



www.tcatshelbyville.edu

Fall 2022 Supplemental Schedule

Each term TCAT Shelbyville offers supplemental training opportunities to the public. These courses are generated in response to industry demand, prerequisite to enrollment in a program, public inquiry, and/or perceived need by the institution's faculty and staff. The following list of course offerings is available for any person wishing to gain additional knowledge either for career advancement, for future enrollment, or for other personal reasons. Courses may have some requirements but for the most part do not. Please complete the following steps to apply for any courses offered on the following list.

1. To apply for admission, go to www.tcatshelbyville.edu/future-students/admissions and click the "Apply Now" button.
2. Click on "First time user" account creation if you have not previously applied **or** enter the Login ID and PIN you have already created and select "Login".
3. Complete each field of the Application Checklist. Be sure to select the [04 Special Industry/ Supplemental Application](#) Type and the Fall 2022 Admission Term.
4. When selecting the [Program of Study](#), make sure to select the campus location you wish to attend, then click on the "None" down arrow for the specific Supplemental [Concentration](#) you wish to attend.
5. Select [Application is Complete](#) when you have completed the application. Select [Finish Later](#) if you would like to finish your application later.
6. Check your personal and TBR campus email regularly for correspondence from Admissions. You will be notified via your campus email to confirm your acceptance. Upon confirming your acceptance, applicants will be administratively registered until the course is filled.

Please complete the following steps to pay for a Supplemental course offering:

1. To pay, you have three options:
 - (1) To make payment, access your MyTCAT portal, click on the "My Account" icon; OR
 - (2) Fees may be paid in person at the main campus Monday through Friday 8:00 a.m. until 4:00 p.m.; OR
 - (3) by telephone (931-685-5013 Ext. 133) with a credit card.

Instructions to purchase Textbooks and Supplies for a Supplemental course offering:

1. Use the ISBN number information provided to order your book from a bookstore of your choice OR
2. Contact the Southern Connections Bookstore at 931-685-5031.

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EPA-608 Refrigerant Certification Test -Total Hours: 10

Covering a review of basic refrigerant principles, the course then progresses through Types 1,2,3 refrigerants. The ESCO Institute Exam will be proctored on day 5.

- Contact Student Services for information.
- Minimum enrollment to offer class is 8 students
- The last day to apply and pay for this course is one week prior to the start of class.

Other Costs

ESCO Test Exam Fee - \$25.00

<u>Option #</u>	<u>Scheduled Days</u>	<u>Campus Location</u>	<u>Time of Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Tuition</u>	<u>Instructor</u>
1	Monday thru Friday	Shelbyville Main Campus	5:30pm-7:30pm	9/26/2022	9/30/2022	\$237.00	Scott McKinney
2	Monday thru Friday	Shelbyville Main Campus	5:30pm-7:30pm	10/17/2022	10/21/2022	\$237.00	Scott McKinney
3	Monday thru Friday	Shelbyville Main Campus	5:30pm-7:30pm	11/14/2022	11/18/2022	\$237.00	Scott McKinney

HVAC Troubleshooting Analysis -Total Hours: 96

Provides training and overview of basic electricity for HVAC, controls and control theory, schematic and troubleshooting of HVAC electrical systems, and meters use and operation. The class culminates with a 6-hour electrical exam (ESCO Electrical Card).

- Contact Student Services for information.
- Minimum enrollment to offer class is 10 students
- The last day to apply and pay for this course is September 6, 2022

Other Costs

The textbook for the class in Shelbyville is Electrical Theory and Application for HVACR (1st Edition), Petit, Delatte, Collins ISBN 978-1-930044-32-6

ESCO Exam Fee - \$82.00

All materials must be purchased prior to the beginning of class.

<u>Option #</u>	<u>Scheduled Days</u>	<u>Campus Location</u>	<u>Time of Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Tuition</u>	<u>Instructor</u>
1	Monday thru Thursday	Shelbyville Main Campus	5:30pm-8:30pm	9/12/2022	11/7/2022	\$436.00	TBD

Limited Licensed Electrician (LLC) Test Prep Course -Total Hours: 36

Covers 2020 NEC Code and Calculations. This course prepares students in content required to pass the Tennessee Limited Licensed Electrician Exam. Through review of the 2020 NEC, students learn to quickly break down exam questions to find the correct answers, as well as how to navigate through calculations based on the code.

- Contact Student Services for information.
- Minimum enrollment to offer class is 8 students
- The last day to apply and pay for this course is September 6, 2022

Other Costs

The textbooks for the class are:
 -Mike Holt's Illustrated Guide to Electrical Exam Prep ISBN 978-0999203873
 -Journey Electrician Practice Exam, 2020 NEC ISBN 978-0999203880
 -National Electric Code 2020 1st Ed ISBN 978-1455922970

Text must be purchased prior to the beginning of class.

<u>Option #</u>	<u>Scheduled Days</u>	<u>Campus Location</u>	<u>Time of Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Tuition</u>	<u>Instructor</u>
1	Tuesday	Shelbyville Main Campus	5:30pm-8:30pm	9/13/2022	11/29/2022	\$237.00	Dawn Gammill

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Anatomy and Physiology (A&P) -Total Hours: 80

Covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/ immune, respiratory, digestive, urinary, and reproductive systems. Introduces common human disease processes.

- This course is a pre-requisite for entrance into the Practical Nursing program.
- Contact Student Services for information.
- Last Day to Apply and Pay for this course is August 25, 2022

Other Costs

REQUIRED: The textbook for the class is [ISBN 9780803669376](#) and must be purchased prior to the beginning of class.

REQUIRED: FRANKLIN County: A & P Workbook for the class is [ISBN 978-0803669383](#)

OPTIONAL: for Shelbyville and Lincoln County:A & P Workbook [ISBN 978-0803669383](#).

<u>Option #</u>	<u>Scheduled Days</u>	<u>Campus Location</u>	<u>Time of Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Tuition</u>	<u>Instructor</u>
1	Monday and Wednesday	Franklin County Campus	5:30pm-8:30pm	9/7/2022	12/7/2022	\$360.00	Lauren Flatt
2	Tuesday and Thursday	Shelbyville Main Campus	5:30pm-8:30pm	9/6/2022	12/13/2022	\$360.00	Rebecca Winton
3	Tuesday and Thursday	Lincoln Central Academy	9:00am 12:00pm	9/6/2022	12/13/2022	\$360.00	TBD

Math for Meds (M4M) -Total Hours: 40

Beginning with a review of basic mathematical principles, the course then progresses through drug dosage calculations, ratio and proportion, and medication safety. Common drug measures will be discussed and medication labels reviewed.

- This course is a pre-requisite for entrance into the Practical Nursing program.
- Contact Student Services for information.
- Last Day to Apply and Pay for this course is August 25, 2022
- The class at Shelbyville Main Campus will not meet on Monday, September 26, 2022

Other Costs

The textbook for the class in Shelbyville is [ISBN 9780323696951](#) and must be purchased prior to the beginning of class.

The textbook for the class in Franklin County is [ISBN 9780323696951](#) and must be purchased prior to the beginning of class.

The textbook for the class in Lincoln County is [ISBN 9780323696951](#) and must be purchased prior to the beginning of class.

REQUIRED: four function calculator

<u>Option #</u>	<u>Scheduled Days</u>	<u>Campus Location</u>	<u>Time of Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Tuition</u>	<u>Instructor</u>
1	Tuesday	Lincoln Central Academy	12:30pm-3:30pm	9/6/2022	11/29/2022	\$237.00	TBD
2	Thursday	Franklin County Campus	5:30pm-8:30pm	9/8/2022	12/15/2022	\$237.00	Kim Jackson
3	Mondays	Shelbyville Main Campus	5:30pm-8:30pm	9/12/2022	12/12/2022	\$237.00	Marilyn Ralston

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Registration

Applicants that are confirmed for a Fall Supplemental course, will **not** be able to self-register. Student Services will administratively register eligible applicants starting. **September 1, 2022.**

Bookstore

To place your book order, call the Southern Connections Bookstore at 931-685-5031.

Funding Resources Based on Eligibility

TCAT Shelbyville Supplemental and General Interest courses are **not** eligible for federal or state financial aid assistance.

Refunds

No refunds are made to students that begin a supplementary class.

***Fall Break for All Classes**

Oct 13-14, 2022 and Nov 24-25,2022

* Some classes may meet during the break. Check schedule for the classes meeting during the break.

Notice of Changes to Teaching Format

TCAT Shelbyville and the instructor reserve the right to change the teaching format from an on-ground to online class if a need arises due to health or weather concerns. Students will be notified by email as soon as possible

Right to Adjust or Cancel

The College reserves the right to adjust offerings and schedules based on enrollments. Class size is limited-enrollment is based on date of completed application and related requirements. Tennessee College of Applied Technology - Shelbyville is an equal opportunity training facility

Test Information

Prometric, Pearson VUE and MOS Testing Center on Site for Computer Certifications

All students who elect to take an exam(s) receive discounts on all CompTIA exams.

Tennessee College of Applied Technology - Shelbyville is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Campus Locations

TCAT Shelbyville- Shelbyville Main Campus, 1405 Madison Street, Shelbyville, TN 37160 Phone: 931-685-5013

TCAT Shelbyville- Franklin County Extension Campus, 925 Dinah Shore Blvd, Winchester, TN 37398, Phone: 931-968-5050

TCAT Shelbyville - Lincoln County Central Academy Extension Campus, 204 Union St. Room 301, Fayetteville, TN 37334, Phone: 931-433-2235