

TCAT - Murfreesboro Night Supplemental Schedule

Fall 2019

Enrollment Timeline: Registration opens on August 1st, 2019 and ends at close of business on September 5th, 2019.

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

Application Instructions - Please Read Carefully:

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 Kent Scoles at 615.898.8010 ext. 125 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 September 5th, 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 August 19th, 2019. Pre-ordered books are expected to be available for pickup by September 9th, 2019, from 8AM-6:30 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.*

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Healthcare	Hours	Nights	Times	Start	End	Class Fees
Medical Terminology	72	T/TH	6p - 9p	10-Sep	3-Dec	\$ 304.00
Textbook: <i>Medical Terminology & Anatomy for Coding 3rd Edition</i> . 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 2	72	T/TH	6p - 9p	10-Sep	3-Dec	\$ 304.00
Textbook: <i>Step by Step Medical Coding Bundle, 2019 Edition - Text and Workbook</i> . ISBN: 9780323642026 TCAT bookstore price \$125.00						
Textbook: <i>ICD-10-CM 2019: The Complete Official Codebook</i> . ISBN: 9781622027736 TCAT bookstore price \$102.00						
Textbook: <i>AMA's CPT 2019 Professional Edition.</i> ISBN: 9781622027521 TCAT bookstore price \$110.00						
Textbook: <i>AMA's HCPCS 2019 Level II Professional Edition.</i> 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	72	M/W	6p - 9p	9-Sep	2-Dec	\$ 304.00
Study Guide: <i>APC Official CPC Certification Study Guide 2019.</i> 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						
Anatomy & Physiology (Prerequisite for LPN)	72	M/W	6p - 9p	9-Sep	2-Dec	\$ 304.00
Textbook: <i>Structure & Function of the Body - 15th Edition</i> ISBN: 9780323341127 TCAT bookstore price \$65.00						
This course is designed to give the student currently enrolled in an Allied Health related program, or those interested in getting a head start in one of the Allied Health programs, the basic knowledge and understanding of the human body and its various systems and their function. It is also a perfect review course for current Allied Health field employees.						
Held in Room 118						

Industrial	Hours	Nights	Times	Start	End	Class Fees
Welding I * (Added supply fee charged)	72	M/W	6p - 9p	9-Sep	2-Dec	\$ 304.00
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	72	M/W	6p - 9p	9-Sep	2-Dec	\$ 304.00
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 - Air Flow	18	T/TH	6p - 9p	1-Oct	22-Oct	\$ 304.00
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						
Machine Shop I (SMYRNA CAMPUS)	72	T/TH	6p - 9p	10-Sep	3-Dec	\$ 304.00
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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Electricity Fundamentals	Hours	Nights	Times	Start	End	Class Fees
Basic Electricity	72	T/TH	6p - 9p	10-Sep	3-Dec	\$ 304.00
Textbook: Electricity Principles & Applications, 8th ed. ISBN: 9780077567620 TCAT bookstore price \$165.00						
Textbook: UGLY's Electrical References, 2017 ed. ISBN: 9781284119367 TCAT bookstore price \$21.00						
This course covers static electricity, current electricity, magnetism, current, resistance, DC and AC circuits, meters (analog and digital), and transformers. As a response to industry, Microsoft EXCEL will be included. Students will learn the basic EXCEL program as it pertains to the work environment. EXCEL is being used to transfer orders from one department to another within the industrial workplace.						

Special Interest	Hours	Nights	Times	Start	End	Class Fees
Web Design for Social/Business Media	72	M/W	6p - 9p	9-Sep	2-Dec	\$ 304.00
Textbook: HTML5/CSS3 by Murach Books. ISBN: 9781943872268 Not available at the TCAT bookstore						
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						
Financial Workshop	36	M/W	6p - 9p	9-Sep	28-Oct	\$90.00
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.						
Interior Design for the Holidays	36	M/W	6p - 9p	9-Sep	28-Oct	\$90.00
This trimester we are modifying the Elements of Interior Design course to focus on the holidays: Halloween, Thanksgiving and Christmas. Topics such as: color, shape, function and placement will be covered to give your home or workplace a festive touch. (PLEASE NOTE: Due to the Instructor's schedule we will suspend class the week of Oct. 6 and resume on Oct. 16.) Held in Room 155 No text required.						



<https://tcatmurfreesboro.edu>

TCAT - Murfreesboro, 1303 Old Fort Parkway, Murfreesboro, TN 37129

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