentation (BLS for Healthcare Providers)

**Practical Nursing:**

HESI required scores: Math 70 and Reading 70

- Notarized Declaration of Citizenship    Copy of ID Used to Declare Citizenship
- CPR Documentation (BLS for Healthcare Providers)
- HESI |ACT Scores: \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Critical Thinking (Date: \_\_\_\_\_)

**Truck Driving:**

- MVR                       DOT Physical            Valid Driver's License
- U.S. Citizenship / Residency

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_