TCAT - Murfreesboro Night Supplemental Schedule
Summer 2019

Enrollment Timeline: Registration opens on March 15th, 2019 and ends at close of business on April 29th, 2019.

Instructions for Enrollment:

https://tcatmurfreesboro.edu/programs/evening-courses

To apply for an Evening Supplemental class, please return to the TCAT Murfreesboro homepage, go to the bottom of the page and click on the 'Apply Now' box. On the next page, again select the 'Apply Now' option. Create a first-time login, then follow the prompts and select 'Special Industry/Supplemental' as your Application Type.

For 'Program of Study', select which of our campuses your desired class will be held at – Murfreesboro or Smyrna. Then click on 'Major, Minors, and Concentrations' for dropdown options where you will select your class. Be sure to 'Submit Application' and begin watching for several emails with instructions to guide you through the application process.

Contact Cindy Oakley at 615.898.8010 ext. 110, Tammy Carmen at 615.898.8010 ext. 144, or Valerie Scollon at 615.898.8010 ext. 145 if you have questions.

Important Enrollment Information:

Attention Medical Coding and Medical Terminology Students:
*Please be aware that, in order to keep up with rapid, annual changes in the Medical Coding field (reflected by AAPC recommendations and annual changes to the CPC Exam), students in Medical Coding 1, 2, or 3 should plan for replacing **all** required texts in January of each year when new editions become available. You may buy the new editions from any source so long as the ISBN matches.*

Attention All Students:
The Enrollment Deadline for Night Supplemental classes is April 26th, 2019. A student is not considered "enrolled" until their enrollment form and payment have been received. Please enroll early to insure your seat in the class. Available seats will be limited.
Please be aware of the Refund Policy **BEFORE paying for a class. The Refund Policy can be found on page 12 of the Student Handbook. A link to the Student Handbook may be found on the following webpage: https://tcatmurfreesboro.edu/current-students/student-handbookcatalog*
***Occasionally, not enough students enroll in a class. When this occurs, students will receive a refund check within 4 weeks of the beginning of the term at the address identified on the enrollment form.*
****Students have the option to purchase textbooks from any source they choose _so long as the ISBN matches the ones in this schedule_. Use the ISBN to purchase your books to insure that the correct edition is purchased. For the convenience of our students, our bookstore will take pre-orders _until April 19th, 2019_. Pre-ordered books are expected to be available for pickup by May 3rd, 2019, from 8AM-3:30 PM . **The TCAT-Murfreesboro bookstore may not have your book in stock if you do not pre-order your book** .*
*****Inclement weather days will be made up at the end of the trimester. No classes will be held on May 27th , 2019, in honor of Memorial Day, and during the weeks of June 24th through July 5th, 2019, for student summer holidays.*

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Medical Coding Classes	Hours	Nights	Times	Start	End	Class Fees
Medical Terminology	72	T/TH	6p - 9p	7-May	8-Aug	$ 295.00

Textbook: *Medical Terminology & Anatomy for Coding 3rd Edition* .   ISBN: 9780323427951   **TCAT bookstore price $75.00**

This course is designed as an introduction to the vocabulary necessary for successful entry into the Medical Coding profession using medical words, suffixes, and prefixes as they relate to surgical, diagnostic, and symptomatic terminology. Progressive medical terminology moves toward body structure, integumentary systems, gastrointestinal systems, respiratory systems, cardiovascular systems, blood, lymph, and immune systems, musculoskeletal, genitourinary, female reproductive, endocrine and nervous systems. The session concludes with anatomy and physiology, pathology, diagnostic, symptomatic, and therapeutic terms. An overview of diagnostic, surgical, and therapeutic procedures is also provided. **This is a mandatory pre-requisite to the medical coding program.**
Held in Room 118.

Medical Coding I	Hours	Nights	Times	Start	End	Class Fees
Medical Coding I	72	M/W	6p - 9p	6-May	12-Aug	$ 295.00

Textbook: *Step by Step Medical Coding Bundle, 2019 Edition - Text and Workbook* . ISBN: 9780323642026   **TCAT bookstore price $125.00**

Textbook: *ICD-10-CM 2019: The Complete Official Codebook* .   ISBN: 9781622027736   **TCAT bookstore price $102.00**

The pre-requisite for this course is Medical Terminology. Medical Coding I introduces students to the step by step process of the coding of medical procedures and diagnoses, beginning with the ICD-10 book. The course will also explore career paths for health insurance and reimbursement specialist. Medical Coding I is a pre-requisite for Medical Coding II and the Certified Professional Coders Exam.
Held in Room 154.

Medical Coding 2	Hours	Nights	Times	Start	End	Class Fees
Medical Coding 2	72	M/W	6p - 9p	6-May	12-Aug	$ 295.00

Textbook: *Step by Step Medical Coding Bundle, 2019 Edition - Text and Workbook* . ISBN: 9780323642026   **TCAT bookstore price $125.00**

Textbook: *ICD-10-CM 2019: The Complete Official Codebook* .   ISBN: 9781622027736   **TCAT bookstore price $102.00**

Textbook: *AMA's CPT 2019 Professional Edition.*   ISBN: 9781622027521   **TCAT bookstore price $110.00**

Textbook: *AMA's HCPCS 2019 Level II Professional Edition.*   ISBN: 9781622027798   **TCAT bookstore price $100.00**

 Medical Coding II builds on the knowledge and practice gained in its pre-requisite of Medical Coding I with the addition of the CPT and HCPCS books. The course moves forward from the fundamental step-by-step used in Medical Coding I with the introduction of elements such as modifiers, which further define eventual billing and reimbursements. This class, along with Medical Coding I, is also a pre-requisite for the Certified Professional Coders Exam.
Held in Room 151

Medical Coding 3	Hours	Nights	Times	Start	End	Class Fees
Medical Coding 3	72	T/TH	6p - 9p	7-May	8-Aug	$ 295.00

Study Guide: *AAPC Official CPC Certification Study Guide 2019.*   ISBN*:* 9781626886391   **TCAT bookstore price $117.00**

This course was developed to help students in the coding program prepare for the certification examination. This course will prepare students for the outpatient, physician-based coding certifications: Certified Coding Specialist-Physician based (CCS-P) and Certified Professional Coder (CPC). The American Health Information Management Association (AHIMA) offers the CCS-P, and the American Academy of Professional Coders offers the CPC. Although the formats of the examinations are different, the commonality is that both assess medical coding ability. Regardless of which examination is taken, the student will have to know how to assign medical codes to patient services and diagnoses. This course continues with additional coding practice as well as a review of anatomy, terminology, reimbursement, and coding concepts in preparation.
Held in Room 154

Medical Insurance and Billing	Hours	Nights	Times	Start	End	Class Fees
Medical Insurance and Billing	72	M/W	6p - 9p	7-May	12-Aug	$ 295.00

Book information will be forthcoming

Medical billing is the process of submitting and following up on claims with health insurance companies in order to receive payment for services rendered by a healthcare provider. Medical billing translates a healthcare service into a billing claim. The responsibility of the medical biller in a healthcare facility is to follow the claim to ensure the practice receives reimbursement for the work the providers perform. A knowledgeable biller can optimize revenue performance for the practice.
Held in Room 118

Industrial	Hours	Nights	Times	Start	End	Class Fees
Welding I * (Added supply fee charged)	72	M/W	6p - 9p	6-May	12-Aug	$ 295.00

Basic oxyacetylene welding (OAW); brazing, ferrous and non-ferrous metals; silver soldering, stick welding (SMAW). Types of electrodes, fluxes, their numbers, and what they mean. Understanding machine set-up, polarities, current, arc length, travel speed, MIG, metal inert gas (GMAW). Learning short-circuit transfer, shop safety. * Additional supply charge of $45.00 charged.   Welding helmet required.
Held in Room 127

PLC- Programmable Logic Controllers	Hours	Nights	Times	Start	End	Class Fees
PLC- Programmable Logic Controllers	72	M/W	6p - 9p	6-May	12-Aug	$ 295.00

This course provides students with an understanding of industrial control systems and how the PLC has become the primary choice in automation control. It will prepare students for an entry-level position in the industrial automation field. This course will cover topics from process control, logic, and numbering systems to writing and fixing ladder logic programs.
Held at TCAT Smyrna Campus

HVAC I	Hours	Nights	Times	Start	End	Class Fees
HVAC I	72	W/TH	6p - 9p	8-May	12-Aug	$ 295.00

Safety principles, theory of heat, matter and energy, refrigeration and refrigerants, refrigeration as applied to air conditioning, duct design and installation, system installation, basic electricity, introduction to automatic controls. Troubleshooting basic controls, typical operating conditions, system evacuation, system charging, electric heat, gas heat.
Held in Room 126
Book information will be forthcoming

Machine Shop I (SMYRNA CAMPUS)	Hours	Nights	Times	Start	End	Class Fees
Machine Shop I (SMYRNA CAMPUS)	72	T/TH	6p - 9p	7-May	8-Aug	$ 295.00

This course is designed to introduce the student to the skills used in machining. Skill sets covered include Bench Work, Shop Math, Blueprints, Precision Measuring and Milling Machines. Shop Safety and PPE topics are stressed throughout the course, as the machine shop environment can be unforgiving if not respected.
Held at TCAT Smyrna Campus in the Machine Tool Lab

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Special Interest	Hours	Nights	Times	Start	End	Class Fees
Web Design for Social/Business Media	72	M/W	6p - 9p	6-May	12-Aug	$ 295.00

Textbook: HTML5/CSS3 by Murach Books. ISBN: 9781943872268

Student will be learning complete front end web design using HTML5, CSS3, and Javascript. They will be introduced to Server Side development and Content Management Systems using Wordpress, PHP, and SQL databases. Students will also learn fundamental computer programming concepts needed for modern website implementation.
Held in Room 152

Special Interest	Hours	Nights	Times	Start	End	Class Fees
Digital Photography	30	M/W	6p - 9p	6-May	10-Jun	$229.00

This course is designed to introduce the student to the options and features in adding creativity to their own digital photographs. Some of the topics covered include; common photo fixes, photo organization, editing and enhancing photos, customizing your photos with layouts, themes, and designs.
Held in Room 135
No text required.

Special Interest	Hours	Nights	Times	Start	End	Class Fees
Financial Workshop	36	M/W	6p - 9p	7-May	13-Jun	$229.00

This course is designed to give the student the knowledge and understanding to manage his/her personal finances. The course features topics such as; Budgets, Credit, Savings, Investments, Spending Habits, Shopping Pitfalls, Banking Options, and much more. It is a MUST for anyone who is experiencing the 'Financial Squeeze.'
Held in Room 151
No text required.

Special Interest	Hours	Nights	Times	Start	End	Class Fees
Elements of Interior Design	36	M/W	6p - 9p	6-May	17-Jun	$229.00

This course is an introduction to space, form, color and function. It will give the student the basic knowledge and understanding used to enhance living spaces and working environments. Which colors and textures expand a room? How to make a room feel cozier. Accents, how many and where to place them.
Held in Room 155
No text required.