Spring 2017 Evening Course Offerings

Basic Electricity/Electronics – 60 hours

Intro to electrical and electronic principles and practices. Students learn electrical safety, terminology, print reading, Ohm's Law, Kirchhoff's Law, common electrical materials and components, basic circuit design and troubleshooting. Class meets **Tue/Thu, 5:00 – 8:00 p.m. starting on Jan 10th and tentatively ending on Mar 23rd.** Tuition **$288** + Textbook costs **$97** estimated.

Basic Heating Ventilation & Air Conditioning – 60 hours

Instruction includes the basic laws and theories related to air conditioning and refrigeration. Class meets **Tue/Thu, 5:00 – 8:00 p.m. starting on Jan 10th and tentatively ending on Mar 23rd.** Tuition **$288** + Textbook costs **$170** estimated.

Basic Welding – 60 hours

Instruction includes basic stick welding, vertical and horizontal, and overhead welds, with an introduction to mig and tig welding. Class meets **Tue/Thurs, 4:00 – 7:00 p.m. starting on Jan 10th and tentatively ending on Mar 23rd**. Tuition **$288** + **$50** Supplies Fee + optional Textbook costs **$9** estimated. Student must provide their own personal protective equipment including welding helmet, safety glasses, flame retardant jacket, wire brush, leather gloves, chipping hammer, and steel-toed shoes.

Intro to Digital Imagery – 45 hours

Students will learn to improve and edit digital photographs and learn to create vector graphics for print and web. Each class will begin with demonstration and instructor-led practice. All levels of creativity and experience welcome. Class meets **Mon/Wed, 5:00 – 8:00 p.m. starting on Jan 9th and tentatively ending on Mar 6th.** Tuition **$288** + Students must subscribe to Adobe Creative Cloud; cost is $20/month estimated.

Medical Coding – 80 hours

For students with a solid foundation in medical terminology, this class will teach the step-by-step billing and coding process. This class is suggested to help prepare for the medical coding certification exam. Class meets **Mon/Thu, 5:30 – 8:30 p.m. starting on Jan 5th and tentatively ending on Apr 13th.** Tuition **$288** + Textbook costs **$400** estimated.

Medical Terminology – 72 hours

Instruction includes medical terms necessary to be successful in the Medical Coding profession, and is also essential to prepare for the professional medical coding certification exam. Class meets **Mon/Thurs, 5:30 – 8:30 p.m. starting on January 9th and tentatively ending on Apr 6th.** Tuition **$288** + Textbook costs **$87** estimated.

Microsoft Office 2013 – 45 hours

Beginners welcome! Each class will begin with demonstration and instructor-directed practice. For computer users who want to learn more about Windows 8, electronic file management, web browsers, word processing, spreadsheets using Excel, and presentations using PowerPoint. Class meets **Mon/Wed, 5:00 – 8:00 p.m. starting on Jan 9th and tentatively ending on Mar 6th** Tuition **$288** + Textbook costs **$184** estimated.

MOS CORE Certification Prep for MS Excel 13 – 45 hours

Each class will begin with demonstration and instructor-directed practice. Students will learn MOS CORE competencies including how to create and manage worksheets and workbooks, apply formulas and functions, create charts and tables. Students should be computer literate, familiar with electronic file management, and confident working in an online learning environment. Microsoft Office Specialist certification exam voucher included. Class meets **Mon/Wed, 5:00 – 8:00 p.m. starting on Jan 9th and tentatively ending on Mar 6th.** Tuition **$288** + Textbook costs **$247** estimated.

MOS CORE Certification Prep for MS Word 13 – 45 hours

Each class will begin with demonstration and instructor-directed practice. Students will learn MOS CORE competencies including how to create and manage documents, format text, create tables, apply references, and format objects. Students should be computer literate, familiar with electronic file management, and confident working in an online learning environment. Microsoft Office Specialist certification exam voucher included. Class meets **Tue/Thu, 5:00 – 8:00 p.m. starting on Jan 10th and tentatively ending on Feb 28th.** Tuition **$288** + Textbook costs **$247** estimated.

Please contact Stacey Langlois if you are interested in any of these night classes by calling (931) 572-1694 or by email at: stacey.langlois@tcatdickson.edu. Tuition payment deadline is **Dec. 9th**. Registrations are processed on a first come, first served basis. Courses have student minimums & maximums, and may be cancelled if minimum & maximum occupancies are not met. All information is subject to change.
Please note: FINANCIAL AID IS NOT AVAILABLE FOR ANY OF THE COURSES LISTED ABOVE.

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