

**TCAT - Murfreesboro Night Supplemental Schedule for:
Medical, Computer, and Photography Classes - Fall 2017
Release 3**

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 most of their 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 Photography Students:

**"Digital Photography" and "Photo Elements" now comprise the first and second halves of the "Digital Photo & Photoshop Elements Bundle." Students may choose to attend one or both classes. When completing the enrollment form, please pre-select "Digital Photography," "Photo Elements," or "Digital Photo & Photoshop Elements Bundle." The price remains a total of \$224 regardless of your selection.*

Attention All Students:

**The Enrollment Deadline for Medical and Photography Classes is August 25th, 2017. 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 schedule below. 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 18th, 2017. The books are expected to be available for pickup after September 6 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 scheduled on November 23rd, 2017, Thanksgiving*

Basic Computer Classes	Hours	Nights	Times	Start	End	Class Fees
Introduction to Computers I	36	M	6p - 9p	11-Sep	27-Nov	\$224.00

There are no required textbooks for this class.

Optional Textbook: CMPTR3 Computer Applications and Concepts; ISBN: 9781305862876

Optional Paperback: How to do (Just About) Anything on the Internet; ISBN: 978-1621452652

This class is for the "beginner" level. It will serve as an introduction to the fundamentals of using a personal computer or laptop to communicate with others or to conduct research. Learning outcomes range from simply powering up the computer to a basic understanding of Windows and commonly used applications.

Medical Coding Classes	Hours	Nights	Times	Start	End	Class Fees
Medical Billing and Insurance	36	W	6p - 9p	13-Sep	29-Nov	\$224.00

Textbook: Medical Insurance; 7e Custom Bundle . ISBN: 978-1260250695

This class will serve as an introduction to the Fundamentals of Billing and Insurance in the medical sector. This class touches lightly on Medical Coding which is offered in depth in other courses.

Medical Terminology	72	T/TH	6p - 9p	12-Sep	28-Nov	\$288.00
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Textbook: Medical Terminology & Anatomy for ICD-10 Coding; 2e. **ISBN-13: 978-0323260176**

This course is designed as an introduction to the vocabulary necessary for successful entry into the Medical Coding profession.

Medical Coding 1 (Prerequisite for this course is Medical Terminology)	72	T/TH	6p - 9p	12-Sep	5-Dec	\$288.00
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Workbook and Textbook Bundle: "Step by Step Medical Coding 2017" & "Workbook for Step by Step Medical Coding 2017"

Bundle ISBN: 978-0323497176

Reference Book: Optum's "2017 ICD-10-CM Expert for Physicians"

ISBN: 978-1622542246

Medical Coding 2 (Prerequisite for this course is Medical Coding 1)	72	T/TH	6p - 9p	12-Sep	5-Dec	\$288.00
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Workbook and Textbook Bundle: "Step by Step Medical Coding 2017" & "Workbook for Step by Step Medical Coding 2017"

Bundle ISBN: 978-0323497176

Reference Book: Optum's "2017 ICD-10-CM Expert for Physicians"

ISBN: 978-1622542246

AMA Textbook: "CPT 2017 Professional Edition"

ISBN: 978-1622024001

Textbook: AMA's "HCPCS 2017 Level II Professional Edition"

ISBN: 978-1622024117

This course will continue your training with the ICD-10 and introduce the CPT.
This class will continue your preparation for the Certified Professional Coders Exam.

Medical Coding 3 (Prerequisite for this course is Medical Coding II)	72	T/TH	6p - 9p	12-Sep	5-Dec	\$288.00
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Workbook and Textbook Bundle: "Step by Step Medical Coding 2017" & "Workbook for Step by Step Medical Coding 2017"

Bundle ISBN: 978-0323497176

Reference Book: Optum's "2017 ICD-10-CM Expert for Physicians"

ISBN: 978-1622542246

AMA Textbook: "CPT 2017 Professional Edition"

ISBN: 978-1622024001

Textbook: AMA's "HCPCS 2017 Level II Professional Edition"

ISBN: 978-1622024117

Study Guide: AAPC "Official CPC Certification Study Guide 2017"

ISBN: 978-1626883468

This class will finalize your preparation for the Certified Professional Coders Exam and includes an additional text for exam preparation.

Allied Health Classes	Hours	Nights	Times	Start	End	Class Fees
Anatomy & Physiology	78	T/TH	6p - 9p	12-Sep	12-Dec	\$288.00
Anatomy & Physiology	78	M/W	6p - 9p	11-Sep	6-Dec	\$288.00
<p>Textbook: "Structure & Function of the Body" - 15th Edition. ISBN: 978-0323341127</p> <p>This course covers the required knowledge and understanding of the human body and its various systems & functions. This class is required for our Allied Health Practical Nursing Program.</p>						
Medical Math	40	M/W	6p - 9p	11-Sep	23-Oct	\$224.00
Medical Math	40	T/TH	6p - 9p	12-Sep	24-Oct	\$224.00
<p>Textbook: "Calculate with Confidence" - 6th Edition. ISBN-13: 978-0323089319</p> <p>This class is required for admission to our Allied Health Practical Nursing Program.</p>						
Photography Classes	Hours	Nights	Times	Start	End	Class Fees
Digital Photo & Photoshop Elements Bundle	36	T	6p - 9p	12-Sep	28-Nov	\$224.00
Content:						
Digital Photography (No textbook reqrd)	18	T	6p - 9p	12-Sep	17-Oct	
<p>This class will introduce you to the possibilities of this exciting technology and help you get more from your camera. We will review basic photographic concepts and then proceed to the digital realm. This will include editing your images.</p>						
Photoshop Elements 14 (No textbook reqrd)	18	T	6p - 9p	12-Sep	17-Oct	
<p>This course is designed to introduce the student to options & features for adding creativity to your digital photographs. Topics covered include common photo fixes; photo organization; editing & enhancing photos; and more. A Digital SLR or interchangeable lens, mirrorless camera is recommended for this class. Some higher-end point and shoot cameras may suffice.</p>						

Instructions for Enrollment:

Please acquire an "Evening Enrollment Form" from the receptionist at the front desk, or from the following link at TCAT - Murfreesboro's Website:

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

1. Submit completed enrollment form in person, via fax to 615-893-4194, or via email attachment to Ms. Valerie Scollon in the Finance Office at vscollon@tcatmurfreesboro.edu with the subject line, "Evening Enrollment."

2. Pay Ms. Scollon by check, cash, or credit card, Mon - Fri, 8:30a - 3:30p; (615) 898-8010, ext. 145. We will accept credit card by phone only *after* the enrollment form has been received.



<https://tcatmurfreesboro.edu>

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

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Modified 8/16/2017