

#### OUR MISSION

The mission of the Tennessee College of Applied Technology Elizabethton is to continue to be the premier provider of Workforce Development in Carter, Johnson, Sullivan, Unicoi and Washington counties.

- Governed by the Tennessee Board of Regents, 1415 Murfreesboro Road, Suite 350, Nashville, TN 37217
- Accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350

#### ADMISSION REQUIREMENTS

Complete an application for admission. The application may be obtained at the Main Campus, 426 Highway 91 North, Elizabethton between 7:30 AM and 4:30 PM Monday-Friday, Eastern Time, or online at [www.tcatelizabethton.edu](http://www.tcatelizabethton.edu).

#### TUITION AND FEES

The current fee schedule is found in the TCAT Elizabethton Catalog/ Student Handbook and on the TCAT Elizabethton website, [www.tcatelizabethton.edu](http://www.tcatelizabethton.edu). Fees are subject to change by the Tennessee Board of Regents.

#### FINANCIAL AID

You may qualify for financial assistance. Contact the Financial Aid office for additional information.

#### STUDENT SERVICES

To speak with a counselor, telephone TCAT Elizabethton, 423-543-0070, between 7:30 AM and 4:30 PM Monday-Friday, Eastern Time. For auxiliary aids and services to individuals with disabilities and/or limited English proficiency, contact the Student Services Coordinator, at 423-543-0070.

#### TRANSFER CREDITS

Credit for high school training is considered by the TCAT Elizabethton on an individual case basis. Graduates of TCAT Elizabethton may also receive college credit in some two- and four-year degree programs.

#### TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON

[www.tcatelizabethton.edu](http://www.tcatelizabethton.edu)

Main Campus, 426 Highway 91 North  
Elizabethton, TN 37643

(Located across from the Elizabethton Municipal Airport  
in the Watauga Industrial Park)

Telephone 423-543-0070, Toll Free 1-888-986-2368

Fax 423-547-2587

Office Hours: 7:30 AM to 4:30 PM Eastern Time, Monday-Friday

**“WORKFORCE DEVELOPMENT. IT’S WHAT WE DO.”™**

The Tennessee College of Applied Technology Elizabethton, a Tennessee Board of Regents institution, is an AA/EEO/ADA employer and does not discriminate on the basis of race, color, national origin, gender, ability and age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Student Services Coordinator, Tennessee College of Applied Technology Elizabethton, 426 Highway 91 North, Elizabethton, TN 37643, telephone 423-543-0070. Fax 423-547-2587. Printed by Sabre Printers, 325 West Walnut Street, Johnson City, TN 37604. TBR 260, POE 14200. 1M. 12/13

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

**FULL-TIME  
TRAINING PROGRAMS**



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



# FULL-TIME TRAINING PROGRAMS

## GENERAL INFORMATION

These programs operate on an open-entry/open-exit basis. Students must be at least 18 and not attending public school to enroll. However, high school students may attend through dual enrollment after receiving approval from their school counselor, local school administrator and the TCAT Elizabethton director. Students who complete each program receive a diploma. Certificates are awarded in most programs after each unit of instruction is completed.

## CLASS HOURS

Classes for full-time programs meet 30 hours per week from 8:00 AM to 3:00 PM Monday-Friday. Part-time classes are offered in some programs in the evening.

## ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology program may be completed in 12 months. The program is designed to develop skills through technical training necessary for entry-level employment in an office setting of the 21<sup>st</sup> Century. The curriculum reflects the use of the latest software applications and state-of-the-art office equipment. The program is designed to prepare students for employment with a variety of professional organizations as accounting assistants, administrative assistants, or medical administrative assistants. Classes meet from 8 a.m. to 3 p.m. Monday-Friday at the Main Campus and the Mountain City Instructional Center. Part-time classes are available at the Main Campus and meet from 3:00 PM to 7:30 PM Monday-Friday. Students must have a high school diploma or equivalent.

## AUTOMOTIVE TECHNOLOGY

An ASE certified program, the Automotive Technology Program may be completed in 20 months. This comprehensive training program provides instruction in the classroom and hands-on experience with state-of-the-art equipment used to diagnose and repair today's high tech automobiles. The training includes computerized engine analysis, heating and air conditioning, electrical and electronics systems, brake repair, front-end alignment, manual and automatic transmissions, and chassis and steering, among others.

## COMPUTER INFORMATION TECHNOLOGY

Computer Information Technology, a 12- to 20- month program, will enable students to become familiar with computer equipment and peripherals and the proper handling and care of the equipment. 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.

## DIESEL-POWERED EQUIPMENT TECHNOLOGY

The Diesel Powered Equipment Technology Program, which may be completed in 20 months, provides students with practical experience in the repair and maintenance of diesel engines, fuel systems, electrical systems, clutch and transmission, hydraulics, drive-lines, axles, frame suspension, and diesel truck and tractor steering. Students receive instruction in diagnosing trouble and engine analysis. The lab allows students to work on actual diesel vehicles.

A part-time training program is offered in the evening.

## ELECTRICITY - ELECTRONICS

The Electricity-Electronics Program, which takes 12 to 16 months to complete, provides students with basic theory, practice, experiments, and real work experiences in this field. After completing basic electrical and electronic curricula, students have the option of specializing in one or more of the following areas: Advanced Digital Electronics, Solid State Motor Controls, Robotics, and Programmable Logic Controllers. Upon completion of the programs, students can apply this knowledge to today's ever-changing technological advancement in residential, commercial, and industrial electricity and electronics. Students must have a high school diploma or equivalent.

A part-time training program is offered in the evening.

## HVAC/REFRIGERATION

The HVAC/Refrigeration Program, which takes 12 to 20 months to complete, consists of classroom and shop learning experiences, as well as computer simulators that are concerned with commercial and residential heat pumps, gas furnaces, geothermal units, oil furnaces, chillers and walk-in coolers. Instruction will be given in haring and evacuating refrigerants, testing compressors, relays and overload devices. Other learning experiences include installation, repair, trouble shooting and maintenance of commercial and residential units. Included in the curricula is the theory and application of basic principles of air conditioning, cooling, heating, cleaning, filtering and humidifying, blueprint reading, load calculations, air balancing, schematic wiring, diagram reading and low-voltage controls.

## MILLWRIGHT SKILLS

The Millwright Sills Program, which takes 12 months to complete, consists of classroom and shop learning experiences in the installation, alignment and maintenance of all types of industrial equipment and machinery using the latest technologies in troubleshooting, alignment and repairing. Graduates will have basic knowledge of the tools, materials, equipment, processes and career opportunities available in the industrial maintenance field. Students must have a high school diploma or equivalent.

## PIPEFITTING AND PLUMBING

The Pipefitting and Plumbing Program, which takes 12 months to complete, consists of various pipe and welding techniques, including interpreting blueprints and specifications, making detail sketches for pipe and equipment fabrication and installation; cutting pipe using various hand or power tools; measuring, cutting with blades and torches; threading, grooving, bending, soldering, brazing, welding, assembling, joining; and installing pipes, valves and fittings. Students must have a high school diploma or equivalent.

## PRACTICAL NURSING

The Practical Nursing Program, which takes 12 months to complete, is designed to meet the educational needs for members of the nursing team employed in hospitals, nursing homes and health care agencies, among others, to give assistance in the care of patients. Through classroom instruction and clinical experiences, students will gain technical knowledge and skills needed for employment as a practical nurse. This program is designed to prepare graduates for the Tennessee Board of Nursing examination to become a Licensed Practical Nurse. Classes meet from 8 am. To 3 p.m. Monday-Friday with clinical hours scheduled at various times. TCAT Elizabethton also offers a Practical Nursing Program at ETSU at Kingsport Campus, 1501 University Blvd., Kingsport. Students must have a high school diploma or equivalent.

## WELDING

The Welding Program, which takes 12 months to complete, provides students with the techniques of welding processes commonly used in industry, such as Shielded Metal Arc (STICK), Gas Tungsten Arc (TIG\_ and Gas Metal Arc (MIG). Instruction in operation s of flame cutting, plasma cutting, grinding, metal preparation and use of tools and equipment, related math, physical properties of metal, effects of heat thickness allowances, shrinkage, basic joint design, layout and fabrication are provided.

A part-time training program is also offered in the evening.