Our Mission

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee. The colleges fulfill the mission by:

- Providing competency-based training through various types of instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.

- Providing high quality training and retraining of employed workers.

- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

Tennessee College of Applied Technology Elizabethton

- Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, telephone 1-800-917-2081.

- Approved for the training of veterans by the State Office for Veterans' Education and the Tennessee Higher Education Commission.

- Governed by the Tennessee Board of Regents, 1415 Murfreesboro, Road, Suite 350, Nashville, TN 37217, telephone 615-366-4400.

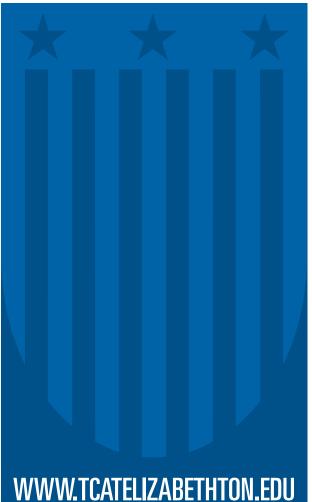**Tennessee College of Applied Technology Elizabethton**

Website address: www.tcatelizabethton.edu
426 Highway 91 North
Elizabethton, TN 37643
Telephone 423-543-0070, Toll Free 1-888-986-2368
Fax 423-547-2587
Office Hours: Monday-Friday 7:30 AM– 4:30 PM ET

"Workforce development. It's what we do."™

Tennessee College of
Applied Technology Elizabethton
426 Highway 91 North
PO Box 789
Elizabethton, TN 37644

COMPUTER INFORMATION TECHNOLOGY

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— **ELIZABETHTON** —

WWW.TCATELIZABETHTON.EDU

COMPUTER INFORMATION TECHNOLOGY

C.I.P. Code 52.0407

Computer Information Technology is a 12- to 20-month program that will enable students to become familiar with computer equipment and peripherals and the proper handling and care of the equipment. Students will also learn how the computer works and how it can benefit employees in the modern workplace.

Students will gain knowledge in terminology, installation of software and become proficient in the use of software programs.

Upon completion of the fundamentals of computer operations, students will advance to the technical aspects of computers. This will include troubleshooting computer problems. Students will learn computer networking setup, multimedia, how to access the Internet, and the latest in technological advancements in the world of computers.

When students complete all levels of this program, they should be able to pass the Microsoft Office User Specialist Certification, the A+ Certification Exam, and several different certifications for networking.

LENGTH OF PROGRAM

The average length of this competency-based program is 2,160 hours (20 months) for full-time students choosing the computer technology field. Actual time is dependent upon the length of time it takes to achieve each competency. This program contains several completion points designed to prepare students for entry-level jobs within the Computer Technology field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the College of Applied Technology director.

APPLICATION PROCEDURES

Complete an application for admission. The application may be obtained at the Main Campus, 426 Highway 91 North, Elizabethton, from 7:30 AM to 4:30 PM Monday-Friday, Eastern Time, or online at www.tcatelizabethton.edu.

CERTIFICATE AWARDS

4 months	Computer Operator
8 months	Application Specialist
12 months	Hardware Technician
16 months	Network Analyst
20 months	Network Security Specialist

DIPLOMA AWARDS

12 months	Microcomputer Specialist
20 months	Networking Specialist

UNITS OF STUDY

Orientation and Safety
Technology Foundations
Introduction to Electricity
Computer Fundamentals
A+ Certification Preparation
Networking+ Certification Preparation
Security+ Certification Preparation
Linux+ Certification Preparation
C-Tech Cabling (Fiber optic and Copper Construction)
MOS (Microsoft Office Specialist):
Word • Excel • Powerpoint • Outlook • Access

CLASS HOURS

Classes meet from 8:00 AM to 3:00 PM Monday-Friday.

STUDENT SERVICES

The Student Services Office provides counseling to all students and potential students. Telephone 423-543-0070 to speak with a counselor. For auxiliary aids and services to individuals with disabilities and/or limited English proficiency, contact the Student Services Coordinator, telephone 423-543-0070.

WEBSITE

www.tcatelizabethton.edu