

Welcome!

Welcome to the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus!

Whether you are a high school student, a recent graduate, or an adult learner, our goal is to assist you in achieving your training and employment goals.

The Council on Occupational Education accredits the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus and each training program follows a curriculum that combines academic study, technical education, and practical work experiences. Students "learn by doing" in our programs.

Our professional faculty and staff believe strongly in assisting our students in learning workplace skills and gaining employment so our students can have a better life. We believe investments in education are investments that last a lifetime.

We are here to help you be successful and I encourage you to take advantage of the opportunities at the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus.

Dr. Lynn Kreider

President

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Tennessee College of Applied Technology – Murfreesboro
Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus

Governed By

Tennessee Board of Regents

Flora W. Tydings, Chancellor

James D. King, Vice Chancellor for the Tennessee Colleges of Applied Technology

Tennessee Board of Regents

1415 Murfreesboro Road - Suite 350

Nashville, TN 37217

615-366-4400

Locations

Murfreesboro Campus

1303 Old Fort Parkway

Murfreesboro, TN 37129

615-898-8010

Smyrna Campus

663 Ken Pilkerton Dr

Smyrna, TN 37167

615-898-8010

Find out more information by visiting these school website links:

School Calendar

<https://tcatmurfreesboro.edu/current-students/academic-calendar>

Cost of Attendance

<https://tcatmurfreesboro.edu/future-students/tuition-and-fees>

Program Application

<https://tcatmurfreesboro.edu/future-students/schedule-visit>

About the TCAT – Murfreesboro / Smyrna Campus Catalog

The program offerings and requirements of the College are continually under examination and revision. This catalog represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. Adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the College.

The College reserves the right to make changes as required in program offerings, curricula, academic policies and other rules and regulations affecting students. Enrollment of all students is subject to these conditions.

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who are qualified to teach at the College level. The acquisition of knowledge by any student is contingent upon the student's desire to learn and apply the appropriate study techniques to any course or program. As a result, the institution does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any specific examination for any course, license or certification.

Accreditation

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is accredited by:

The Commission of the Council on Occupational Education,
7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350.

Phone: (770) 396-3898 or 800-917-2081.

Website: www.council.org

History

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is one of 46 institutions in the Tennessee Board of Regents System, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, thirteen community colleges, and twenty-seven colleges of applied technology enrolling more than 80 percent of all Tennessee students attending public institutions of higher education.

The Tennessee Department of Education governed the College until 1983 when House Bill 697 and Senate Bill 746 transferred control to the Tennessee Board of Regents.

The Tennessee College of Applied Technology - Murfreesboro is situated on approximately thirteen acres of land on Highway 96 near Interchange 78 on Interstate 24. The College provides service statewide as well as locally, including all or parts of seven counties— Rutherford, Williamson, Davidson, Wilson, Cannon, Coffee, and Bedford.

In 1975 the vocational addition was added to the existing physical plant. Four programs began in February 1976: Air Conditioning & Refrigeration, Automotive Mechanics, Office Occupations, and Welding. The first students graduated in February 1977. Local industry needs made it possible for the College to begin an Industrial Electrical Program in July 1984.

The Tennessee Board of Regents approved and the legislature funded an expansion of the existing facility in 1996-97. This expansion doubled the size of the physical facility. The new programs added were: Dental Assisting, Pharmacy Technician, Drafting & Computer Aided Design (CAD), Machine Tool Technology, and Computer Information Technology. In addition, the Surgical Technology program was added in January 2001 and the Practical Nursing Program (LPN) was added in July 2001. In September 2007 the Phlebotomy Program was added. Biomedical Technician was added in September 2008 as an off campus site at Independence High School at Thompson's Station. Cosmetology was added in June 2010 as an off campus site at Oakland High School in Murfreesboro and moved to the main campus on May 2013. Concrete Technology was added in January 2011 as an off campus site at Greer Center at Lebanon.

The Smyrna campus, known as the **Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus**, was opened to classes starting January 2017 and is located off Nissan Dr. The Smyrna campus will house some of TCAT-M's existing programs such as Automotive Technology, Industrial Electrical Maintenance, and Machine Tool Technology as well as introduce new programs to the College, such as Collision Repair Technology and a full-time Welding program.

Mission and Philosophy

The mission of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is to continue to be the college for workforce development by providing the best in technical education through traditional and distance instructional delivery systems to the community for professional and personal advancement.

The purpose of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is to offer quality instruction to individuals to develop them for employment and/or advancement in existing or potential occupations.

The student develops specific skills and knowledge to build a successful career. Desirable worker characteristics are also emphasized to develop character, good work habits, reliability, honesty, and respect for authority, all of which are needed for a productive society.

Technical education is the education people need to qualify for more than 80 percent of the available jobs in America. The purpose of all skill enhancing programs is to dignify and to upgrade the social status of technical jobs and the people who work in these positions. It is also our purpose to be knowledgeable of the needs of business and industry in order to provide quality education for the specific skills and the latest technology required.

It is our purpose and intent to accomplish our goals by complying with all laws pertaining to discrimination. All instruction areas are open to qualified applicants without regard to race, creed, sex, color, age, or disability.

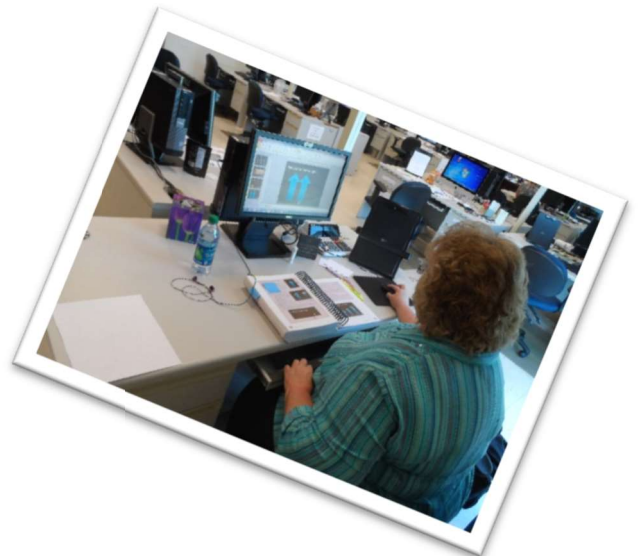
Character



Skill



Knowledge



Privacy Rights Act of Parents and Public Law 93-380

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus adheres to the guidelines developed by the U.S. Department of Education regarding the privacy rights of parents and students.

This College provides students and parents of those students under age 18 access to official records directly related to the students and limits dissemination of personally identifiable information without the students' consent.

Students enrolled at the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus may review guidelines and procedures regarding Public Law 93-380 available in the Student Services Office. Non-public financial information will be safeguarded according to the provisions of the Gramm-Leach-Bliley Act.

Release of Student Directory Information

The following items of student information are classified as "directory information" and may be released by the College without the consent of the student:

Name

Address

Date and Place of Birth

Dates of Attendance

Certificate and/or Diploma Awarded

Employment Purposes Only

Training Area

Enrollment Status Full or Part-time

Students may request in writing that any or all directory items not be released.

Equal Employment Opportunity and Affirmative Action

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus intends to comply with Executive Order 11246, as amended in its entirety, all pertinent, subsequent amendments, and any superseding Executive Orders concerning Affirmative Action. Furthermore, the College intends to comply with Title IV of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Age Discrimination Employment Act 1967, as amended; the Americans with Disabilities Act of 1990; subsequent amendments to these acts; and all other current state and federal laws and regulations regarding equal employment opportunity and/or affirmative action.

The College is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, disability, or veteran status. The Assistant Director, Judy Henegar, at the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is the Affirmative Action Officer and Title IX Coordinator for the College.

Americans with Disabilities Act

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the College's obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the responsibility of the student to seek available assistance at the College and to make his/her needs known. The College students with disabilities should contact Student Services.

Sexual Harassment & Assault

Sexual harassment and/or assault are strictly prohibited. Please see Judy Henegar, Assistant Director of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus if there are any questions or problems.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right to Know and Campus Security Act, the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus has prepared a report containing data on campus crimes and other related information. A copy of this report may be obtained in the Student Services office.

Drug-Free Policy Statement

The policy of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on the College's campus, on property owned or controlled by the College, or as part of an activity of the College is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Any violation of this policy will result in disciplinary actions. The administration reserves the right to request that a student undergo drug/and or alcohol testing at their discretion upon documented suspicion or probable cause. All Allied Health Programs have a mandatory drug screening policy for all accepted students.

Clery Act

Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus is committed to disseminating relevant and pertinent information regarding reported criminal activities in a reasonable manner to its community and to interested parties. To that end, the College is implementing and maintaining policies and procedures in compliance with the reporting requirements of the Clery Act and the Higher Education Opportunity Act (HEOA), two pieces of federal legislation that provide guidance in disseminating certain types of information to campus communities and to the general public. Because the Clery Act and the HEOA encompass several areas of campus responsibility, the College utilizes its administrative staff to issue information that pertains to the criminal reporting requirements and policies of these two federal laws. The full document can be found at the following address:

<https://tcatmurfreesboro.edu/about/safety-and-security>

Safety

The Occupational Safety and Health Act, Public Law 91-596 of 1970, requires all persons to understand the safety and health requirements of a specific area of employment. Safety instruction is an integral part of the total instruction program and it is the student's responsibility to adhere to the safety and health requirements taught. In some occupational areas, safety glasses, protective clothing and protective footwear are required. At all times and in all areas, proper school attire is necessary for all students.

Dress Code

Student's dress must comply with professional standards of the field in which they are training. Any garments displaying offensive language or drug usage are strictly prohibited. TCAT - Murfreesboro / Smyrna Campus students must wear an official name badge at all times. Noncompliance will result in lowering the Worker Characteristic grade.

Tobacco Free Policy

This is a policy to prohibit smoking, vaping, and the use of other tobacco products in the buildings and vehicles, and on the grounds of the Tennessee College of Applied Technology – Murfreesboro / Smyrna Campus. The full policy is included in the Student Handbook, which can be accessed at the following address:

<https://tcatmurfreesboro.edu/current-students/student-handbookcatalog>

Types of Programs

Specific program offerings at the College are based primarily upon the needs and employment opportunities in our service area. The total program is planned to provide the type of skills needed to lead directly to employment, or that assist the employed worker to improve skills and increase technical knowledge.

The College provides occupational education in the following programs:

Full and Part-Time

These preparatory programs are designed to prepare persons for employment in specific or closely related occupations. The lengths of programs vary depending upon the requirements of the occupation.

Supplemental

Supplemental programs are designed to improve or upgrade skills and increase technical knowledge.

Special Industry and Public Service

These programs are offered to business and industry. These classes can be conducted in the College or place of employment of the class members. Specialized and intensified courses to meet specific requirements of industry may be offered when the need arises.

Dual Enrollment

Dual enrollment is the enrollment of a high school student in a specified program for which the student will be awarded credits at both the high school and the College. Dual enrollment opportunities are available for students whose high schools have consensual agreements with the College.

Student Services

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus feels that it provides a safe and welcoming campus with adequate student assistance for academic counseling, private counseling, orientation, and financial assistance. Student Services maintains all records in accordance with policies set forth by governing bodies and accrediting agencies. Also, Student Services has a systematic follow-up plan with implemented procedures. Student Services is constantly striving to improve all elements performed for students and alumni of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus. Those elements include:

1. Education
2. Counseling
3. Financial Aid
4. Placement
5. Follow-up



Admissions Requirements

The minimum age for enrollment is 18, with the exception of Dual Enrollment. Any other special enrollments, under eighteen, must be approved by the College's President.

The enrollment of high school students (Dual Enrollment) requires a special agreement between the Tennessee Board of Regents and the local Board of Education.

Prospective students are urged to apply at any time. Steps in making application are as follows:

1. Contact the College to obtain information and an application form.
2. Discuss primary objectives and any financial aid needs with Student Services.
3. Complete an application with shot records of MMR and Varicella.
4. Submit a high school transcript, diploma, or GED transcript.
5. Dental Assisting, Pharmacy Technician, Practical Nursing, and Surgical Technology applicants must pass the HESI exam. The applicant will be notified of place, date, time, and cost of testing.
 - a. Practical Nursing has additional prerequisites for enrollment. Applicants must submit three reference letters, typed & signed and on a letterhead. Two letters must be professional. Applicants must also complete the Anatomy & Physiology and Medical Math classes with a grade of "B" or better.
6. Report to the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus for orientation and enrollment. Student Services will notify applicants as to time. Applicants for some courses must meet certain other physical and educational requirements. Dental Assisting, Pharmacy Technician, Surgical Technology, and Practical Nursing applicants must be a high school graduate or GED/HISET graduate. Previous education and/or training will be evaluated.

Applicants who fail to complete orientation will be placed on an inactive status. Applications may be reactivated by contacting Student Services.

Each student enrolling in a full-time program, with the exception of Allied Health programs and the Administrative Office Technology course, will undergo the College's Technology Foundations assessment program and, if found deficient in reading, writing, mathematics, or study skills, will attend the College's Technology Foundations program as part of the instructional day. This activity is designed to assist the student in making satisfactory progress throughout the program.

The admission procedures for the Dental Assisting, Pharmacy Technician, Surgical Technician, and Practical Nursing programs can be obtained from the Student Services Office since they differ from the College's general procedures.

Selective Service Registration

All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service.

Student Insurance

Low-cost accident insurance, available to all students, offers a choice of 24-hour coverage or protection only while attending school and while traveling to and from school. Students are encouraged to purchase accident insurance and may obtain information and applications from the Student Services Office. Students mail their premiums directly to the insurance company.

Calendar of Operations

The Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus operates on a year -round basis dismissing only for observance of legal holidays, teacher in-service, inclement weather, breaks between terms and student vacation days.

In addition to full and part-time day and night classes, supplemental evening classes are offered each term. A new evening schedule is prepared for each term.

The calendar for the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is based on three equal trimesters that include a minimum of 216 instructional days. The three trimesters are:

- Spring: January, February, March, April
 - Summer: May, June, July, August
 - Fall: September, October, November, December
-
- 432 hours = 1 trimester
 - 864 hours = 2 trimesters
 - 1296 hours = 3 trimesters
 - 1728 hours = 4 trimesters
 - 2160 hours = 5 trimesters

The College may extend the ending dates of periods of instruction at any time prior to or during the academic year due to emergencies beyond the reasonable control of the institution, including severe weather, loss of utilities, or orders by governing agencies.

The College reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient.

Student Maintenance and Technology Fees

All students enrolling in any program, whether residents or non-residents will pay a maintenance fee and a technology fee. Students enrolling or completing between term beginning and ending dates will pay a prorated fee for that term based upon the fee schedule. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fees must be paid at the beginning of each term.

Fee Schedule

Maintenance fees are determined prior to the beginning of the fall term. A current fee schedule is included as an insert at the end of this catalog.

The College, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the school at any time without prior notice to the public.

Books, Supplies and Expenses

Students must provide the following as required by the area of training in which enrolled:

1. Texts, workbooks, paper, tools, and pencils.
2. All parts and materials used on personal projects.
3. Uniforms, safety glasses, and other personal items are required by specific occupational areas.
4. Students are encouraged to take the accident insurance available.

Bad Check Collection Fee

The payment of fees may be made by cash, check, credit card, or money order. If a student pays fees with a check that is not honored by the bank, the institution will notify the student. If the check is not paid in cash within 10 calendar days from the date of notice, that student will be withdrawn from class. If the student pays the bad check within the allotted time period, an additional returned check fee of \$30 will be assessed.

Refund of Maintenance Fee

The College will refund a portion of the maintenance and technology access fee to any student who officially withdraws. All refund checks are mailed directly to the student from the lead institution. Refunds will be made in accordance with the following provisions:

Eligibility for Refunds

1. Voluntary withdrawal or death of the student.
2. Cancellation of a class by the College.
3. Students enrolled prior to visiting College.
4. Administrative dismissals not eligible for refunds.
5. Change in full-time student's schedule which results in a reclassification to a part-time student.
6. Change in a part-time student's schedule which results in a class load of fewer hours.

Calculation of the Refund

Full Refund

- 100% of maintenance and technology access fees will be refunded for classes cancelled by the College.
- 100% of these fees will be refunded for drops or withdrawals prior to the first official day of class.
- 100% of these fees will be refunded in the case of death of the student 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 class hours.
- A refund of 50% will be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
- No refund will be permitted after 20% of the class hours has been completed.
- There will be no refund after the first official day of class when a minimum fee is collected.

Financial Aid

Interested students are encouraged to apply for financial aid. The purpose of financial aid is to provide assistance to qualified students who would find it difficult or impossible to attend the College without aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for Federal aid if you meet the following requirements:

- Be enrolled in an eligible program.
- Must be a U.S. citizen/national or an eligible non-citizen.
- Have a valid Social Security Number
- Be a Tennessee resident for the Wilder-Naifeh technical Skills Grant and the Tennessee Student Assistance Awards.
- Maintain Satisfactory Progress and Attendance.
- Be a high school graduate or have obtained a GED. If you do not meet these requirements, you must be above compulsory age and have taken the COMPASS in order to prove ability to benefit.
 - Wilder-Naifeh Technical Skills Grant recipients do not have to meet this requirement.
- Meet all financial aid deadlines and complete verification if selected.
- Not be in default on any type of former student loan.
- Must not be in default on any Title IV aid to another postsecondary institution or TCAT - Murfreesboro / Smyrna Campus.
- Male applicants, who are between the ages of requirement, must be registered with Selective Service.
- Complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed via the internet at <http://www.fafsa.ed.gov>.

Financial Aid Available

Federal Pell Grant

A Federal Pell Grant is an award to help under-graduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. The amount of Pell Grant received is calculated based on the student's expected family contribution.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Opportunity Grant is for undergraduates with exceptional financial need, as determined by the College. Priority is given to Federal Pell Grant recipients with a minimum or zero EFC.

Federal Work Study

The Federal Work-Study (FWS) Program provides jobs for students who need financial assistance. FWS gives students a chance to earn money to help pay for their educational expense.

Tennessee Student Assistance Award

A Tennessee Student Assistance Award (TSAA) is a source of financial aid for residents of Tennessee. Applicants must meet the requirements for Federal Financial Aid. For additional information, contact the Financial Aid office.

Wilder-Naifeh Technical Skills Grant

- Tennessee resident who meets enrollment requirements at TCAT - Murfreesboro / Smyrna Campus; usually 18 years of age or older.
- No high school diploma or GED required.
- No ACT test required.
- Is applied for by submitting the FAFSA
- Up to \$2,000 annually based on available lottery funding each term in academic year.
- Cannot have ever received a HOPE Scholarship.
- Cannot have ever received a WNTSG and achieved the highest award level in any other TCAT program.
- Cannot be in default on any student loans or any Title IV aid.

Workforce Investment Act (WIA)

Persons interested in this program should contact the WIA office, through your local career center.

Tennessee Opportunity Program (TOPS)

This grant program operates primarily to provide assistance to individuals in the agricultural or horticultural (farming or nursery work) occupations. Additional information may be obtained by contacting the TOPS office in your area.

Tennessee Department of Vocational Rehabilitation

This off-campus agency exists to provide support to citizens of Tennessee with a disability. For more information, contact the Vocational Rehabilitation Counselor for the county you live in.

Veteran's Administration Educational Programs (G.I. Bill)

The College is approved by the State Approving Agency for Veterans Education for veterans to attend and receive VA Educational benefits. Applications for educational benefits are available from the Student Services office. Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U. S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Attendance Policy

The nature of the programs at the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus is such that it is necessary for every student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress. Because of the importance of student attendance, the College stresses attending school regularly and includes evaluation of attendance and punctuality within the Worker Characteristics grade.

1. After a full-time student has been absent for a total of 24 hours in a 72-day period of instruction, he/she will be referred for counseling. Part-time student's counseling hours will be prorated.
2. When a full-time student has missed over 42 hours within a 72-day period of instruction, the student will be subject to suspension. However, the President or Assistant Director may review mitigating circumstances and, if approved, the student may be reinstated to class. Part-time students are subject to suspension based on a prorated number of hours.
3. A student is considered tardy if not in the classroom at the designated time for class to start and must sign out if the student leaves class before the designated time. The hours missed due to tardiness or leaving early will be included in the accumulation of hours toward suspension (see item 2) as well as handled separately as follows:
 - A. 5 tardies—Documented warning by instructor.
 - B. 6 tardies—Documented probation by designated authority.
 - C. 7 tardies—Referred to TCAT President.
4. The above-stated allowances for absences will be prorated for part-time students or students enrolling on days other than the 1st day of the term.

Progress Policy

Students are evaluated on skill, theory, and worker characteristics each term. Progress reports, attendance records, and work evaluations are maintained on each student in the computerized student information management system. Students' files are maintained in the College's Student Services Office. Evaluations are recorded for each student at the end each term. Students must have a "C" (80) or better average for the term and a "D" (73) or better average per course. Students who do not maintain these averages are subject to suspension. The College's President must approve reentry into a program for any student suspended.

Grading Scale

A	(94-100)	Excellent
B	(87-93)	Above Average
C	(80-86)	Average
D	(73-79)	Below Average
F	(0-72)	Unacceptable

NOTE: The above grading scale does not apply to health related programs. Please see Student Services for Allied Health grading scales.

Please refer to the following TBR Policy on more information regarding Academic Retention:

<https://policies.tbr.edu/policies/academic-retention-and-readmission-tennessee-colleges-applied-technology>

Transfer Students from Other Institutions or Industry

Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's proficiency level. The time normally required for training will be shortened accordingly. Training completed at other colleges of applied technology, technical institutes, colleges, and other training situations, such as business, industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student.

Transfer of Students between Programs in the College

When it becomes evident that a student will not profit from the training program offered in a particular area, the student may be transferred to another program. The decision to transfer is made upon careful consultation with the Assistant Director, Student Services, and the two instructors involved concerning the best interests of the student. Final approval must be made by the Assistant Director.

Student Conduct

Generally, through appropriate due process procedures, school disciplinary measures shall be imposed for conduct which adversely affects the College's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on school or school property.

Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

1. Conduct dangerous to others
2. Hazing
3. Disorderly conduct
4. Obstruction of or interference with school activities or facilities
5. Misuse of or damage to property
6. Theft, misappropriation, or unauthorized sale
7. Misuse of documents or identification cards
8. Firearms and other dangerous weapon
9. Explosives, fireworks, and flammable materials
10. Alcoholic beverages
11. Drugs
12. Gambling
13. Unacceptable conduct in hearing
14. Failure to cooperate with school officials
15. Violation of general rules and regulations
16. Attempts, aiding, and abetting the commission of offenses
17. Violation of state or federal laws
18. Litter
19. Public Intoxication
20. Drug Paraphernalia

21. Financial Irresponsibility
22. Pornography
23. Sexual Misconduct
24. Academic Misconduct

State laws prescribe a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.

Disciplinary action may be taken against a student for violations of the above regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to person or property within the institutional community. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the school. Extended or permanent exclusion can be effected only through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F for the course.

If the student believes that there has been an erroneous accusation of academic misconduct, and if that student's final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school official.

1. Restitution
2. Warning
3. Reprimand
4. Restriction
5. Probation
6. Suspension
7. Interim or summary suspension
8. Expulsion

Student Grievances

An open door policy exists concerning student recourse. A student should feel free to talk to any instructor or administrator at any time. Student Services will assist the student with the grievance process. For complete procedures, see the Student Handbook. If the grievant chooses, he/she can also appeal to the school's accrediting agency. Upon completion of institutional grievance procedures, the complainant may contact the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, Phone: (770) 396-3893, 800-917-2081, Website: www.council.org

Articulation

Students who have completed diploma level programs are able to receive credit at Tennessee Community Colleges and Technical Institutes toward an Associate of Applied Science degree in General Technology major. Those students seeking to articulate credit must satisfy certain requirements as established by the Community College. Check with the institution for specific program to program articulation agreement.

High school students who have documented classroom hours in technical areas offered by the College will be evaluated and placed in the appropriate level of training. The time normally required will be shortened accordingly.

To receive more information, please check with the Office of Student Services.

Cooperative Work Experience Program / Internship

Cooperative work experience (limited availability) is designed to provide practical work experience for the student while giving the employer the benefits of shop practice, theory and related information gained by the student while in school. Participating students must have completed specific requirements in their individual programs and demonstrate the entry level skills required of the job. Students must be recommended for interviews by the instructor and approved by the administration and employer.

Internship is available to students who desire work experience and training without being paid for their services. This gives the students experience in the field of training where their work experience is limited. The internship follows the same requirements as the cooperative work experience program.

The student will remain on the school roll and will maintain student status until official withdrawal. All maintenance and tech access fees must be paid according to school policy before the student is counted as enrolled. Students selected for the program will alternate between work and school on a per term basis unless approved otherwise by all parties involved.

Job Placement

The College's responsibility for placement of students is vested in the administrative, counseling, and instructional staff. Placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus. College personnel maintain close communications with employers, both in local communities and the surrounding areas. The College, however, does not assume the sole responsibility for placing students in employment. The result is that those students who continue in school until they complete their course of study are reasonably assured of employment. A course in job seeking skills is offered to all full-time students to assist in searching for employment.

Follow-Up

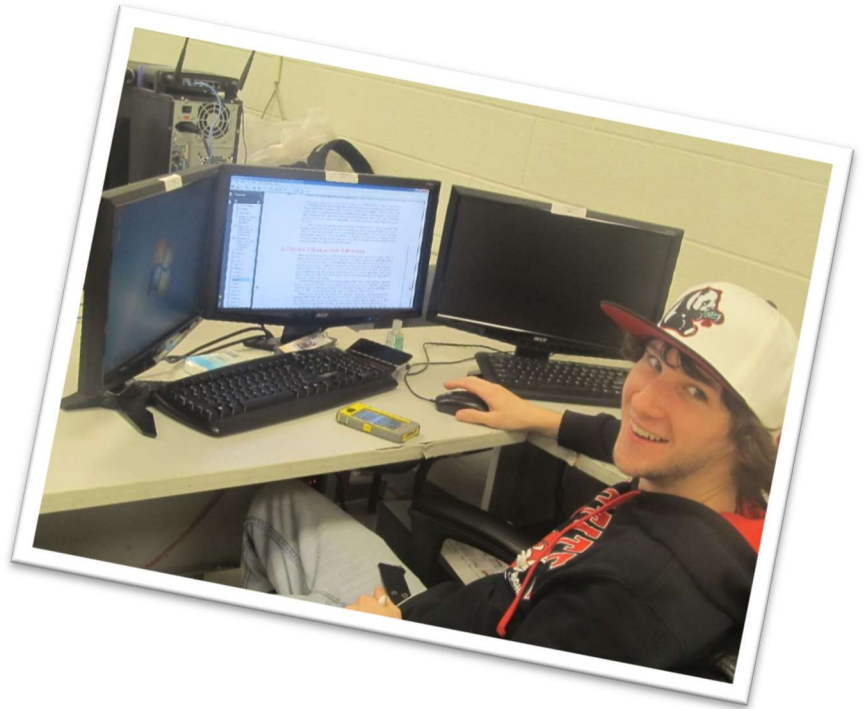
Every effort is made to keep in touch with former students after entering employment to determine their success and make the programs more relevant to the needs of new students and industry. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, school personnel and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. No follow-up is done on supplemental students. Students who received a certificate or diploma are considered Completers. Non-completers are those students who did not remain in the program long enough to earn a certificate or diploma.

School Organizations

TCAT - Murfreesboro / Smyrna Campus participates in the National Technical Honor Society. Membership is the highest honor awarded for excellence in workforce education in America and is considered the benchmark indicator for performance and leadership in business and industry.

The Student Government Association is represented by a Student Council that meets once a month with two student representatives per program. The Council elects officers to help coordinate the charitable functions of the TCAT - Murfreesboro / Smyrna Campus. They contribute to Cancer Awareness, Heart Association, Ronald McDonald House, Food Drive, Angel Tree and several other charities. The Student Government Association is also sponsoring "Ollie the Otter" safety awareness. This association instills community awareness and civic responsibility in the students.

TCAT - Murfreesboro / Smyrna Campus partners with SkillsUSA to develop a skilled work force. SkillUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work- high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.



Program Offerings – Murfreesboro Campus

Administrative Office Technology

The mission of the Business Systems Technology Program is to provide technical training through traditional and distance instructional delivery systems to enable students to become successful in the Administrative and Accounting Support fields. Interpersonal skills and professional attitudes are taught along with computer skills and office procedures.

The classroom simulates an office environment. Each student is assigned a personal workstation and interacts with the instructor and other students as he/she would with a supervisor and co-workers. Most instruction is individualized; however, some subjects are taught in a group format.

The Administrative Office Technology program is designed to prepare students for employment in a variety of professional positions within the administrative and accounting support fields. The program teaches basic business skills necessary to become a productive and technologically advanced office employee or an entrepreneur. Students will learn interpersonal and job skills necessary to obtain a good job and advance in that position. Instruction is individualized and hands-on in a business simulated environment. If a student qualifies, he/she may be able to spend part of the training day working part-time in a local company which allows on-the-job experience and provides income while attending school.

AOT Program Courses

- Office Procedures
- Customer Service
- Spreadsheet Applications
- Employability Skills
- Accounting
- Payroll
- Business Communications
- Word Processing Applications
- Medical Terminology
- Medical Ethics & Office Mgmt.
- Intro to Medical Insurance
- Electronic Health Records

Certificates

- General Office Assistant – 432 Hours
- Office Software Specialist – 864 Hours

Diplomas

- Accounting Assistant Diploma – 1296 Hours
- Administrative Assistant Diploma – 1296 Hours
- Medical Administrative Assistant – 1296 Hours

** All certificates/diplomas are available online.*

** Dual Enrollment is available for this course.*

Computer Information Technology

The mission of the Computer Information Technology program is to prepare and develop students so they can acquire and retain employment in the high-tech Computer Networking Technology field upon graduation through traditional education. Hands-on, real world experiences within an individualized objective based program with personal instruction prepare each student to pass the A+, Network+, Security+, and Microsoft Certifications.

The Computer Information Technology Program (IT) trains the student in the technical aspects of hardware and networking.

Certificates

- Desktop Technician – 432 Hours
- Networking Technician – 648 Hours
- Security Specialist – 864 Hours

Diplomas

- Microcomputer Specialist – 1296 Hours
- IT Specialist – 1728 Hours
- IT Systems Coordinator – 2160 Hours



**Dual Enrollment is available for this course.*

Cosmetology

The Cosmetology Program's mission is to provide the necessary training in theory and clinical knowledge for the student to be successful with the cosmetology industry. Instruction is designed to qualify students for employment upon graduation and to aid in the passing of the State Board of Cosmetology Licensing Exam, which consists of a written test and practical test. Licensing is required for individuals to be employed as cosmetologists in the State of Tennessee.



Classroom instruction and practical learning experiences are interwoven into a variety and diversity of beauty treatments, including the care and beautification of hair, complexion, and hands. The course of study includes hands-on and classroom instruction in all areas of styling, cutting, chemical services, nail care, makeup, and all safety/sanitary guidelines enforced by the state board.

The State of Tennessee requires that cosmetologists complete 1500 hours of training.

Diploma

- Cosmetologist – 1500 Hours

**Dual Enrollment is available for this course.*

Dental Assisting

The mission of the Dental Assisting Program is to guide selected individuals through an educational experience to become personally, professionally, and socially effective Dental Assistants.

The Dental Assisting Program's purpose is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Dental Assistant in a dental office, State, Federal, private clinic, or public and private educational facilities.

A Dental Assistant is an individual who, under the supervision of a dentist, assists in dental procedures while a patient is being treated. This includes procedures such as four-handed dentistry, making impressions, taking and developing x-rays, mixing various dental materials, assisting during surgical procedures, obtaining health history information from the patient, sterilizing techniques, etc. Dental Assistants must be appropriately trained for functions performed.



Admission Requirements

- Applicants must be 18 years of age
- Complete a TCATM Application
- Provide a regular high school diploma or GED transcript
- Pass the required entrance exam
- Provide proof of MMR, Varicella, and other required immunizations

Students are subject to drug screening and a criminal background check based upon clinical affiliation agreements.

Diploma

- Dental Assistant – 1296 Hours

Drafting & CAD Technology

The mission of the Drafting and CAD Technology Program is to provide competency-based training of the highest quality through traditional and distance instructional delivery systems that will qualify individuals for employment in the drafting field.

The Drafting & CAD Technology Program emphasizes a combination of theory and practical applications that are necessary for successful employment. Practically everything that is built requires a plan. Whether it is a part of a car, machine tools, or a house, the object requires working drawing for the builder, machinist, or engineer. The drafter plays a key role in translating the ideas of engineers/designers to paper through the use of computer-aided-design programs.

Students are assigned board drafting or computer-aided design drawings, problems, or live work projects. The program is a self-paced program with the instructor supervising the conformity of the project to drafting standards. Basic drafting concepts are taught using board drafting and will then advance into computer-aided design using CAD software. Programs used in the classroom are, but limited to: Autodesk AutoCAD, Revit, Architecture Desktop, Inventor, Microsoft Office, and Adobe products.

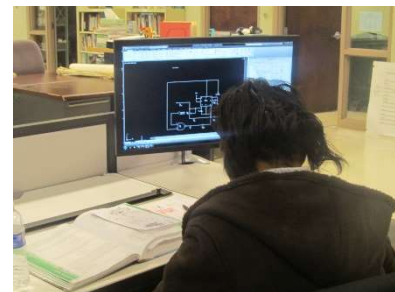
Drafting & CAD Technology is a distance education program consisting of a mixture of online and on-ground courses. Class meets on Thursday evenings from 5 p.m. to 9 p.m.

Certificates

- CAD Technician – 432 Hours
- Assistant Drafter – 432 Hours
- Detail Drafter – 864 Hours

Diplomas

- Architectural Drafter – 1728 Hours
- Mechanical Drafter – 1728 Hours

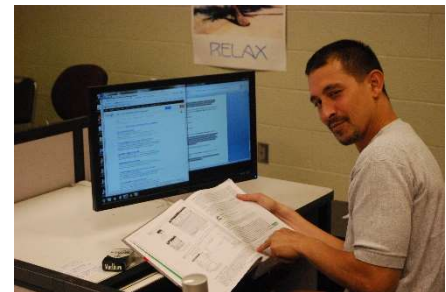


Digital Graphic Design

The mission of the Digital Graphic Design Program is to provide students with a diverse background of design concepts and skills that will qualify them for entry-level employment in the graphic design field. Students will gain diverse knowledge with a solid understanding of graphic design theory along with software used in industry.

This program will allow students to expand on traditional design capabilities in order to meet the needs of today's graphic design industry in a variety of areas. Combining visualization, creative problem solving, and technical skills forms a solid background for employment. Students will compile a professional portfolio, with real world applications in mind.

Students will develop skills in design & layout, desktop and digital publishing, illustration, graphic production technology, typography, printing preparation technology, and more. The Digital Graphic Design program will allow students to earn certifications in Adobe Photoshop, Adobe Illustrator, and Adobe InDesign.



Certificates

- Graphic Production Technician – 432 Hours
- Graphic Designer – 864 Hours

Diplomas

- Multimedia Designer – 1296 Hours

**Dual Enrollment is available for this course.*

Heating, Air Conditioning and Refrigeration

The mission of the Heating, Air Conditioning, and Refrigeration Program is to provide the highest quality technical training and job skills for area residents, industrial institutions and individual training needs, including those persons already employed in the field.

The program is intended to provide the prospective technician with not only the mechanical skills (the “HOW”) but also the diagnostic skills (the “WHY”) that are in demand for today’s technician. Sharing the emphasis on classroom and laboratory activities provides a well-rounded program of education that creates an immediately employable technician.

The program is a self-paced program. The prospective technician progresses through the program material at his/her own pace, assisted by classroom lecture/demonstration, laboratory activities and individual attention from the instructor as needed. The EPA’s certifications are integrated into the program.

If you qualify, you may be able to gain college credits while working with a local HVAC company. You may be able to earn money, gain experience on the job, and learn in the actual work environment while enrolled at the College.

Broad Units of Study

- Refrigerant Fundamentals
- HVAC Electrical Motors
- HVAC System Installation
- Heat Pumps
- Electrical Fundamentals
- HVAC Components
- Safety
- HVAC Troubleshooting
- Gas Heating

Certificates

- Heating & Air Conditioning Mechanic Helper – 432 Hours
- Unit Repairer – 864 Hours

Diplomas

- HVAC Technician – 1296 Hours

Certification Testing

- EPA 608



**Dual Enrollment is available for this course.*

Pharmacy Technician

The mission of the Pharmacy Technician program is to provide the technical instruction and skill development for the student to become gainfully employed in the pharmacy field.

The purpose of the Pharmacy Technician program is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Pharmacy Technician in either the institutional or retail setting. A Pharmacy Technician student is provided training on PioneerRx, which is software used in retail pharmacy. The software is provided by New Tech Computer Systems (<http://www.newtechsys.com>).

A technician is an individual who, under the supervision of a pharmacist, assists in the performance of activities of the pharmacy department not requiring the professional judgment of a pharmacist. Technicians must be appropriately trained for functions performed.

This Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists and prepares the student to sit for the Pharmacy Technician Certification Exam (PTCE).

Admission Requirements

- Applicants must be 18 years of age by graduation
- Complete a TCATM application
- Provide a high school diploma or high school transcript or high school equivalency
- Pass the required entrance exam
- Provide proof of MMR and Varicella immunity



Students are subject to drug screening, criminal background check, and more stringent vaccination requirements based upon clinical affiliation agreements.

Broad Units of Study

- | | |
|-----------------------------|--|
| • Keyboarding | • Pharmacy Practice/Lab I & II |
| • Top Drugs I & II | • Pharmacology I & II |
| • Law, Ethics, & HIPPA | • Career Readiness |
| • Pharmacy Math | • Clinical Training and PTCE Preparation |
| • Third Party Reimbursement | |

Diploma

- Pharmacy Technician – 1296 Hours

Practical Nursing

The mission of the Practical Nursing program is to provide the technical instruction and skill development for the student to become gainfully employed in the nursing field.

The curriculum includes classroom study and supervised clinical practice in various healthcare facilities which will integrate practical nursing theories and use of the nursing process in responding to the needs of patients experiencing various health problems. The clinical experience will teach the student to participate in the role of patient care provider and healthcare professional in the medical, surgical, obstetric, pediatric, geriatric, and mental health focuses.

The practical nurse works under the supervision of the registered nurse or physician. The practical nursing student must complete the prescribed course of study and clinical experience and then pass the state license examination to become a Licensed Practical Nurse.



Admission Requirements

- Applicants must be 18 years of age
- Complete a TCATM Application
- Provide a regular high school diploma or GED transcript
- Pass the required entrance exam
- Provide 3 letters of reference
- Provide proof of MMR and Varicella immunity
- **Requires successful completion of the following prerequisite courses:**
 - **Anatomy & Physiology**
 - **Medical Math**

Broad Units of Study

- | | |
|----------------------------|-----------------------------|
| • Nutrition | • Medical/Surgical Nursing |
| • Basic IV Therapy | • Maternity Nursing |
| • Pharmacology | • Pediatric Nursing |
| • Vocational Relationships | • Mental Health Nursing |
| • Basic Nursing | • Medication Administration |

Diploma

- Practical Nursing – 1296 Hours

Surgical Technology

The mission of the Surgical Technology program is to provide an educational experience through cognitive, psychomotor, and affective learning domains designed to produce surgical technologists competent at the entry-level position and successfully prepared to take the national certification exam.

The course will train individual to prepare the operating room, select and care for instruments, and assist the surgeon and the nursing team during surgery.

The program provides the qualified and motivated applicant with a learning opportunity in an environment that is supportive and responsive to their individual needs. Learning experiences are designed to help the student correlate theory with practice under the guidance of qualified faculty and/or preceptors.

Admission Requirements

- Applicants must be 18 years of age
- Complete a TCATM Application
- Provide a regular high school diploma or GED transcript
- Pass the required entrance exam
- Provide proof of MMR and Varicella immunity
- Personal Interview (will be scheduled after completed application is received and before enrollment date)



Students are subject to drug screening, criminal background checks, and more stringent vaccination requirements based upon clinical affiliation agreements.

Broad Units of Study

- | | |
|---------------------|------------------------------|
| • Terminology | • Anatomy/Physiology |
| • Microbiology | • Pharmacology/Anesthesia |
| • Instrumentation | • Asepsis/Surgical Technique |
| • Clinical Practice | • Surgical Procedures |

Diploma

- Surgical Technologist – 1296 Hours

Technology Foundations

Technology Foundations is an individualized, computer - based course designed to provide the student with the information and skills necessary to perform efficiently in the chosen profession. To receive a TCAT-M / SMYRNA CAMPUS diploma, a student must have completed Technology Foundations.

Preparation for the following tests is available in the Technology Foundations Lab:

- KUDER (Career Assessment)
- Allied Health Entrance Test
- Pearson VUE Certification Exams
 - CompTIA
 - Microsoft

KUDER Career Planning System

- Career Search with Person Match
- Skills Assessment
- Work Values Inventory



If you wish to prepare for a test not listed above, please inquire. We have software available for a number of different needs to help you prepare for your chosen test.



Program Offerings – Smyrna Campus

Automotive Technology

The mission of the program is to enable the students to obtain thorough understanding of the design, construction, and theory of the operation within the automotive systems and their relationship to the complete automobile.

The course will provide you with a thorough understanding of the methods of servicing and repairing automotive vehicles. Each unit of study is approached by starting with the basic theory involved. You will receive a high degree of individual instruction and learn the use of tools, special equipment, technical manuals, computerized service equipment, service specifications, diagnosis, and methods of repair. Written and performance test are given to record your progress. The instructor will help prepare you to take your certification examinations.

This program is accredited by Automotive Service Excellence (ASE) and certified by the National Automotive Technicians Education Foundation (NATEF).

If you qualify, you may spend part of your training day working part-time in a repair shop in the local area. You may be able to earn money, gain experience on the job, and learn in the actual work environment while enrolled at the College.

Certificates

- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train and Axles
- Suspension and Steering
- Brake Systems
- Electrical/Electronic Systems
- Heating and Air Conditioning
- Engine Performance

Diploma

- Automotive Technician – 2160 Hours



**Dual Enrollment is available for this course.*

Collision Repair Technology

The mission of the Collision Repair Technology Program is to provide diversified maintenance training to students to meet the occupational needs of prospective employers in our community.

This program is based on reconditioning the structure, shape and appearance of an auto body shell, frame, and component parts, as practiced in theory and on live projects. Students will gain an understanding of the characteristics of metal, plastic, paint equipment and the human element.

The repainting components of the program will introduce the student to the auto refinishing industry with use of training systems such as SimSpray, which simulates spray painting using a fully immersive 3-D environment. The program will also include metal reshaping, fabrication, surface spraying, color matching, and equipment maintenance.

This program is accredited by Automotive Service Excellence (ASE) and certified by the Inter-Industry Conference on Auto Collision Repair (I-CAR) and the National Automotive Technicians Education Foundation (NATEF).

Units of Study

- Mechanical & Electrical
- Structural/Nonstructural
- Damage & Repair
- Advanced Analysis
- Maintenance
- Plastic & Adhesives
- Beginner Painting
- Advanced Painting
- Beginner Refinishing
- Advanced Refinishing

Certificates

- Collision Repair Helper – 432 Hours
- Structural/Nonstructural Repair Technician – 864 Hours

Diploma

- Collision Repair Assistant – 1296 Hours
- Collision Repair Technician – 1728 Hours

**Dual Enrollment is available for this course.*

Industrial Electrical Maintenance

The mission of the Industrial Electrical Maintenance Program is to provide diversified maintenance training to students to meet the occupational needs of the prospective employers in our community.

This course will provide you with a thorough understanding of the methods of diagnosing, troubleshooting, and repairing industrial equipment. Each unit of study is approached by starting with the basic theory involved. You will receive actual experience on equipment with factory approved methods of repairing and maintaining them.

You will receive individual instruction and learn the use of tools, special equipment, technical manuals, circuit analysis, service specifications, diagnosis and methods of repair. Written and skills performance tests with worker characteristics evaluations are given and recorded to establish your progress. The instructor will train you in disassembly, repair, and reassembly of hydraulic, pneumatic, mechanical and electrical systems on industrial equipment.



A student can progress into the Mechatronics curriculum. The Mechatronics portion incorporates advanced studies and troubleshooting in Electronics, Fluid Power, Motor control, PLC's local and programming, Robots, and Mechatronics manufacturing.

Units of Study

- Basic Electricity/Electronics
- Industrial Electricity/Electronics
- Mechanical/Fluid Power
- Maintenance/Troubleshooting
- Programmable Logic Controllers
- Welding Fundamentals
- HVAC Fundamentals
- Machining Fundamentals
- Process Control
- Robotics

Certificates

- Electrician Helper – 432 Hours
- Maintenance Apprentice – 864 Hours

Diplomas

- Electrical Repairer – 1296 Hours
- Industrial Maintenance Technician – 1728 Hours
- Mechatronics Technician – 2160 Hours

**Dual Enrollment is available for this course.*

Machine Tool Technology

The mission of the Machine Tool Technology Program is to provide required technical instruction and skill development for the student to become gainfully employed.

This course, which is accredited through the National Institute of Metalworking Skills (NIMS), will provide you with a thorough understanding of the methods of machining and fabrication of metal into tools and parts. Each unit of study is approached by starting with the basic theory involved. You will receive actual experience with lathes, mills, grinders, and the CNC/CAM equipment, as well as, precision measuring instruments that work with it.

You will receive a high degree of individual instruction and learn the use of tools, special equipment, blueprints, metallurgy, measurement, layout and advanced mathematics required. Written and performance tests are given to record your progress. The instructor will provide you with a variety of work projects and live work orders.



If you qualify, you may spend part of your training day working part-time in a machine shop in the local area. You may be able to earn money, gain experience on the job, and learn in the actual work environment while enrolled at the College.

Broad Units of Study

- Bench Work
- Shop Math
- Blueprints
- Grinders
- Lathes
- CNC Equipment
- Precision Measuring
- Milling Machines
- Basic Heat Treating
- CAD-CAM Software
- Elect. Discharge Machine
- Metal-Cutting Tools

Certificates

- Production Machine Operator – 432 Hours
- Machine Set-Up Operator – 864 Hours

Diploma

- General Machinist – 1296 Hours
- Machinist I – 1728 Hours

** Dual Enrollment is available for this course.*

Welding Technology

The mission of the Welding Technology Program is to provide required technical instruction and skill development for the student to become gainfully employed.

The highly individualized instruction provides for both classroom instruction and practical work experience using hand tools and welding equipment.

The major emphasis of the course is placed on electric arc, oxy-acetylene, TIG and MIG welding. Practical experience is gained by shop practice, projects and repair work using a variety of metals including steel, stainless steel and aluminum along with various other metals and alloys.



The class includes extensive instruction in welding symbol knowledge, welding testing, inspection, and preparation for employment in the welding field.

Broad Units of Study

- Metal Preparation
- Metal Identification
- Code Testing
- Welding Symbols
- Joint Welding
- TIG & MIG
- Basic Metallurgy
- Pipe Cutting & Welding
- Layout & Fabrication
- Arc & Gas Metal Welding

Certificates

- Shielded Metal Arc Welder – 432 Hours
- Gas Tungsten Arc Welder – 648 Hours

Diplomas

- Combination Welder – 1296 Hours

**Dual Enrollment is available for this course.*

Technology Foundations – Smyrna Campus

Technology Foundations is an individualized, computer - based course designed to provide the student with the information and skills necessary to perform efficiently in the chosen profession. To receive a TCAT – Murfreesboro / Smyrna Campus diploma, a student must have completed Technology Foundations.

Preparation for the following tests is available in the Technology Foundations Lab:

- KUDER (Career Assessment)
- NIMS

KUDER Career Planning System

- Career Search with Person Match
- Skills Assessment
- Work Values Inventory



If you wish to prepare for a test not listed above, please inquire. We have software available for a number of different needs to help you prepare for your chosen test.

HISET Testing Information

The Tennessee College of Applied Technology – Murfreesboro offers the High School Equivalency Test. Before an individual can take the test, he/she must first do the following:

- Contact the Rutherford County Adult Education Center located at: 2240 B Southpark Blvd. Murfreesboro, TN 37128. Phone number: 615-896-0876. The Adult Education Center will have classes as well as a practice test. After which, the staff will assist you in signing up for the HISET test online. Payment is also retrieved when you sign up online.
 - No walk-ins on test days without being signed up online.
 - Must have valid, government-issued picture identification on the day of the test.
 - Valid practice test verification form from Adult Education must be shown on testing day.



Administration Faculty



Personnel

The College personnel have wide experience in their respective fields. They are employed by the Tennessee Board of Regents on the basis of their technical competence and professional training. The staff continually participates in training programs to stay abreast of technological changes, new developments, ideas, materials, teaching aids, and equipment in their respective areas.

Administration

Dr. Lynn Kreider

President

Doctor of Education in Educational Innovation and Leadership, Wilmington University
M.S., Human Resources Management, Southern Illinois University
B.S., Industrial Technology, Community College of the Air Force
A.S., Aviation Maintenance Management Leadership Kansas
Leadership Louisiana
ACCT Leadership Academy
AACC President's Leadership Academy

Judy Henegar

Assistant Director

B.S. Business Education, MTSU

Administrative Professional Support

Linda McAteer

Coordinator of Financial Services and HR

Masters of Business Administration, MTSU

Charles Wesenberg

M-S AMC Grant Facilitator

MBA, Concentration in Finance, MTSU, Murfreesboro, TN
MS Human Behavior, National University
Bachelor of Arts, English, Concentration in Letters, National University

Support Staff

Brandi Linsey

Office Manager

B.S. Mass Communications - MTSU
Certified Administrative Professional
State of Tennessee Notary Public

Brittany Jones

Student Services Associate

B.S. – MTSU

Christopher Patterson

Academic & Student Support Associate 4

IT Systems Coordinator Diploma, TCAT – Murfreesboro
CompTIA A+, Network+, Security+, Server+
Certifications

Cindy Beverley

Students Services Associate II

M.S. Administration & Supervision - MTSU

Cindy Knierim

Financial Support Associate

Business Education Diploma, Bevill State Community
College
Data Processing Diploma, Bevill State Community
College

Cindy Oakley

Administrative Assistant

Accounting Assistant Diploma, TCAT – Murfreesboro
Administrative Assistant Diploma, TCAT –
Murfreesboro

Jenny Albers

Financial Support Associate

TCAT – Murfreesboro

Mike Bailey

Facilities Support Associate II

Industrial Electricity Diploma

Tammy Carman

HISSET Proctor/Testing Tech II

High School Diploma

Teresa Colbert

Financial Aid Coordinator

B.S. Liberal Studies - MTSU
Certified Administrative Professional
CAEL Career and Education Advisor Certification,
Indiana University
Associate of Science, TSU

Valerie Scollon	Financial Support Associate Bachelor of Social Work – MTSU Medical Administrative Assistant Diploma, TCAT – Murfreesboro
William Quinn	Administrative Support Associate 6 IT Systems Coordinator Diploma, TCAT – Murfreesboro CompTIA A+, Network+ Certifications CIW Site Development Associate
Instructional Staff (Full-Time & Part-Time)	
Jessica Akers	Administrative Office Technology BS Business Education, MTSU
Adam Burlett	Automotive Technology Associate Degree - Automotive Technology, University of Northwestern Ohio Bachelor Degree - Career and Technical Education, State University of New York ASE Master Automotive Technician. ASE Master Collision Repair Technician, ASE Advanced Level Specialist - Engine Performance, Hybrid Electric Vehicle, Compressed Natural Gas and Exhaust Systems. NC3 Certified Snap On Diagnostics Instructor
Eric Love	Automotive Technology
Charles Vaughn	Automotive Technology ASE Master Certified Instructor
Craig Satterfield	Collision Repair Technology
Carol Hendrixson	Computer Information Technology CompTIA A+, Network+, Security+ Certifications MCP, MCSA, MCSE Certifications Associates Degree, Motlow State Community College
Brandon Davis	Computer Information Technology Associate of Science in Psychology, Motlow State Associate of Arts in Sociology, Motlow State Bachelor of Science in Psychology, MTSU CompTIA A+, Network+, Security+ Certifications MCP, MCSA Certifications
Micheal Marks	Cosmetology

Suzanne Dowdle	Dental Assisting BS MTSU Diploma, Dental Assisting, TCAT – Murfreesboro CDA Certified Dental Assistant RDA Registered Dental Assistant CPR Certified BLS American Heart Association
Kandy White	Drafting & CAD Technology TTC Shelbyville/Drafting & CAD Architectural & Mechanical Diploma AAS Applied Science, MSCC
Jon Bellucci	Digital Graphic Design Graphic Design & Web Development Diploma, TCAT – Murfreesboro Associate of Science, Columbia State Community College
John Cage	Heating, Ventilation, and Air Conditioning Diploma, HVAC/R
Johnny McDonald	Heating, Ventilation, and Air Conditioning
Ken Maxwell	Industrial Electrical Maintenance
H Wayne Montgomery	Industrial Electrical Maintenance Navy EM Training RR Donnelley Apprenticeship – Journeyman, Lakeland Jr. College Electronics
Gary Shearer	Industrial Electrical Maintenance Machinist I Diploma, TCAT – Murfreesboro
Steve Purcell	Industrial Electrical Maintenance Bachelor of Arts in History, Southern New Hampshire University Completed Basic and Advanced HVAC/R classes, TTC – Dickson
Mike Schoen	Machine Tool Technology Associates of Applied Science-Applied Technology, Chattanooga State Community College 12 NIMS Certifications 6 MSSC Certifications

Adam Hasty	Pharmacy Technician Bachelor of Science, Austin Peay State University CPhT/Certified Pharmacy Technician, PTCB
Robert Pullen	Director of Nursing Associate Degree in Nursing, Aquinas College B.S. Nursing, Tennessee State University Masters in Organizational Management, Trevecca Nazarene University
Amy Curtis	Practical Nursing MSN, Vanderbilt
Shirley Netschytalo	Practical Nursing Associate Degree in Nursing, Central Texas College B.S. Nursing, University of Phoenix
Elizabeth Reed	Practical Nursing Registered Nurse
Shera Wilson	Surgical Technology CST, TCAT - Murfreesboro CSFA, Madisonville Community College
Robert Estes	Welding Technology B.S. Agriculture, Western Kentucky University Master of Arts Administration and Supervision, Trevecca Nazarene University State of Tennessee Teaching Certification

Job Training and Safety

Bill Eskew	Job Training & Safety Instructor
Brian Lewis	JT&S Public Works Instructor
Chuck Barnes	Job Training & Safety Instructor
David Frye	Job Training & Safety Instructor
Holly Bellucci	Academic & Student Support Associate Bachelor of Science in Liberal Studies, MTSU Diploma in Graphic Design and Web Development, TCAT – Murfreesboro
Joe Wamble	Job Training & Safety Instructor
Mike Simmons	Job Training & Safety Coordinator CSP (Certified Safety Professional) CHST (Construction Health & Safety Technician) CSC (Certified Safety Coordinator) OSHA Construction Industry Outreach Trainer Bachelor of Science, University of Miami
Mitch Gravitte	Job Training & Safety Instructor
Tim Phegley	Job Training & Safety Instructor

Instructional Staff (Part-Time)

Carlos Black	Word/Excel/MOS MBE, MTSU
Doylene Gambrell	Medical Terminology CPC, American Academy of Professional Coders
J. Baltimore	Medical Coding CPC, American Academy of Professional Coders
Jim Corley	HVAC & Electricity TCAT - Murfreesboro / Smyrna Campus/HVAC TTC Nashville/Machine Shop
John Peden	Photoshop Elements B.S., MTSU
Lori Frenzi	CPC, American Academy of Professional Coders
Mark Daily	PLC

General Advisory Committee

The General Advisory Committee plays an important role in the College by providing information and recommendations, which may assist the administrative staff in making decisions favorable to the effective operation of the institution. The College also utilizes occupational advisory committees that aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods, and technologies in their respective occupational areas. The members of the Tennessee College of Applied Technology - Murfreesboro / Smyrna Campus's General Advisory Board are as follows:

Anthony (Tony) Kinkel	President, MSCC
Carol Bragdon	Director of Human Resources, MTMC
David Callis	General Manager, Tennessee Electric Cooperative Assoc.
Dr. Walter Boles	MTSU, Chair of Engineering
Kevin Smith	Nissan Training Center
Mary Esther Reed	Mayor, Town of Smyrna
Tyra Pilgrim	CTE Specialist, Rutherford County Schools

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